



**MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, May 12, 2021

**LIBRARY COMMISSION SPECIAL MEETING**

**CALL TO ORDER**

At 7:03 p.m., Chair Pan called the meeting to order via remote teleconference.

**ROLL CALL**

Commissioners: Qin Pan, Rahul Vasanth, Archana Panda, Liyan Zhao, Sheela Sreekanth  
City/County Staff: Joanne Magrini, Dianne Thompson, Roger Lee, Susan Michael, Kevin Khuu, Whitney Zeller, Clare Varesio, Jennifer Weeks  
Presenters: None  
Absent: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**APPROVAL OF MINUTES**

1. Subject: Meeting Minutes for the April 7, 2021.

Recommended Action: Review and approve the minutes for the April 7, 2021 Library Commission meeting.

Chair Pan recommended to amend the minutes to reflect Commissioners Sreekanth and Zhao on the subcommittee for the digital divide.

Chair Pan motioned to approve the minutes with the amendment. Commissioner Zhao seconded the motion. Motion carried unanimously with five votes yes.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

**Old BUSINESS**

2. Subject: Update on the Library Expansion Project.

Recommended Action: Receive an update on the Library Expansion Project.

Public Works Project Manager, Susan Michael, provided an update on the Library Expansion Project as submitted.

Orin Mahoney provided an update at this time on fundraising efforts from the Library Foundation. He shared the donation webpage, hosted at [thecupertinolibraryexpansion.com](http://thecupertinolibraryexpansion.com).

3. Subject: Overview of Conducting Commission Meetings and Review of Subcommittees.  
Recommended Action: Receive an overview of conducting Commission meetings and a review of subcommittees.

Administrative Assistant, Whitney Zeller, provided an overview on conducting Commission meetings and reviewed information on subcommittees.

3. Subject: Superfest Disability Film Festival.  
Recommended Action: Discuss the status of the proposed Superfest Disability Film Festival.

Cupertino Librarian, Clare Varesio, provided an update on the item and recommended that staff bring the item back to the Commission when more information has been gathered.

### **NEW BUSINESS**

4. Subject: Update on the Library Commission Budget.  
Recommended Action: Receive an update on the Library Commission budget.

Management Analyst, Kevin Khuu, provided an update on the Library Commission's budget.

Cupertino Poet Laureate Jing Jing Yang inquired about simplifying the process or finding alternative options for paying guest speakers for the Poet Laureate Program.

Chair Pan and Vice Chair Vasanth commented that they recollected the budget including funds for Commissioners to attend conferences.

Staff noted they would look at past budgets and minutes for any reference of funding for conferences.

### **STAFF AND COMMISSION REPORTS**

4. Subject: Monthly Update Reports.  
Recommended Action: Receive monthly update reports from:

- Cupertino Community Librarian  
Clare Varesio reported as submitted.
- County Librarian Monthly Update  
Jennifer Weeks reported as submitted.
- Library Expansion Working Group
- Friends of the Library  
Clare Varesio updated that Friends of the Library has reopened their lobby book sale area and donation bins will be received Tuesday, Wednesdays, and Thursdays at the usual donation slot.
- Cupertino Library Foundation
- Commissioners

Commissioner Zhao provided an overview of the items discussed at the Mayor's meeting.

- Poet Laureate  
Cupertino Poet Laureate, Jing Jing Yang provided on recent and upcoming programs.
- Staff

#### **COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

#### **FUTURE AGENDA SETTING**

#### **ADJOURNMENT:**

Chair Pan adjourned the meeting 8:43 p.m.

Respectfully Submitted by,

A handwritten signature in dark ink, appearing to read "Whitney Zeller". The signature is fluid and cursive, with the first name "Whitney" written in a larger, more prominent script than the last name "Zeller".

Whitney Zeller, Administrative Assistant  
*Minutes approved at the June 17, 2021 meeting.*