



MINUTES
LIBRARY COMMISSION
Wednesday, June 1, 2022

LIBRARY COMMISSION MEETING

CALL TO ORDER

At 7:00 p.m., Chair Pan called the meeting to order via remote teleconference.

ROLL CALL

Commissioners present: Qin Pan, Liyan Zhao, Rahul Vasanth, Sheela Sreekanth (7:05 p.m.),
Archana Panda
Commissioners absent: None
City/County Staff present: Joanne Magrini, Molly James, Jessica Javier, Kevin Khuu, Alex
Corbalis, Dianne Thompson, Clare Varesio, Jennifer Weeks
Presenters: None

CEREMONIAL MATTERS AND PRESENTATIONS

None

APPROVAL OF MINUTES

1. Subject: April 6, 2022 Library Commission Meeting Minutes

Recommended Action: Review and approve the April 6, 2022 Library Commission meeting minutes.

Vice Chair Zhao motioned to approve the minutes as submitted. Commissioner Vasanth seconded. Motion passed with 4 yes and 1 absent.

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

2. Subject: Discuss Expanding the Library Commission into the Library and Community Engagement Commission

Recommended Action: Discuss and consider adding to the roles and responsibilities engaging residents on city programs.

Chair Pan reviewed the item from previous meetings and opened the item for discussion.

Commissioner Vasanth commented that the intent is not to change the name or title of the Library Commission but discussing the notion of community engagement and civic engagement as it related to the Cupertino Library as a civic space. Suggested adding one additional responsibility through the municipal code that the Library Commission, can, if necessary, look into and explore ways to foster civic engagement within the library space.

Joanne Magrini, Director of Parks and Recreation, provided an update to the Commission on the Fiscal Year 2022-23 City Work Program recently approved by City Council. There is an item called Integrated Plan for Community Engagement. The project objective is to “Create an integrated plan and database for community engagement so that we do not have to start from scratch with each project. The plan should include all possible outreach channels, traditional media, newspaper, including Chinese and other languages, City Channel, the Scene, social media and influencers, community leaders, community groups, HOAs, block leader programs, Chamber and other business groups, etc. Explore the possibility for Library and Community Engagement Commission so that the Library Commission could help review and update this plan as needed.” The item has been given to the City Manager’s Office to manage and there will be an opportunity to discuss further.

Chair Pan asked for clarification on a timeline of when the item is expected. Director Magrini clarified that since the work program was just approved, staff will be developing the steps associated and there will probably be a timeline available in August/September with an update on what the Commission would be required to do or participate in.

Vice Chair Zhao commented that having the database would be great way to reach out to the community.

With the new information provided, Chair Pan recommended to leave the item on the agenda for future discussion once there is more information regarding the upcoming city work program.

NEW BUSINESS

3. Subject: Cupertino Poet Laureate Subcommittee Update

Recommended Action: Receive an update from the Cupertino Poet Laureate Subcommittee.

Vice Chair Zhao and Commissioner Panda reported that they have received two applications, however they are not Cupertino residents. Once the City provides all the detailed applicant information, the Committee can further discuss the qualifications and ties to Cupertino.

Commissioner Panda commented that one of the concerns with reaching out to potential candidates is that we don’t have an “incentive or offer” for the esteemed position. Requested that the position be acknowledged with a rewarding factor or prize for their investment of time and effort. Vice Chair Zhao agreed there is still work to be done to attract more people to apply in the future.

Chair Pan acknowledged the work and efforts of Jing Jing Yang, current Cupertino Poet Laureate, for the community. Also suggested reaching out to the County Poet Laureate for suggestions and advice to help make the position more attractive.

Liana Crabtree, Cupertino resident, commended the Committee for having two applicants. Commented that one of the strengths of the program is the adaptability for each Poet Laureate to emphasize and carry out their own vision. Suggested that the Poet Laureate have an opportunity to share a poem at public events or City Council meetings.

4. Subject: Discuss Possible Collaboration with Eaton Elementary Regarding Parking Spaces for the Library

Recommended Action: Discuss possible collaboration with Eaton Elementary regarding parking spaces for the library.

Written Communications for this item included an email to the Library Commission.

Joanne Magrini, Director of Parks and Recreation, let the Commission know that staff have reached out to the school district but have not heard back yet. Also provided an update to the Commission on the Fiscal Year 2022-23 City Work Program recently approved by City Council. Included is Community Engagement on Alternative Transportation and Parking, and the project objective is to "Educate and encourage resident use of alternative transportation to the Library. Install signage to point to overflow parking at Eaton Elementary school." The item will be coming to the Commission for input and feedback at a later date.

Chair Pan added that there was a previous agreement with Eaton Elementary regarding how many spaces are available for Library use with the previous Public Works Director.

Liana Crabtree, Cupertino resident, thanked Director Magrini for the update on the City work program and commented that this will be an important conversation as we start to come back in person. Additionally, requested information on what is happening with the book drop off point and a passenger loading and unloading zone on Torre Avenue that was part of the Library Expansion Project.

Clare Varesio, Cupertino Community Librarian, confirmed that they are waiting on construction to begin for the book drop off, hopefully later this month. Certain hours will be designated for the drop off, however, it is up to the City to decide if they will use it as a passenger loading and unloading zone.

5. Subject: Update on Fiscal Year 2021-22 City Work Program Item Senior Strategy

Recommended Action: Receive an update on the status of the Senior Strategy Fiscal Year 21-22 work program item regarding technology survey results and outreach plan and provide feedback.

Joanne Magrini, Director of Parks and Recreation, introduced Alex Corbalis, Recreation Coordinator, to present on this item. Alex presented on the item and shared the survey results regarding technology, provided an update on the outreach plan, and reviewed the various resources available for seniors.

Vice Chair Zhao recommended that Chinese be included in the texting services with the 211 resource.

STAFF AND COMMISSION REPORTS

6. 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.
- Friends of the Library
 - o They are accepting donations Tuesday morning through Thursday afternoon, and you can drop off donations outside next to the book return and in the Library lobby. The next book sale is planned for August.
- Cupertino Library Foundation
 - o The deadline for the opportunity to put a message on the donor wall is the end of June.
- Commissioners
 - o Commissioner Panda reported on the May Mayor's meeting.
- Poet Laureate
No updates.
- Director Magrini reported on the following items:
 - o Council approved extending the resolution authorizing continued remote teleconference meetings of the legislative bodies for the period May 19, 2022 through June 18, 2022 pursuant to the Brown Act.
 - o The Summer Concerts Series begins Thursday, June 16 at the Memorial Park Amphitheater. Join the City every Thursday from 6:30 p.m. – 8:00 p.m. until July 14.
 - o 4th of July Celebrations
 - Pancake Breakfast – Quinlan
 - Activities and Concert – Memorial Park
 - Swimming – Blackberry Farm
 - Fireworks 9:30 p.m. – Viewing Sites: Creekside Park, Sedgwick Elementary and Miller Avenue
 - o Blackberry Farm Golf Course Feasibility Study Survey is now live on Engage Cupertino and will close on July 15.
 - Virtual Community Meeting – Monday, June 6 at 6:30 p.m.

- Open House at BBFGC – Saturday, June 11 from 6:00 – 8:00 p.m. and Monday, July 11 from 4:00 – 6:00 p.m.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

Discussed attendees for upcoming Mayor's Meetings:

- June – Vice Chair Zhao
- July – Chair Pan
- August – Commissioner Panda
- September – Commissioner Vasanth
- October – Commissioner Sreekanth

FUTURE AGENDA SETTING

None

ADJOURNMENT:

Chair Pan adjourned the meeting 8:16 p.m.

Respectfully Submitted by,



Jessica Javier, Administrative Assistant