



# CITY OF CUPERTINO

## AGENDA

### LIBRARY COMMISSION

**This will be a teleconference meeting without a physical location.**

**Wednesday, February 1, 2023**

**7:00 PM**

#### **TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19**

**In accordance with Government Code 54953(e), this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.**

**Members of the public wishing to comment on an item on the agenda may do so in the following ways:**

**1) E-mail comments by 5:00 p.m. on Wednesday, February 1, 2023 to the Commission at [librarycommission@cupertino.org](mailto:librarycommission@cupertino.org). These e-mail comments will be received by the commission members before the meeting and posted to the City's website after the meeting.**

**2) E-mail comments during the times for public comment during the meeting to the Commission at [librarycommission@cupertino.org](mailto:librarycommission@cupertino.org). The staff liaison will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Chair's discretion to shorten time for public comments). Members of the public that wish to share a document must email [librarycommission@cupertino.org](mailto:librarycommission@cupertino.org) prior to speaking.**

#### **3) Teleconferencing Instructions**

**Members of the public may observe the teleconference meeting or provide oral public comments as follows:**

**Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item.**

**To address the Commission, click on the link below to register in advance and access the meeting:**

#### **Online**

**Please click the link below to join the webinar:**

[https://cityofcupertino.zoom.us/webinar/register/WN\\_zO9uMWxiTeGEmnPzse08KQ](https://cityofcupertino.zoom.us/webinar/register/WN_zO9uMWxiTeGEmnPzse08KQ)

**Phone**

Dial 669-900-6833 and enter Webinar ID: 996 6789 9199

(Type \*9 to raise hand to speak)

Unregistered participants will be called on by the last four digits of their phone number.

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne)

69.174.57.160 (Canada Toronto)

65.39.152.160 (Canada Vancouver)

Meeting ID: 996 6789 9199

SIP: 99667899199@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:

1. You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
2. You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.
3. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
4. When called, please limit your remarks to the time allotted and the specific agenda topic.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this teleconference meeting who is visually or hearing impaired or has any disability

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that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

## CALL TO ORDER

## ROLL CALL

## CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Chair and Vice Chair Selection  
Recommended Action: Conduct the selection of the Chair and Vice Chair.

## APPROVAL OF MINUTES

2. Subject: December 7, 2022 Library Commission Meeting Minutes  
Recommended Action: Review and approve the December 7, 2022 Library Commission meeting minutes.  
[A - Draft Minutes](#)

## POSTPONEMENTS

## ORAL COMMUNICATIONS

*This portion of the meeting is reserved for persons wishing to address the Commission on any matter within the jurisdiction of the Commission and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.*

## WRITTEN COMMUNICATIONS

## OLD BUSINESS

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

## NEW BUSINESS

4. Subject: Update on Fiscal Year 2022-2023 City Work Program Item Community Engagement on Alternative Transportation and Parking  
Recommended Action: Receive an update on the Community Engagement on Alternative Transportation and Parking Fiscal Year 2022-2023 work program item.

5. Subject: Consider Canceling the March 1, 2023 Library Commission Meeting  
Recommended Action: Cancel the March 1, 2023 Library Commission meeting.

## STAFF AND COMMISSION REPORTS

6. Subject: Monthly Update Reports  
Recommended Action: Receive Monthly Update Reports from:
- Cupertino Community Librarian
  - County Librarian Monthly Update
  - Friends of the Library
  - Cupertino Library Foundation
  - Commissioners
  - Poet Laureate
  - Staff

## COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

## FUTURE AGENDA SETTING

## ADJOURNMENT

*In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.*

*Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.*

*IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City's website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.*

*Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the*

*members on any other item not on the agenda, you may do so during the public comment.*



# CITY OF CUPERTINO

## Agenda Item

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**23-11937**

**Agenda Date: 2/1/2023**  
**Agenda #: 1.**

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Subject: Chair and Vice Chair Selection

Conduct the selection of the Chair and Vice Chair.



# CITY OF CUPERTINO

## Agenda Item

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**23-11938**

**Agenda Date: 2/1/2023**  
**Agenda #: 2.**

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Subject: December 7, 2022 Library Commission Meeting Minutes

Review and approve the December 7, 2022 Library Commission meeting minutes.



**DRAFT MINUTES  
LIBRARY COMMISSION**  
Wednesday, December 7, 2022

**LIBRARY COMMISSION MEETING**

**CALL TO ORDER**

At 7:01 p.m., Chair Pan called the meeting to order via remote teleconference.

**ROLL CALL**

Commissioners present: Qin Pan, Liyan Zhao, Rahul Vasanth, Archana Panda, Sheela Sreekanth (arrived at 7:15 p.m.)  
Commissioners absent: None  
City/County Staff present: Molly James, Kevin Khuu, Bryant Bao, Clare Varesio, Jennifer Weeks  
Guest Speakers: None

**APPROVAL OF MINUTES**

1. Subject: November 2, 2022 Library Commission Meeting Minutes

Recommended Action: Review and approve the November 2, 2022 Library Commission meeting minutes.

Vice Chair Zhao motioned to approve the minutes as submitted. Commissioner Vasanth seconded. Motion carried with 3 yes, 1 absent, and 1 abstain.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**OLD BUSINESS**

2. Subject: Cupertino Poet Laureate Subcommittee Update

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

Commissioner Panda and Vice Chair Zhao provided an overview of the Poet Laureate Celebration Event on November 16. Incoming Poet Laureate, Keiko O'Leary, is shadowing the current Poet Laureate, Jing Jing Yang, and the subcommittee will continue to help in the new year. Chair Pan commented on the event and thanked Commissioner Panda and Vice Chair Zhao for their work on the subcommittee.



## **NEW BUSINESS**

3. Subject: Consider Canceling the January 2023 Library Commission Meeting

Recommended Action: Discuss and cancel the January 2023 Library Commission meeting.

Molly James, Recreation Manager, proposed the item to the Commission, summarized what was done in the past, and asked the Commissioners to consider canceling the January meeting.

Liana Crabtree, Cupertino Resident, commented on the item and reminded the Commissioners that if the January meeting is canceled, then this would be the last meeting for the current Commissioners.

Chair Pan thanked Commissioner Vasanth for his service on the Library Commission. Vice Chair Zhao thanked Chair Pan and Commissioner Vasanth for their work and service on the Library Commission. Commissioner Panda acknowledged Chair Pan's work on the Donor Wall at the Cupertino Library and thanked both Chair Pan and Commissioner Vasanth for their work on the Commission.

Commissioner Vasanth motioned to cancel the January 2023 Library Commission meeting. Commissioner Panda seconded. Motion carried with 4 yes and 1 absent.

## **STAFF AND COMMISSION REPORTS**

4. Subject: Monthly Update Reports

Recommended Action: Receive Monthly Update Reports from:

- Cupertino Community Librarian  
Reported as submitted. Bryant Bao will be starting the week of December 12 as the Acting Community Librarian in Cupertino.
- County Librarian Monthly Update  
Reported as submitted.
- Friends of the Library  
The Lobby Book Sale is still available during Library open hours. The 2023 Large Book Sale dates can be found on the website. Book donations are still being accepted late Tuesday morning to early Thursday afternoon.
- Cupertino Library Foundation  
No updates.
- Commissioners  
Commissioner Panda reported on the Commissioners Dinner and thanked City staff for their efforts on the event. Chair Pan thanked current Commissioners for their services during the pandemic.
- Poet Laureate  
No updates.
- Staff
  - o Molly James announced her return from leave and will resume as the Library Commission Liaison moving forward.

- Council approved extending the resolution authorizing continued remote teleconference meetings of the legislative bodies for the period December 6, 2022 through January 5, 2023.
  - Staff will update the commission on any changes for the February meeting.
- Recapped the holiday events this past weekend, Tree Lighting and Breakfast with Santa.
- Upcoming Holiday Events
  - Signing Santa – Saturday, December 10 from 2 to 4 p.m. at Quinlan Community Center
  - Santa Visits – December 10, 11, 16, 17, and 18 (15-Minute Visits to your home)

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

Commissioners to attend the upcoming Mayor's meetings as follows:

December 14 – Chair Pan

January 11 – Commissioner Panda

#### **FUTURE AGENDA SETTING**

None

#### **ADJOURNMENT**

Chair Pan adjourned the meeting 7:48 p.m.

Respectfully Submitted by,

Jessica Javier, Administrative Assistant



# CITY OF CUPERTINO

## Agenda Item

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**23-11939**

**Agenda Date: 2/1/2023**  
**Agenda #: 3.**

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Subject: Cupertino Poet Laureate Subcommittee Update

Receive an update from the Cupertino Poet Laureate Subcommittee.



# CITY OF CUPERTINO

## Agenda Item

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**23-11940**

**Agenda Date: 2/1/2023**  
**Agenda #: 4.**

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**Subject:** Update on Fiscal Year 2022-2023 City Work Program Item Community Engagement on Alternative Transportation and Parking

Receive an update on the Community Engagement on Alternative Transportation and Parking Fiscal Year 2022-2023 work program item.



# CITY OF CUPERTINO

## Agenda Item

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**23-11941**

**Agenda Date: 2/1/2023**  
**Agenda #: 5.**

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Subject: Consider Canceling the March 1, 2023 Library Commission Meeting

Cancel the March 1, 2023 Library Commission meeting.



# CITY OF CUPERTINO

## Agenda Item

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**23-11942**

**Agenda Date: 2/1/2023**  
**Agenda #: 6.**

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Subject: Monthly Update Reports

Receive Monthly Update Reports from:

- Cupertino Community Librarian
- County Librarian Monthly Update
- Friends of the Library
- Cupertino Library Foundation
- Commissioners
- Poet Laureate
- Staff