



**CUPERTINO**

# **CITY OF CUPERTINO**

## **AGENDA**

### **LIBRARY COMMISSION**

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

**Wednesday, June 1, 2022**

**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 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, June 1 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\\_c9ZecBc8QOuRmxbOjENT4g](https://cityofcupertino.zoom.us/webinar/register/WN_c9ZecBc8QOuRmxbOjENT4g)

#### Phone

Dial 669-900-6833 and enter Webinar ID: 992 1853 7798

(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: 992 1853 7798

SIP: 99218537798@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

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

## 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.  
[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

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.

## NEW BUSINESS

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

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.  
[Staff Report](#)  
[A - Senior Strategy Survey Results - Technology](#)

## 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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**22-11009**

**Agenda Date: 6/1/2022**  
**Agenda #: 1.**

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Subject: April 6, 2022 Library Commission Meeting Minutes

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



**DRAFT MINUTES**  
**LIBRARY COMMISSION**  
Wednesday, April 6, 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: Qin Pan, Liyan Zhao, Rahul Vasanth, Sheela Sreekanth, Archana Panda  
City/County Staff: Joanne Magrini, Rachelle Sander, Molly James, Jessica Javier, Jim Throop, Susan Michael, Kevin Khuu, Clare Varesio, Jennifer Weeks  
Presenters: Jing Jing Yang  
Absent: None

**CEREMONIAL MATTERS AND PRESENTATIONS**

None

**APPROVAL OF MINUTES**

1. Subject: March 2, 2022 Library Commission Meeting Minutes  
Recommended Action: Review and approve the March 2, 2022 Library Commission meeting minutes.

Vice Chair Zhao motioned to approve the minutes as submitted. Commissioner Sreekanth seconded. Motion passed unanimously.

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

Chair Pan shared an email received from a community member about adding more charging cables to the Library.

**OLD BUSINESS**

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

Susan Michael, Capital Improvement Program Manager, presented on the item and provided an update on the construction of the Library. Shared conceptual drawings for the landscape

around the building and inside of the courtyard. A gala event will be hosted for the opening on Friday, April 29.

3. 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 the previous meeting and opened the item for discussion.

Jim Troop, City Manager, commented on the considerable duties of the Library Commission and encouraged Commissioners to consider their current workloads. Suggested refocusing the consideration of community engagement to the Library and possible Library events and programs.

Commissioner Vasanth mentioned Campbell as an example of a Library Commission that had expanded their duties, but the focus remains on the library and to utilize and support it as a hub for civic engagement. Commissioner Panda agreed and suggested to continue developing hybrid and virtual options to better utilize resources and help more community members. Clare Varesio, Community Librarian, agreed with City Manager Troop's comments and provided her concerns that expanding the Commission's roles and responsibilities could result in losing focus on the Library. Commented that community engagement and outreach is currently integral in the Commission's current duties and to consider the engagement from other Commissions as well.

Liana Crabtree, Cupertino Resident, commented on the Library as a hub for community engagement, with the focus of promoting new developments, programs, or events at the Library. Had no opinion on expanding the Commission's duties, but reminded the Commission about current possible engagement opportunities.

Vice Chair Zhao commented that with the expansion, there will be many opportunities to promote events and engage with the community. Suggested postponing the item and to focus on current community engagement opportunities, with a focus on Library programs and events and continued partnership with the Library.

Commissioner Vasanth suggested adding to the Library Commission's duties a responsibility of civic engagement within the Library's space, not tied to programs, but still with the focus on the Library.

Chair Pan reviewed the discussion so far and supported Vice Chair Zhao's suggestion to clarify the Commission's duties to possibly expand or include community engagement. Suggested tabling this item for Commissioners to think about potentially expanding their responsibilities.



Chair Pan motioned to table the item and have Commissioners think about options to either expand the Commission's duties or narrow down the name change. Commissioner Panda seconded. Motion passed unanimously.

## **NEW BUSINESS**

4. Subject: Cupertino Poet Laureate Program and 2023-2025 Poet Laureate Selection Process  
Recommended Action: Discuss the Poet Laureate Program and select a sub-committee to outreach and establish the selection committee for the 2023-25 Poet Laureate Selection Process.

Joanne Magrini, Director of Parks and Recreation, introduced Molly James, Recreation Manager, to present on this item. Molly reviewed the Poet Laureate program with the Commission.

Jing Jing Yang, current Cupertino Poet Laureate, thanked the Commissioners for extending her term. Offered to help in the selection of the next poet laureate. Provided a report on several upcoming events such as an event on April 30, to celebrate reopening of the Library and the original Cupertino Poetry Circle and April as national poetry month. In May, will celebrate Asian American and Pacific Islander Heritage Month. Will have a guest named Hatl to celebrate the arts and creativity. Will judge for the Youth Rotary Poetry Contest with the Santa Clara County Poet Laureate and former Poet Laureate Jennifer Swanson. Will do poetry windows at the Library in June and work at the City's Bike Festival in the fall.

Commissioner Panda suggested expanding the qualifications to potentially garner more widespread applicants and establish a person to focus on the management side and partner with the poet laureate.

Vice Chair Zhao commented on the current rules and suggested expanding the limitation that the person must be a Cupertino Resident or must have worked in Cupertino for at least 2 years and to include the current Poet Laureate in the Selection Committee.

Chair Pan suggested continuing to push to update the Poet Laureate playbook to improve on the selection of the next Poet Laureate and suggested finding a middle ground for all parties to work together to support the program.

Liana Crabtree, Cupertino Resident, shared her experience in the previous recruitment, comments made by the previous poet laureate, and agreed that there needs to be a greater support team for the position.

The Commission thanked Jing Jing for her work and effort as the current Poet Laureate. Commissioner Panda offered to help Jing Jing with her programs and events.

Commissioner Panda and Vice Chair Zhao volunteered to be on the subcommittee.

Commissioner Panda motioned for Jing Jing Yang, Vice Chair Zhao, and herself to be part of the subcommittee. Vice Chair Zhao seconded. Motion passed unanimously.

5. Subject: Discuss the Poet Laureate Handbook and Consider Forming a Subcommittee

Recommended Action: Discuss the Poet Laureate Handbook and consider forming a subcommittee.

Chair Pan reviewed this item. Director Magrini supported the utilization of connections from the previous and current poet laureates, along with performing more outreach such as tabling in front of the library and educating community members on the program. Chair Pan suggested the current subcommittee take time to review the playbook during the recruitment process to highlight specific areas that could be improved or updated and to request the changes to City Council. Commissioner Panda suggested recruiting a junior Poet Laureate, who will take over the position once the current poet laureate graduates from the position. Jing Jing suggested for future updates to potentially recruit a youth poet laureate and will send a list of her activities and events to City staff to share with the Commissioners.

Chair Pan motioned for the current subcommittee to review the current playbook and suggest parts and sections to potentially update. Commissioner Vasanth seconded. Motion passed unanimously.

6. Subject: Discuss Art Display Areas at the Library

Recommended Action: Discuss possible art display areas at the Library.

Clare Varesio, Community Librarian, provided information on this item, including upcoming art display projects such as from the Cupertino Library Foundation, the Fine Arts League, the Mayor's Cup challenge, a temporary exhibit from Recology's Artist in Residence program, and will continue to work with the Cupertino Poet Laureate to put poetry on display. Chair Pan suggested working on expanding and displaying art to other potential areas and suggested reaching out to the Library Foundation. Clare confirmed the Library will continue to work on this item.

7. Subject: Library Commission Photo Selection

Recommended Action: Review and select a photo for the Library Commission to be displayed at the Cupertino Library.

The Commission reviewed and selected the second photo. Staff will work on the photo to expand the quote and Commissioner Sreekanth offered to help. Joanne reminded Commissioner Vasanth and Vice Chair Zhao to submit a personal photo for the City's webpage.

## **STAFF AND COMMISSION REPORTS**

8. 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  
Had a book sale on Saturday, April 2. Will hosted another book sale in late Summer and have opened up the donation bins again from Tuesday mornings to Thursday afternoons.
- Cupertino Library Foundation  
No updates.
- Commissioners  
No updates.
- Poet Laureate  
Was heard earlier.
- Staff  
Director Magrini reported on the following items:
  - o Big Bunny 5K on April 16
  - o Earth day on April 23
  - o The City's public engagement portal called Engage Cupertino and current surveys in progress: the All-Inclusive Playground and the Lawrence Mitty Park Master Plan.
  - o The May meeting will most likely be in person.
  - o Jessica Javier as the new Administrative Assistant.

**COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS**

Discussed attendees for upcoming Mayor's Meetings:

- April – Commissioner Vasanth
- May – Commissioner Panda
- June – Vice Chair Zhao

Commissioner Panda will attend the May Mayor's meeting for Chair Pan. Staff asked the Commissioners to respond about the tour dates for the Library Expansion.

**FUTURE AGENDA SETTING**

None

**ADJOURNMENT:**

Chair Pan adjourned the meeting 9:08 p.m.

Respectfully Submitted by,

Kevin Khuu, Management Analyst



# CITY OF CUPERTINO

## Agenda Item

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**22-11010**

**Agenda Date: 6/1/2022**  
**Agenda #: 2.**

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

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



# CITY OF CUPERTINO

## Agenda Item

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**22-11011**

**Agenda Date: 6/1/2022**  
**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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**22-11012**

**Agenda Date: 6/1/2022**  
**Agenda #: 4.**

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

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



# CITY OF CUPERTINO

## Agenda Item

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**22-11014**

**Agenda Date: 6/1/2022**  
**Agenda #: 5.**

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

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.



## PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER  
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732  
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305  
CUPERTINO.ORG

### STAFF REPORT

Meeting: June 1, 2022

#### 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.

#### Background

For Fiscal Year (FY) 2021-22, the City Work Program includes an item titled “Senior Strategy” with a stated objective to address the needs of seniors in collaboration with the City Council and Commissions. Needs to address include technology resources, housing, food supply, transportation, and mental and physical health and wellbeing.

#### Discussion

A survey was developed to determine seniors’ awareness of existing available resources which address the need areas listed in the project objective. This survey was brought to the Senior Advisory Council for feedback on September 27, 2021 which was incorporated prior to publishing. The survey was launched in October of 2021 and closed in December of 2021 and received 459 responses.

The survey results were compiled and analyzed to determine the greatest gaps in resource awareness among seniors. This compiled survey data was presented to the Senior Advisory Council along with a primary outreach plan for their feedback on March 24, 2022. The survey results and preliminary outreach plan will be presented to pertinent commissions for their feedback prior to presentation of the item at a future City Council meeting.

#### Sustainability Impact

No sustainability impact.

#### Fiscal Impact

None.



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Prepared by: Alex Corbalis, Recreation Coordinator

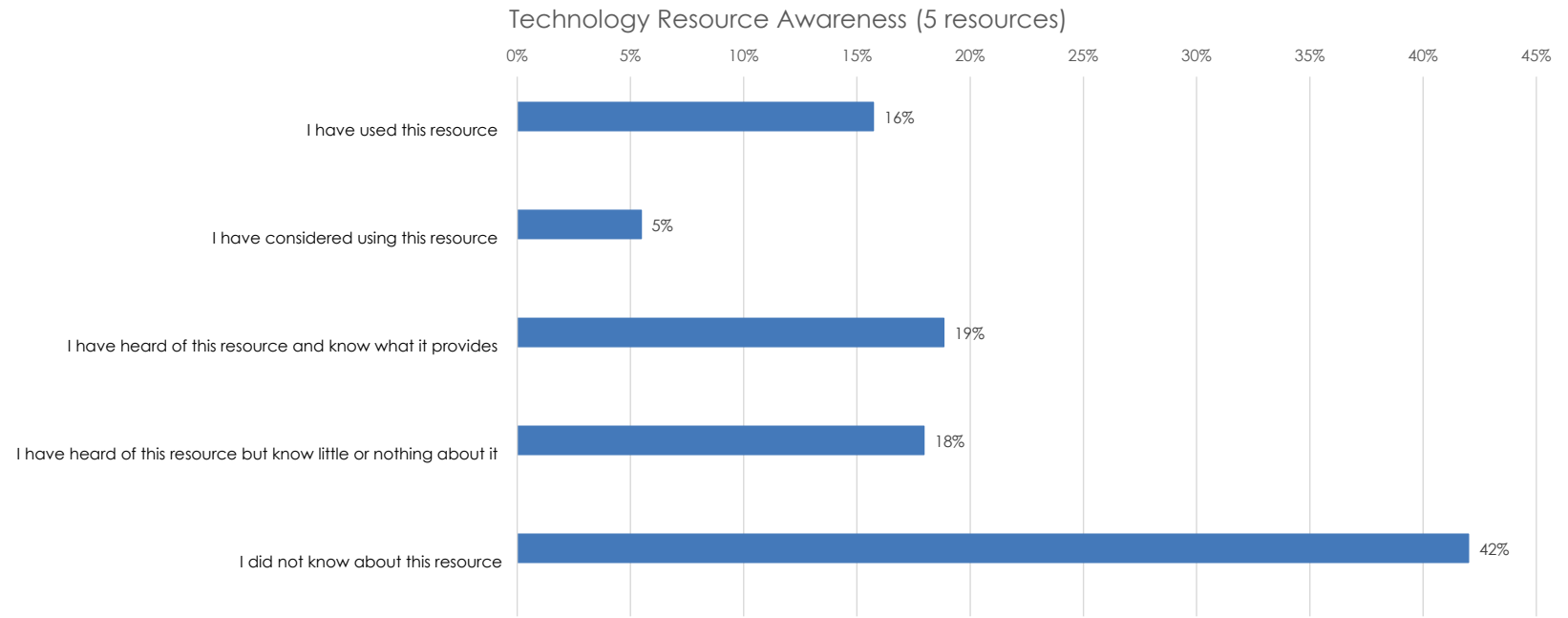
Reviewed by: Joanne Magrini, Director of Parks and Recreation

Approved for Submission by: Joanne Magrini, Director of Parks and Recreation

Attachments:

A – Senior Strategy Survey Results - Technology

Technology Resource Awareness (5 resources)	
I have used this resource	16%
I have considered using this resource	5%
I have heard of this resource and know what it provides	19%
I have heard of this resource but know little or nothing about it	18%
I did not know about this resource	42%



Of the five resources listed (see tables below for full list), respondents had the greatest awareness of public computers available at the Cupertino Library, and were most likely to have used the public WiFi available at some City buildings. Respondents were least aware of GetSetup.io, a virtual class platform with access sponsored by the Cupertino Library Foundation with support from the Cupertino Community Funding Grant Program.

Technology Resource Awareness	Technology classes held at the Cupertino Senior Center (Apple Assistance, Android workshops, iPhone and iPad workshops)		Public WiFi in City buildings (City Hall, Quinlan Community Center, Senior Center, etc.)		Public access computers at the Cupertino Library		Cupertino Library resource workshops (Kanopy, Creativebug, Freegal, NY Times Online, Universal Class, Flipster, Medici.TV, Discover and Go, Overdrive, PressReader, etc.)		Get Setup (getsetup.io)	
	Respondents	Percentage	Respondents	Percentage	Respondents	Percentage	Respondents	Percentage	Respondents	Percentage
I have used this resource	47	10%	132	29%	123	27%	49	11%	8	2%
I have considered using this resource	41	9%	26	6%	23	5%	30	7%	5	1%
I have heard of this resource and know what it provides	107	24%	90	20%	166	36%	51	11%	16	3%
I have heard of this resource but know little or nothing about it	138	30%	78	17%	95	21%	76	17%	23	5%
I did not know about this resource	121	27%	129	28%	51	11%	252	55%	406	89%



# CITY OF CUPERTINO

## Agenda Item

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22-11016

Agenda Date: 6/1/2022  
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