



CITY OF CUPERTINO

AGENDA

LIBRARY COMMISSION

This will be a teleconference meeting without a physical location.

Wednesday, September 7, 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, September 7 to the Commission at 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. 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 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_tzCuatUwSHK0xa4CTG9iIA

Phone

Dial 669-900-6833 and enter Webinar ID: 990 2497 7538

(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: 990 2497 7538

SIP: 99024977538@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: July 6, 2022 Library Commission Meeting Minutes
Recommended Action: Review and approve the July 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

NEW BUSINESS

2. Subject: Cupertino Poet Laureate Update
Recommended Action: Receive an update on the 2023-2024 Cupertino Poet Laureate appointment. Discuss plans for honoring and celebrating the 2020-2022 Poet Laureate as well as welcoming the new Poet Laureate. Assign tasks for upcoming celebration events, as needed.

STAFF AND COMMISSION REPORTS

3. 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

22-11371

Agenda Date: 9/7/2022
Agenda #: 1.

Subject: July 6, 2022 Library Commission Meeting Minutes

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



**DRAFT MINUTES
LIBRARY COMMISSION**
Wednesday, July 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 present: Qin Pan, Liyan Zhao, Rahul Vasanth, Sheela Sreekanth, Archana Panda
Commissioners absent: None
City/County Staff present: Joanne Magrini, Jessica Javier, Kevin Khuu, Clare Varesio, Jennifer Weeks
Presenters: None

CEREMONIAL MATTERS AND PRESENTATIONS

None

APPROVAL OF MINUTES

1. Subject: June 1, 2022 Library Commission Meeting Minutes

Recommended Action: Review and approve the June 1, 2022 Library Commission meeting minutes.

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

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

OLD BUSINESS

2. Subject: Cupertino Poet Laureate Selection Committee's Recommendation of Keiko O'Leary for appointment of the new 2023-2024 Poet Laureate

Recommended Action: Consider and approve the Selection Committee's recommendation of Keiko O'Leary for appointment of the new Cupertino Poet Laureate for recommendation to City Council.

Commissioner Panda provided an update on the three applications received, the recruitment process, and the selected finalist Keiko O'Leary. Clarified that although Keiko is not a Cupertino resident, the candidate has been a part of the Poet Laureate Program for eight years and has helped previous Cupertino Poet Laureates. Added that the selected candidate was qualified, composed, and capable. The new Poet Laureate will shadow current Cupertino Poet Laureate, Jing Jing Yang, in October and November and the subcommittee will also provide support during the transition.

Vice Chair Zhao added the selected candidate was professional, calm, and has had previous experience working the current Cupertino Poet Laureate. Together, the subcommittee and the new Poet Laureate will work together to make the program successful.

Commissioner Vasanth motioned to approve the Selection Committee's recommendation of Keiko O'Leary for appointment of the new 2023-2024 Poet Laureate. Commissioner Sreekanth seconded. Motion passed unanimously.

NEW BUSINESS

3. Subject: Update on the Fiscal Year 2022-2023 City Work Program Items

Recommended Action: Receive the update on the Fiscal Year 2022-2023 City Work Program items.

Joanne Magrini, Director of Parks of Recreation, presented on the Fiscal Year 2022-2023 City Work Program items for the Library Commission.

Liana Crabtree, Cupertino resident, recommended adding way finding signs at local and nearby bus stops, indicating how far the Library or Civic Center is for alternative transportation.

4. Subject: Consider Canceling the August 2022 Library Commission Meeting

Recommended Action: Discuss and consider canceling the August 2022 Library Commission meeting.

Vice Chair Zhao motioned to cancel the August Library Commission meeting. Commissioner Panda seconded. Motion passed unanimously.

STAFF AND COMMISSION REPORTS

5. Subject: Monthly Update Reports

Recommended Action: Receive monthly update reports from:

- Cupertino Community Librarian
Reported as submitted.
- County Librarian Monthly Update
Reported as submitted.
- Friends of the Library

- The next book sale is planned for August 20 & 21.
- Cupertino Library Foundation
No updates.
- Commissioners
 - Vice Chair Zhao reported on the Library highlights at the June Mayor's meeting. Provided an update on a potential event opportunity for all Commissioners within the City to meet each other and more updates will be provided at a later date.
- Poet Laureate
 - No updates.
- Director Magrini reported on the following items:
 - Council will vote on July 7 to approve extending the resolution authorizing continued remote teleconference meetings of the legislative bodies for the period July 7, 2022 through August 6, 2022 pursuant to the Brown Act.
 - The Summer Concerts Series ends Thursday, July 14. Join the City at the Memorial Park Amphitheater from 6:30 p.m. – 8:00 p.m.
 - Shakespeare in the Park begins Saturday, July 23 at the Memorial Park Amphitheater. All performances begin at 6:00 p.m.
 - Movies in the Park every Friday for the month of August at 8:00 p.m. at Creekside Park.
 - Blackberry Farm Golf Course Feasibility Study Survey closes on July 15 on Engage Cupertino.
 - Open House at BBFGC – Monday, July 11 from 4:00 – 6:00 p.m.
 - Kevin Khuu will be the Library Commission Liaison while Molly James is out on leave.
 - City Manager, Jim Throop, has resigned and Dianne Thompson is currently serving as the Acting City Manager.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

None

FUTURE AGENDA SETTING

None

ADJOURNMENT:

Chair Pan adjourned the meeting 7:52 p.m.

Respectfully Submitted by,

Jessica Javier, Administrative Assistant



CITY OF CUPERTINO

Agenda Item

22-11372

Agenda Date: 9/7/2022
Agenda #: 2.

Subject: Cupertino Poet Laureate Update

Receive an update on the 2023-2024 Cupertino Poet Laureate appointment. Discuss plans for honoring and celebrating the 2020-2022 Poet Laureate as well as welcoming the new Poet Laureate. Assign tasks for upcoming celebration events, as needed.



CITY OF CUPERTINO

Agenda Item

22-11373

Agenda Date: 9/7/2022
Agenda #: 3.

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