
MEETING MINUTES

August 21, 2019

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Michael L. Snyder, Vice Chair Wendi Mahaney-Gurahoo, Commissioners Michael Melillo, Hilary Thorsen, Elena Jolly (7:06 pm arrival,) Janice Allen, José Magaña, Thaddeus Aid, Patricia Mendoza and Christina Dunbar (7:30 pm arrival)

ABSENT: Commissioner Tiffany Uhri Chu

STAFF: Library Director Jill Bourne, Deputy Library Directors Michelle Ornat and Jenny Choi, Library Foundation Executive Director Dr. Dawn Coppin, Division Managers Jean Herriges and Vidya Kilambi, Senior Librarians Rosemary Van Lare and Rachel Gaither, Senior Office Specialist Mary Rybka-Bartholomew and Administrative Assistant Adriana York.

Others: Council Member Representative, Monica Rodriguez, Council District Seven – Sylvia Arenas

Call to Order

The Library and Early Education Commission convened at 7:03 p.m. in the SJPL Works conference room. Quorum was achieved with 8 Commissioners present.

Orders of the Day: Approval of the Agenda

Chair Snyder requested a motion to approve the Agenda and upon a first motion by Commissioner Allen seconded by Commissioner Melillo. Chair Snyder requested discussion, and none responded. Chair took a vote and the motion has been carried unanimously, the Commission approved the adoption of the August 21, 2019 agenda.

II. Consent Calendar

Approval of the Regular Meetings Minutes of April 17, 2019, May 15, 2019, June 19, 2019 upon a motion by Commissioner Allen seconded by Commissioner Melillo and carried unanimously, the Commission approved the adoption of the May 15, 2019 and June 19, 2019 minutes and motion to amended April 17, 2019 minutes to remove statement regarding Commissioner Allen had attended the Mt. Pleasant Branch opening was made by Commission Allen request was carried unanimously.

A. Correspondence: There was no correspondence.

IV. Public Record: There was no correspondence for the Commissioners to review.

V. Open Forum: There was no public testimony from the floor.

VI. Discussion/Action Items

- A. Chair Snyder and the Commissioners welcomed newly appointed and sworn in Commissioner Patricia Mendoza representing District 8. He announced that Commissioner Dr. Kristin Rivers was reappointed to District 6 and Commissioner Tom Trudell was appointed to District 10 however, both Commissioners are required to perform the Oath of Office by City Clerk's office before presiding at the Commission meetings.
- B. Election of Officers for Fiscal Year 2019-2020: For the Chair position, two nominations were submitted. Commissioner Janice Allen nominated Commissioner Michael Melillo and Chair Snyder nominated Vice Chair Wendi Mahaney-Gurahoo with a second motion by Commissioner Jolly for both candidates. Both Commissioners Melillo and Mahaney-Gurahoo provided a speech to the Board regarding their candidacy for the Chair position. Chair Snyder moved to put the nomination for Chair to a vote, Commissioner Melillo received nine yes votes and one abstention, while Commissioner Mahaney-Gurahoo received two yes votes. Former Chair Snyder expressed gratitude for his eight years' experience on the Library and Early Education Commission and officially passed the gavel to newly elected Chair Michael Melillo. Chair Melillo called for nominations for the Vice Chair position and he nominated Vice Chair Wendi Mahaney-Gurahoo with first motion by Commissioner Magaña and second by Commissioner Jolly. No other candidates were nominated. Chair Melillo moved to put the nomination of Wendi Mahaney-Gurahoo for the Vice Chair position to vote and yes by unanimous consent.
- C. [Adopt FY 2019-2020 Workplan](#) Library Director Jill Bourne reviewed the Workplan Draft with the Commissioners and to inform them that the required topics are identified in bold text and are typically reviewed annually during certain times of the year prior to Council Agenda Schedule. Commissioners can submit topics for next year's agenda. All Early Education program updates occur at the Dr. Martin Luther King, Jr library. On alternate months, when meetings are held at Branches, the Branch updates are given. Items on the Workplan were requested by Commissioners or a topic is scheduled a month prior to the City Council meeting. Bond and audit discussions occur one month prior to the meeting. Chair Melillo requested feedback in order to make changes to the Workplan.
- a. Commissioner Thorsen requested a presentation of Biblicommons which was added to the October meeting, Library Fines and Measurements.
 - b. Chair Melillo requested an update on the removal of Youth Fees. Director Bourne noted it will be covered in the October meeting.
 - c. Vice Chair Mahaney-Gurahoo requested if any proposed expansion of programs like bridge library, new branches will be opened.
 - d. Commissioner Melillo requested an update on early developmental screening which Director Bourne noted it will be covered in the Early Education Update. |

Director Bourne added that topics can be added to the Workplan at regular meetings or can be covered conversationally. Chair Melillo requested a motion to adopt the Workplan with first Commissioner Jolly and seconded by Commissioner Aid, the motion was carried unanimously.

- D. Identify Ad hoc Committee to Review Bond and Audit Questions. Chair Melillo requested two to three volunteers to review the bonds and create audit questions. Vice Chair Mahaney-Gurahoo, Commissioners Allen and Mendoza volunteered to be on the Ad Hoc Committee.
- E. Report on Community Conversations (V. Kilambi): The Community Conversation program started in the Branches and is the brainchild of the Harwood Institute for Public Innovation to solve problems and shape how communities work together. The program consists of a series of ten questions in which the participants discuss the aspirations for the community, challenges they face and possible solutions to these challenges. The conversation is facilitated at the Library and notes are captured and shared back with the community. After training and coaching by the Harwood Institute, six librarians and literacy specialists formed San José Engage. In 2016, three branches had innovating programming: Bibliotecca, Hillview, and Tully branches. By 2017, every Branch was required to host one community conversation once a quarter, share public knowledge gained and create appropriate programs for each community. Commissioner Jolly asked for community members who do not use the Library, what type of marketing is used to outreach into the community. Division Manager Kilambi replied that the events are promoted on flyers, San José Public Library website and social media sites. Commission Jolly suggested other social media sites like Nextdoor to communicate upcoming events. Average attendance is about fives community members. Chair Mahaney-Gurahoo inquired if there were Community Conversations for teens and adults which focused on life skills.
- F. Pat Dando Memorial Monument Update presentation (R. Crowley): Rich Crowley thanked the committee for giving a unanimous approval for the Pat Dando Memorial prior to presenting it to City Council for their approval. Crowley addressed the 5 milestones to accomplishment of the statuary:
- a. Parks and Recreational Department requested diagram for monument placement and maintenance of statue area.
 - b. Fundraising campaign – Bill Barron headed the fundraising campaign with a \$350k goal raised in two months of which \$250k creating statue, relocating materials in place of the statue and \$100k was to be invested in an endowment for childrens enhanced programs at the Almaden Branch. To date of this presentation, \$440,465 were raised. The Library will receive a portion of that money.
 - c. Sculptors across the nation were evaluated and Mario Chiodo was selected to create the sculpture. A clay maquette was built for composition in a miniature scale prior to building the slightly larger than life size sculpture.
 - d. Almaden Womens Club was recruited as a non-profit collector of funds.
 - e. Dawn Coppin (San José Pubic Library Foundation) will be collaborating with the legal department in reviewing the endowment paperwork and will be responsible for overseeing the endowment.

VII. Council Liaison's Announcements: No Council announcements were made by Council Member Representative, Monica Rodriguez, Council District Seven – Sylvia Arenas. Rodriguez welcomed everyone back and congratulated the new Commissioners. They look forward to collaborating with the Commissioners in the new session. Commissioner Jolly

recognized Council Member Arenas office for diligently attending every meeting. Chair Melillo expressed that the sentiment was shared by the entire Commission.

VIII. Chair's Announcements:

- Chair Melillo and Commissioner Aid participated in the first Digital Literacy Quality Standards meeting last week.

IX. Library Director's Announcements:

- **Summer Learning Program** was highly successful with a total of **23,819** participants. The growth from last year's participation was an increase of over **4,800** participants. Feedback indicates that awarding book prizes as a sign-up prize was a key motivator. Additionally, expansion of partnerships with the Department of Parks, Recreation and Neighborhood Services (PRNS) and the YMCA resulted in a 50% increase in Summer Learning participation from the partner summer camps.
- The **Graphic Novel Making Contest** has wrapped up another successful year with **240** community members submitting an original eight-page comic. This program continues to engage a diverse population and provide a platform for unique emerging voices in the community. Integrating feedback received from past participants, many skill-building programs and resources were introduced this summer including workshops with award-winning creators such as Nick Dragotta and Trina Robbins; classes focused on art, creative writing, and sequential storytelling; and topical resource guides for library materials. The Graphic Novel Making Contest has also received much positive press as of late including a feature article in Booklist Magazine's July 2019 Guide to Graphic Novels in Libraries. Winners of the Graphic Novel Contest will be announced at the Award Ceremony held on August 31 at 2pm at the Seven Trees Branch. Early arrival is recommended due to an anticipated high turnout.
- For the sixth consecutive year, San José Public Library provided a 9-week **summer meal program** at seven branch libraries where nearly **12,000** meals were served to children. This program was made possible with the support of volunteers and partners: YMCA, Second Harvest Food Bank, Revolution Foods and California Summer Meal Coalitions.
- The San José Public Library proudly announced two new library card designs. The San José Public Library is proud to partner with the San Francisco 49ers to introduce the first-ever 49er library card. This card will be added to the collection and will be made available to the public starting **Tuesday, August 27**. To celebrate, SJPL will be hosting a press conference at the **Joyce Ellington Branch Library on Tuesday, August 27 at 11 a.m.** All Commissioners will be emailed a special invite. In addition, SJPL will be hosting the 49ers as they'll present a variety of events in the upcoming months. Secondly, the San José Public Library will be introducing a limited-edition DC Comics library card. The new design will be unveiled at the Graphic Novel Making Contest Award Ceremony on August 31. A limited quantity will be issued, and it is recommended to obtain one while supplies last.

- One of San José Public Library best platforms for online learning content Lynda.com was purchased by LinkIn and recently announced that they will be transitioning to LinkedIn Learning. Patrons will be subjected to LinkIn Learn privacy terms which does not align with San José Public Library privacy policy. Lynda.com will be accessible till December 31, 2019 meanwhile the Electronic Resource Team is diligently looking for alternative online learning content platforms which align with San José Public Library core values and safeguards our customers' intellectual freedom.

X. Comments and Announcements:

- A. Youth Commission: Not present.
- B. Meetings Attended by Commissioners as Commissioners: Chair Melillo and Commissioner Aid attended the Digital Literacy Quality Standards meeting.
- C. San José Public Library Foundation (SJPLF) Board (Executive Director Dr. Dawn Coppin): Commission Thorsen attended the Board Meeting in July.

XI. Information and Upcoming Opportunities For Commission Participation –

See SJPL Program Calendar at <http://www.sjpl.org/>
Pat Dando Endowment

XII. Items for Future Commission Meeting Agendas:

Vice Chair Mahaney-Gurahoo requested that a topic: Pieces of Collateral for Early Learning (a four-minute video) be added to next month's meeting agenda.

XIII. Meeting Schedule and Agenda Items

The next regular meeting will be September 18th at 7:00 p.m., at Almaden Branch Library.

XIV. Adjournment: The meeting was adjourned at approximately 8:17 p.m.

MICHAEL L. SNYDER, Chair
San José Public Library
and Early Education Commission

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

ADRIANA A. YORK