
MEETING MINUTES

February 20, 2019

I. Call to Order & Orders of the Day

Roll Call

- PRESENT:** Chair Michael L. Snyder, Vice Chair Wendi Mahaney-Gurahoo, Michael Melillo, José Magaña, Daniel Newell, Tiffany Uhri Chu, Hilary Thorsen, Janice Allen, Pat McMahon, Elena Jolly, and Pravir Ramtekkar.
- ABSENT:** Thaddeus Aid, Christina Dunbar, and Kristin N. Rivers, Ph.D.
- STAFF:** City Librarian Jill Bourne, Deputy Library Director Michelle Ornat, Division Managers Jean Herriges and Vidya Kilambi, Senior Public Information Representative Elizabeth Castañeda, San José Public Library Foundation Executive Director Dr. Dawn Coppin, Supervising Applications Analyst, Howard Yielding 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 7:00 p.m. in SJPL Works at the Dr. Martin Luther King, Jr. Library.

Orders of the Day: Approval of the Agenda

Upon a motion by Commissioner Allen seconded by Commissioner Newell and carried unanimously, the Commission approved the adoption of the February 20, 2019 agenda (11-0-4)

II. Consent Calendar

Upon a motion by Commissioner Allen and seconded by Vice Chair Mahaney-Gurahoo the Minutes for the Regular Meeting of [January 16, 2019](#) meeting were unanimously approved (11-0-4).

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. Commission Budget Message Approval (J. Choi): A review of the [draft Budget message](#) to be sent to City Council on behalf of the Commission. The Commission reviewed the letter and a motion was made by Commissioner Uhri Chu and seconded by Commissioner Ramtekkar to have the Chair sign the letter for presentation to City was accepted unanimously (11-0-4)

Action: Staff will advise the Commission when this item will be presented to City Council.

B. Education and Digital Literacy Strategy (V. Kilambi): A review of the efforts and progress in the education and digital literacy programs within the Library was presented to the Commission with the aid of a [power point presentation](#). The Commission accepted the presentation.

Action: Staff will advise the Commission when this item will be presented to City Council.

C. Commission Retreat Date (J. Bourne): Approval of the March 2, 2019 Commission Retreat as an official meeting and activity of the Library & Early Education Commission. Upon the motion of Commissioner Allen and seconded by Commissioner Melillo the Commission accepted March 2, 2019 as the upcoming retreat date.

VII. Council Liaison's Announcements: Council Member Representative, Monica Rodriguez shared updated regarding ongoing Neighborhood Services and Education Committee reports involving the Library and how these efforts are incorporated into the Friendly Family City project.

VIII. Chair's Announcements: Chair Snyder expressed his appreciation for the Commissioners participation and support. He asked how quickly he would have to sign the budget message letter.

IX. Library Director's Announcements:

– *SJPL Unveiled its First-Ever San Jose Sharks Library Card* - The [San José Public Library](#) and the San Jose Sharks partnered to introduce the first-ever [San Jose Sharks library card](#). The library card was made available to the public on Monday, Feb. 4, and within the first week of its release, nearly **2,800 cards** were issued to community members. The limited edition card was designed to include the Sharks' current Stealth color scheme and theme, and will be available while supplies last at all library locations. Everyone is invited to pick up a FREE Sharks card by becoming a member of their San José Public Library, or replacing their current card with the new design. To celebrate the partnership, SJPL hosted a press conference on Friday, Feb. 1 at the Dr. Martin Luther King, Jr. Library where the new library card was unveiled. City Librarian, Jill Bourne, was joined by Mayor Sam Liccardo, President of Sharks Sports and Entertainment, John Tortora, President of the Library Foundation, Jason Papier, and over 100 community members.

– *Upcoming SJPL Works Workshop* - Learn new leadership styles to manage and lead a multigenerational workforce at the upcoming "Authentic Leadership" workshop on **Wednesday, February 27, from 7-8:30 p.m.** at SJPL Works, the Library's Business

and Career Center, located on the 3rd Floor of the Dr. Martin Luther King, Jr. Library. This workshop is free and no registration is required. Parking will be validated for participants who park in the [Fourth Street Garage](#).

- ***FREE Tax Help Now Available at the Library*** – Tax help from Volunteer Income Tax Assistance (VITA) is available until April 13 for individuals and families whose annual income is less than \$54,000. Volunteers are trained to prepare basic 2016 Forms such as: 1040EZ, 1040A, 1040 with Schedule A, B, limited Schedule CEZ, C and California Income Tax Returns only. Assistance is available in English, Spanish and Vietnamese. E-filing is also available at all participating locations which are East San José Carnegie, Hillview, and Seven Trees.
- ***Black History Month and Lunar New Year Celebrations*** – This month, SJPL has celebrated Black History Month and Lunar New Year by offering a variety of events and programs, such as: film screenings, special storytimes and crafts, and community celebrations with games and cultural foods.

X. Comments and Announcements:

A. Youth Commission: Not present.

B. Meetings Attended by Commissioners as Commissioners:

- Commissioner Magana met with Council Member Carrasco and the Mayor to make a plug for the elimination of late fees.
- Commissioner McMahon attended the Berryessa Friends Group meeting
- Commissioner Ramtekkar attended a Black History story telling time at his local library and would like to find a way to generate more awareness for these types of events – requested better marketing. He also mentioned that the First Five program regarding Children’s Dental Health Awareness month helped spread the word among local schools.
- Vice Chair Mahaney Gurahoo attended the Neighborhood Services and Education Committee meeting who panel included Council Members Carrasco and Arenas. She said that the Library Director did a specular job!
- Commissioner Jolly mentioned that the comments made at the Neighborhood Services and Education Committee meeting by Commissioners Thorsen and Mahaney Gurahoo were awesome.
- Commissioner Melillo attended the opening of the branch Library at the African American Community Center as well as Potter the Otter.

C. San José Public Library Foundation (SJPLF) Board (Executive Director Dr. Dawn Coppin):
Commissioner Newell announced that this would be his last Commission meeting. Commissioner Newell said that the Board is still looking for more members.

XI. Information and Upcoming Opportunities For Commission Participation –

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

XII. Items for Future Commission Meeting Agendas:

Commissioner McMahon would like to see have the roles of Commissioners added to an agenda and/or to the Retreat agenda

Vice Chair Mahaney Gurahoo would like to see an update for School Library Cards added to a new agenda.

Commissioner Thorsen would like the Commission Outreach Presentation to be moved to April.

Commissioner McMahon volunteered to prepare a presentation on the National Quality Award at a future meeting.

XIII. Meeting Schedule and Agenda Items

The next regular meeting will be March 20, 2019 at 7:00 p.m., in SJPL Works at Dr. Martin Luther King, Jr. Library.

XIV. Adjournment: The meeting was adjourned at approximately 7:58 p.m.

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

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

ADRIANA A. YORK