
MEETING MINUTES

June 19, 2019

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Michael L. Snyder, Vice Chair Wendi Mahaney-Gurahoo, Michael Melillo, Commissioners Hilary Thorsen, Janice Allen, Pat McMahon, and Thaddeus Aid.

ABSENT: Commissioners Christina Dunbar, Elena Jolly, Kristin N. Rivers, Ph.D., José Magaña, and Pravir Ramtekkar, Tiffany Uhri Chu,

STAFF: Library Director Jill Bourne, Deputy Library Directors Michelle Ornat and Jenny Choi, Division Managers Jean Herriges, Michelle Amores and Vidya Kilambi, Senior Public Information Representative Elizabeth Castañeda, Public Information Representative Nancy Macias, Administrative Officer Andrea Maestre, FUSE Fellow Lauren Hancock, Community Programs Administrator Samantha Cramer, Senior Librarians Trina Richbourg and Oscar Hernandez, Mayor's Policy Advisor Vickie Sun, 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 7:14 p.m. in the SJPL Works conference room.

Orders of the Day: Unable to approve the June 19, 2019 agenda due to lack of quorum.

The Minutes for the Regular Meeting of April 17, 2019 and May 15, 2019 could not be approved due to lack of quorum. Minutes approval will be placed on the August 21, 2019 agenda.

Upon a motion by Commissioner Allen seconded by Commissioner Aid and carried unanimously, the Commission approved the amended Agenda to move Discussion items A and B adoption to the next meeting held on August 21, 2019.

II. Consent Calendar

Quorum was not achieved and the Minutes for the Regular Meeting of April 17, 2019 and May 15, 2019 meeting could not be voted and approved.

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. Election of Officers for Fiscal Year 2019-2020 (Chair Snyder): Discussion regarding nomination and election of upcoming Fiscal Year Chair and Vice Chair positions was deferred to August 21, 2019 Agenda due to lack of quorum.

B. [Adopt FY 2019-2020 Workplan](#) (Chair Snyder): A review and adoption of finalized Work Plan Topics for use during Fiscal Year 2019-20. Discussion regarding was deferred to August 21, 2019 Agenda due to lack of quorum.

C. [Marketing/Outreach Tools](#)(P. McMahon/Thorsen): An overview of outreach tools for use by Commissioners throughout the Community was presented. The Commission accepted the presentation.

Commissioner McMahon urged Commissioners to schedule a Library Retreat because he found the experience valuable. The last retreat was held on October 28, 2017 which was kicked off by Library Director Jill Bourne with an affinity exercise discussing a wide range of issues and worthwhile projects to move the Library to the next level. The Marketing Outreach Tool, a PowerPoint presentation was developed by Commissioners Thorsen and McMahon in conjunction with the Senior Public Information Representative Elizabeth Castañeda's Marketing Team. It was created in a modular format that encapsulates a 360-degree view of programs and resources offered by the Library. Commissioners can tailor by selecting slides to present to any group.

Commissioner Thorsen stated the SJPL 360 PowerPoint presentation can be accessed through Adriana York and when needed, it will be reviewed by the Marketing Team every six months and or annually and updated when new programs are developed.

Vice Chair Wendi Mahaney-Gurahoo commented that [Santa Clara] County performed a Kindergarten Readiness Assessment in a sampling across school districts to determine how the County is performing in comparison to other counties. The evaluation data show that the County was doing better than surrounding counties. Indicators for K-readiness as related to third grade reading outcomes which is the marker for generally

assessing success in life, are access to a library and an 8:30 pm or earlier bedtime, improves the trajectory.

Tom Trudell from the Almaden Friends Group asked if Community Center involvement would be mentioned in the SJPL 360 PowerPoint presentation because some centers are co-located with library branches. Library Director Jill Bourne replied four libraries are co-located with community centers.

- D. [Summer Learning Program](#) – (T. Richbourg): An overview of the Library’s current and future Summer Learning and Lunch programs within the community was presented. The Commission accepted the presentation.

Trina Richbourg kicked off the Summer Learning Program, an eight-week literacy initiative that offers participants incentives for reading and learning during summer months in order to prevent the "summer slide" learning loss in school-age children and teens. Students from low income households are most at risk for summer learning loss.

Statistics from the first two weeks are 8,602 participants and are on track to surpassing the goal. The continued focus for the Program is reading, aimed at all ages with a new category of pre-teen. Readers can register with Beanstack software online and paper logs are also available in multiple languages: English, Spanish, Vietnamese and Chinese. San José Public Library (SJPL) is partnering with Parks, Recreation & Neighborhood Services, the YMCA, and Early Education Smart Start to bring this program to the summer camps at these locations targeting struggling meters grades 1-5 who were identified by teachers and principals. Summer programs and events include Coding 5K Challenge, Graphic Novel Making Contest, and Summer Lunch Program.

Studies have shown that nutrition is directly connected to academic success of youth. Approximately 30% of youth in Santa Clara County are living in food insecure households. SJPL is in its fifth year offering free summer meals, and is partnering with Second Harvest Food Bank, Silicon Valley YMCA and Revolution Foods to provide healthy lunches to children five days a week.

- E. [Digital Inclusion Fund Informational Presentation](#) (Mayor’s Office Policy Advisor, V. Sun): a presentation designed to inform the Commission on the City of San José’s efforts in closing the digital divide, community outreach and grant making timelines. The Commission accepted the presentation.

The City is looking to fill two positions by school superintendents one representing high schools and one representing middle schools. Library Director Jill Bourne recommended school board members for the position. Chair Snyder recommended three teachers to the Advisory Board- primary, secondary, and high school. Library Director Jill Bourne stated that the Library has partnered with a broader city initiative the Mayor’s office Digital Inclusion Partnership.

- F. Education and Digital Literacy Strategy: Digital Literacy Quality Standards Presentation (S. Cramer/L. Hancock): Identify Commission representation of work group for developing the of Digital Literacy Quality Standards.

The following Commissioners expressed interest in the Ad Hoc Committee: Chair Snyder, Commissioners Aid and Melillo.

- G. Library Director Bourne is working with the City of San José Digital Inclusion Partnership to bridge the Education and Digital Strategies with the Dr. Martin Luther King, Jr. Library which has launched the process by creating Quality Standards. A kickoff meeting will be scheduled in August with four Ad Hoc committee subject matter experts to meet over a five-month period till November with the goal of drafting a plan to present the Library Early Education Commission (LEEC) committee, then present to Neighborhood Services and Education (NSE) and full Council if necessary. The program is looking for experienced digital instructors, persons with technical service knowledge, trends in digital inclusion and data analysis.

VII. Council Liaison's Announcements: No Council announcements were made.

VIII. Chair's Announcements:

- Chair Snyder announced Pat McMahon will be stepping down as Commission after serving eight years of service. Chair Snyder thanked Pat for eight years of service and due diligence. "It's been an honor and a pleasure to serve with you."
- Chair Snyder commend the Library for providing refuge from hail and rain while bicycling during Viva Calle San José.
- Chair Snyder thanked the Library for being present at schools. "It is great to visit a school and see Library staff in the school having the children get Library cards. Talk to parents about Maker's Space."

IX. Library Director's Announcements:

- Next Tuesday, June 25, 2019 at 1:30 pm at City Hall, the City Council will be presenting an accommodation for Commissioner Pat McMahon for his service. It will be during the beginning part City Council Meeting.
- Budget update: As a result of conversations with Council, programs that tried to strive with equity for the communities will receive more funding per the Mayor's Budget message. A few items include:
 - \$250k for Early Education Provider Training.
 - A budget of \$500k for expansion of SJ Learns program, continuation of the Friends for Youth program, also annualizing positions in the college and career readiness and expanded learning areas of the education digital literacy strategy; and new positions in early Education and Digital Literacy.
 - Extended hours for the Mt. Pleasant Bridge Branch library (which came from Council District 5 Council Member) allowing the library to be open 40 hours a week and for the e-resources budget to be able to expand popular items.

- District 8 City Council Member Arenas got much support for a family friendly initiative of adding lactation pods in five branch libraries and five community centers.
- Library Director Bourne would like to thank the Library staff who won the Green Trips Challenge in May. All the departments compete to see which department has the most green trips with includes commuting with a friend, biking, and walking. For the City wide engagement survey, the Library staff won for large department responses with 93% response. The prize is \$2000 for training which comes from the Library's budget. The staff that helped encourage online engagement will get to enjoy an event at the SAP center in the City's box.
- Library Director Bourne would like to thank everyone for a great year and for their support throughout the year. She believes that the pendulum shift occurred with the Council's perspective of the value the Library brings to the community. These are the values the Library always held, and it is really heartening and encouraging knowing that more good things will come.
- Chair Snyder asked if the fine free continuation has been extended for another year. It was proposed by the Budget Office for another year, the Library will inform the Commission as soon as it is announced. Bourne stated, two other libraries announced they went completely fines free. The Mercury News featured an article of libraries going fines free and featured that San José was one of the first libraries that went fines free and highlighted some of the issues surrounding fines barriers. Although the SJPL was fine free for youth however, the Mercury News noted that Library still had fines for adults. After the story was posted, the Library was contacted to find out why.

X. Comments and Announcements:

A. Youth Commission: Not present.

B. Meetings Attended by Commissioners as Commissioners:

- Commissioner Allen and Chair Snyder attended Boards and Commissions Recognition Event on May 14, 2019.

C. San José Public Library Foundation (SJPLF) Board (Executive Director Dr. Dawn Coppin): Not Present.

XI. Information and Upcoming Opportunities For Commission Participation –

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

XII. Items for Future Commission Meeting Agendas: None

XIII. Meeting Schedule and Agenda Items

The next regular meeting will be August 21st at 7:00 p.m., in SJPL Works at the Dr. Martin Luther King, Jr. 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

DRAFT