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MEETING MINUTES

March 20, 2019

**I. Call to Order & Orders of the Day**

**Roll Call**

**PRESENT:** Chair Michael L. Snyder, Vice Chair Wendi Mahaney-Gurahoo, Commissioners Michael Melillo, Tiffany Uhri Chu, Janice Allen, Thaddeus Aid, Christina Dunbar, and Kristin N. Rivers, Ph.D..

**ABSENT:** José Magaña, Pat McMahon, Elena Jolly, Pravir Ramtekkar, and Hilary Thorsen.

**STAFF:** City Librarian Jill Bourne, Deputy Library Director Jenny Choi, Division Managers Jean Herriges, and Vidya Kilambi, Senior Public Information Representative Elizabeth Castañeda, Public Information Representative Nancy Macias, Chief of Staff and Acting Administrative Officer Ann Grabowski, San José Public Library Foundation Executive Director Dr. Dawn Coppin, FUSE Fellow Lauren Hancock, Community Program Specialist Samantha Cramer, Literacy Program Specialist Charlene Tatis and Administrative Assistant Adriana York.

**Others:** Council District Seven Council Member Sylvia Arenas and Council Assistant Monica Rodriguez

**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 Melillo and carried unanimously, the Commission approved the adoption of the March 20, 2019 agenda. (8-0-7)

**II. Consent Calendar**

Upon a motion by Commissioner Allen and seconded by Commissioner Uhri-Chu the Minutes for the Regular Meeting of [February 20, 2019](#) were unanimously approved. (8-0-7)

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. [Bridge Library Presentation](#) (V. Kilambi): An update on the progress on the Bridge Library located at Mt. Pleasant Elementary School was presented. The Commission accepted the presentation.
- B. [Education Update](#) (Attachments [A](#), [B](#), [C](#), [D](#)) SJ Learns and Expanded Learning (L. Hancock and C. Tatis): Feedback on the SJ Learns and Expanded Learning work associated with the Education & Digital Literacy Strategy was provided. The Commission accepted the presentation.
- C. Web-based Service Delivery (J. Choi): A review of the following expected new features was provided:
- Improved language capabilities including language mini sites (Spanish, Vietnamese, Chinese)
  - Navigation improvements to most frequently visited pages
  - More images, less text
  - “Spaces” pages for SJPLWorks, TeenHQ, and Early Ed
  - Improved metadata, which helps search engines find info on the site
  - Highlights of Early Digital Literacy (EDL) page and academic resources
  - Improved accessibility
- A feedback session brought forth the following comments/requests/questions:
- Commissioner Allen: make it a user friendly website
  - Commissioner Aid: make sure it is ADA compliant
  - Commissioner Rivers: will it be in multiple languages? It will be available in 14 languages per Laurie Willis (Senior Librarian and web team manager)
  - Commissioner Dunbar: will it be mobile accessible? Per Laurie Willis: it will be fully responsive.
- The Commission accepted this informational update.
- D. Commission Accomplishments and 2019-2020 Work plan (A. Grabowski): A discussion regarding the 2018-2019 Commission Accomplishments to-date, and the development the 2019-2020 Commission work plan was held. Staff asked the Commission to provide their wish list of Discussion Items for next year’s Work plan. Several items were provided and will be discussed at the April Commission meeting

**VII. Council Liaison’s Announcements:** Council Member Representative, Monica Rodriguez and Council Member Arenas were in attendance and shared the following update:  
On 3/26, item 5.3 quality standards will be discussed at the Council meeting. Care and love of children really shows in the quality standards report. She has launched a family friendly initiative that will support the quality standards. Staff can advise the Commission what time this item will be on the Agenda. She encouraged the participation of the Commission at the meeting. A memo will be submitted to the Library and the Department of Parks, Recreation

and Neighborhood Services (PRNS) supporting this implementation phase. She would like to grow the license exempt child care providers. She will be sharing more regarding this effort with Jill and the Commissioners in the future. She is open to any feedback from the Commission. She commended the Commission by stating that it is doing great work.

She made an announcement regarding the Welch Park Community Center: on 3/30 from 10 a.m. to 2 p.m. Project Hope will be part of launching the area. Under the reuse efforts to take back the park from some negative elements. In conjunction with PRNS, they are bringing in Tiny Tots soccer, ballet at Eastridge, Teens Center at Eastridge with the goal of reengaging the local community. A future Bridge Library will also be part of the Welch Park and Community Center.

The Council Office is lobbying for moneys to be included in the Mayor's budget. As there are many competing items on the table, the Commission was encouraged to send in letters as individuals. Focusing the message that child care will impact the family pocket book and quality of life.

**VIII. Chair's Announcements:** Chair Snyder he was very blessed to sit with former Council Member Rose Herrera at the Cinequest event "The Public" and got to see Emilio Estevez and Jill Bourne.

**IX. Library Director's Announcements:**

- Budget update: Regarding the Mayor's budget message, a large fund base will provide licensed care providers a training program. As funding for child care facilities becomes available, the City would apply to fill that role. The Commission would also be part of that initiative.
- Thank you to Council Member Arenas for being in attendance and for her updates.
- The City Budget has been finalized and next year the General Fund will take over 100% of the expansion of hours for libraries.
- SJ Learns and College and Career readiness will become permanent with next year's budget.
- Fine free for youth's pilot has shown an increased usage by youth; especially in digital uses by a 20-25% increase. There was a proposal to annualize it. This is another area that can be advocated for by the Commission. Staff will share dates when this is being heard by Council.
- A Coding 5K event was held at the West Valley Branch on Friday, March 15th which also served as the site of the Mayor's State of the City.
- An expanded Early Education Quality Standards report was presented to the Neighborhood Services and Education Committee on 4/11.
- Scholarships are currently available for adults interested in earning their high school diploma and a career certificate through [Career Online High School](#), a flexible, supportive, online education program.

The San José Public Library's Partners in Reading unit supports students from enrollment to graduation to ensure they achieve their goals. For more information, visit: [sjpl.org/cohs](http://sjpl.org/cohs)

- The San José Public Library (SJPL) is actively recruiting volunteers to bring a Homework Club to the Bascom, Hillview, Mt. Pleasant, Rose Garden, Vineland, and Willow Glen branches.

At SJPL's Homework Clubs, students in grades K-8 have access to desks, school supplies, a quiet place, and academic resources they may not have at home. For information regarding volunteer opportunities, visit: [sjpl.org/volunteer](http://sjpl.org/volunteer)

- San José Public Library (SJPL) will be celebrating "National Library Week" **April 7-13** the public is encouraged to participate by sharing their library story on [sjpl.org/sjplstoriesform](http://sjpl.org/sjplstoriesform). Stories can inspire others demonstrate the value of libraries. This year's theme, "Libraries = Strong Communities", illustrates how libraries are at the heart of our cities, towns, schools and campuses, providing critical resources, programs and expertise. They also provide a public space where all community members, regardless of age, culture or income level, can come together to connect and learn.
- Free 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. More information can be found at: [sjpl.org](http://sjpl.org)

## X. Comments and Announcements:

- A. Youth Commission: Not present.
- B. Meetings Attended by Commissioners as Commissioners:
  - Commissioner Melillo attended the Neighborhood Services Committee meeting which featured the Early Education Quality Standards presentation.
  - Vice Chair Mahaney Gurahoo went to the Rules Committee meeting which featured the Budget Message to Council from the Commission and the subsequent City Council meeting.
  - Commissioner Rivers is being interviewed by a high school regarding the Library and will work with the Library's Marketing Team for guidance regarding what to feature in her comments.
  - Commissioner Uhri-Chu had her baby girl and she is an avid "reader" of the Jane Austen board books.
  - Commissioner Aid's daughter just got engaged.
  - Commissioner Dunbar just started a new job.
  - Commissioner Allen's eldest son was named Rotarian of the Year!

C. San José Public Library Foundation (SJPLF) Board (Executive Director Dr. Dawn Coppin):

- An explanation of the post card that she passed around regarding the Village Square donor recognition event scheduled for March 27, 2019 was provided.
- The Board had its retreat on 3/9 – it was a five hour retreat that was spent talking about what programs they'd like to place their energies on as a Board. A review of their mission, vision and value statement was featured. They want to reflect the SJ learns program in what they do. They also spoke about recruitment of new board members.
- She will be prepping their report for the April Commission meeting. They were able to get a renewal grant from the Silicon Valley Community Foundation for SJ Engage.

**XI. Information and Upcoming Opportunities For Commission Participation –**

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

**XII. Items for Future Commission Meeting Agendas:**

Chair Snyder suggested that we have the Retreat before a Commission meeting, so as to ensure attendance.

**XIII. Meeting Schedule and Agenda Items**

The next regular meeting will be April 17, 2019 at 7:00 p.m., in Evergreen Branch library.

**XIV. Adjournment:** The meeting was adjourned at approximately 8:25 p.m.

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

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

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ADRIANA A. YORK