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MEETING MINUTES

January 15, 2020

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

**Roll Call**

**PRESENT:** Chair Michael Melillo, Thaddeus Aid, Janice Allen, José Magaña (7:11pm), Pravir Ramtekkar (7:24pm), Michael L. Snyder, Hilary Thorsen, Tom Trudell, Elena Jolly (7:05pm), Kristin N. Rivers, Ph.D. and Tiffany Uhri Chu

**ABSENT:** Patricia Mendoza- excused, Vice Chair Wendi Mahaney-Gurahoo - excused, Christina Dunbar - excused

**STAFF:** City Librarian Jill Bourne, Library Deputy Director Jenny Choi, Chief of Staff Ann Grabowski, Division Managers Vidya Kilambi, and Michelle Amores, San José Public Library Foundation Executive Director Dr. Dawn Coppin, Senior Public Information Representative Elizabeth Castañeda, Public Information Representative Nancy Macias, Sr. Librarian Elizabeth Nolan, Volunteer Services Analyst Jason Pell, Literacy Program Specialist Adrian McBride, and Sr. Office Specialist Mary Rybka-Bartholomew; SJPL VISTA volunteers Treasure Nguyen, Yui Jenkins, Lavanya Balamurali, and Laura Dion

Others:

**Call to Order**

The Library and Early Education Commission convened at 7:00 p.m. in the SJPL Works conference room. Quorum was achieved with 9 Commissioners present.

Orders of the Day: Approval of the Agenda

Upon a motion by Commissioner Allen seconded by Commissioner Aid and carried unanimously, the Commission approved the adoption of the January 15, 2020 agenda.

**II. Consent Calendar**

A. Upon a motion to approve the amended Minutes for the Regular Meeting of November 20, 2019 by Commissioner Allen and seconded by Commissioner Aid

and carried unanimously, the Commission approved the adoption of the November 20, 2019 with minor amendments.

B. Correspondence: There was no correspondence.

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

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

V. **Discussion/Action Items**

- A. ACTION: [College & Career Readiness Ad-Hoc Committee](#) (A. McBride): presented to the Commission a College & Career Readiness overview process in developing quality standards. McBride requested two or three volunteers to participate in the Ad-Hoc Sub-Committee who will be developing College & Career Readiness quality standards. The timeline to present the quality standards to the Commission is August before presenting to the NSE Commission in September. The sub-committee will meet monthly from March through June. Chair Melillo, Commissioner Rivers and Aid volunteered. Commissioner Aid moved to form an Ad-Hoc Sub-Committee that was seconded by Commissioner Rivers and carried unanimously; the Commission approved the adoption of the College & Career Readiness Ad-Hoc Sub-Committee.
- B. INFORMATION: [Library Budget Review](#): (A. Maestre) A high level overview of the budget as well as the decision-making process was presented, and the Library budget priorities for the year were presented to the Commission. The Commission's written recommendation (letter) stating their priorities to the Mayor and City Council will be developed by the sub-committee made up of Commissioners Dunbar, Thorsen and Trudell. This draft message should be presented to the Commission at the February meeting and should be presented to the Mayor and City Council prior to the Mayor's March Budget Message. Andrea Maestre will convene the sub-committee to draft the letter to the Mayor and City Council.
- C. INFORMATION: [Volunteer Update](#) (J. Pell): presented a detailed update on Volunteer Services activities. There was a 5% increase in the number of volunteers and volunteer hours in FY 18-19. Treasure Nguyen was awarded as a Gen2Gen Early Childhood Fellows for her significant contribution by creating the Library Link volunteer role, which engages bilingual adults, many of whom are over the age of 50, to fill the cultural and linguistic gaps in the Library's Early Education programs. As a Gen2Gen Fellow, Nguyen will secure \$5,000 to support the program as well as professional coaching and support designed to boost the program's visibility and resources. The Homework Clubs will be incorporated into the After-School at the Library pilot program conducted by the Expanded Learning unit and Youth Services. The program will expand to a limited number of branches once the data has been analyzed. An equity review will be performed to ensure that the program is distributed fairly. A goal hasn't been set to measure progress. Teens are motivated to volunteer in order to satisfy their graduation

requirement. Commissioner Aid recommended developing job skills building volunteer programs in order to help build the volunteer's resume. Each library location has a Teens Reach group which take on service projects. Many of the teen volunteers eventually lead the programs., i.e., Coding5k. Commissioner Trudell inquired if the Friends of the Library volunteer statistics are included in the presentation. Pell responded that they are included, however, he suspects they maybe underreported.

Pell is looking to engage more volunteers in one-time service projects by working with the Foundation who occasionally receive requests from non-profit organizations and corporations inquiring about volunteer opportunities. Commissioner Rivers recommended that the volunteer programs be branded as "team building" in order to increase corporate volunteers as well as branding multi-tiered volunteer levels based on hours to increase volunteer participation.

- D. INFORMATION: [Children's Room Redesign Program Update](#) (M. Amores): presented an update of the MLK Children's Room redesign and groundbreaking ceremony event scheduled for January 31, 2020. The Sharks Foundation granted \$200,000 to fund the new King Library's Children's Room Wee Explore PlaySpace, a new play space for early education for children (0-5). San José Public Library contracted with the Burgeon Group to design several installation concepts for the 1,000 square foot space. Photographs, local artifacts and treasures will be embedded in the resin sculpture to symbolize the diversity, inclusion and interest of San José children and families. The sculptures will include interactives to encourage conversation and experiential learning through active play and to help energize development.

VI. **Council Liaison's Announcements:** no announcements were made.

VII. **Chair's Announcements:** Chair Melillo had no announcement.

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

The Sharks Foundation is kicking off its February Education Month campaign by providing its largest Community Assist Grant for the 2019/20 season with a \$200,000 donation to fund the new King Library's Children's Room Wee Explore PlaySpace. A community groundbreaking event will be held on **Friday, January 31 from 3:30-5:30 PM in the King Library Children's Room**. The celebration will begin with opening remarks from City Librarian, Jill Bourne, Sharks President John Tortora, and District 3 Councilmember Raul Peralez, followed by story time with a Sharks player, photo opportunity with Sharkie, crafts, refreshments and giveaways. For more information, visit: [sjpl.org/WeeExplore](http://sjpl.org/WeeExplore)

*San José Public Library Receives Over \$30K in Grants - The American Library Association (ALA) awarded San José Public Library (SJPL) as one of the recipients of*

their Library Census Equity Fund, which provides \$2,000 to support 2020 Census activities and outreach that will further help spread awareness in hard-to-count communities. <http://bit.ly/2FBneb0>

The California State Library awarded SJPL with 2019/20 Maximizing Learning Space Grant, which SJPL will receive up to \$10,000 in reimbursement will utilize in improvements to the California Room located on the 5<sup>th</sup> floor of the King Library. <http://bit.ly/35I6QzT>

SJPL also received the Silicon Valley Community Foundation (SVCF) San José Voter Engagement 2020 Grant, which will provide \$20,000 for voter engagement activities around the 2020 primary and general presidential elections. For details about this grant, visit: <http://bit.ly/2rVZkUu>

The San José Public Library (SJPL) is pleased to partner once again with FIRST 5 Santa Clara County, Alum Rock School District, and Hubbard Elementary School for the grand opening of SJPL's 9th Bridge Library. The grand opening of the Hubbard Bridge Library is scheduled for **Monday, February 10 from 10 a.m. – 12 p.m. at the Hubbard Family Resource Center**. It will provide access to library services, programs, and resources in this East San José neighborhood.

**IX. Comments and Announcements:**

- A. Youth Commission: Not present.
- B. Meetings Attended by Commissioners as Commissioners: no announcements were made.
- C. San José Public Library Foundation (SJPLF) Board Commissioner Thorsen reported that there will be volunteer opportunities for Commissioners to serve as library ambassadors and content experts to give lift experience at two Sharks home games on February 1 and February 29. The Library Foundation will be a beneficiary from 50/50 raffle ticket sales at February Sharks home games. SJPLF has a new fundraiser, Kendra O'Donoghue, who is being shared with the Mayor's office to raise money for Library led initiatives. The next Foundation Board meeting is scheduled for February 19, 2020.

**X. Information and Upcoming Opportunities For Commission Participation -**

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

**XI. Items for Future Commission Meeting Agendas: None.**

**XII. Meeting Schedule and Agenda Items**

The next regular meeting will be February 19, 2020 at 7:00 p.m., at MT. Pleasant Bridge Library located on 3411 Rocky Mountain Drive. The Branch manager will be

available to provide a tour of the bridge library prior to and after the meeting. Parking is available on the street.

**XIII. Adjournment:** The meeting was adjourned at approximately 8:39 p.m.

\_\_\_\_\_/s/\_\_\_\_\_  
MICHAEL MELILLO, Chair  
San José Public Library  
and Early Education Commission

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

\_\_\_\_\_/s/\_\_\_\_\_  
MARY RYBKA\_BARTHOLOMEW