

MEETING MINUTES

February 19, 2020

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Michael Melillo, José Magaña,
Vice Chair Wendi Mahaney- Michael L. Snyder,
Gurahoo, Patricia Mendoza (7:10pm),
Christina Dunbar (7:10pm), Pravir Ramtekkar,
Hilary Thorsen (7:10pm), Tom Trudell

ABSENT: Kristin N. Rivers, Ph.D. – excused
Tiffany Uhri Chu – excused
Janice Allen – excused
Elena Jolly
Thaddeus Aid

STAFF: Library Deputy Director Jenny Choi,
Library Deputy Director Michelle Ornat,
Chief of Staff Ann Grabowski,
Administrative Officer Andrea Maestre,
Division Manager Vidya Kilambi,
Division Manager Michelle Amores,
San José Public Library Foundation Executive Director Dr Dawn
Coppin,
Community Programs Administrator Araceli Delgado,
Literacy Program Specialist Debra-Lea Olazaba,
Literacy Program Specialist Lisa Giannotti,
Recreation Superintendent Laura Buzo,
Community Programs Administrator Samantha Cramer,
Literacy Program Specialist Joanna Henderson,
Community Programs Administrator Karla Alvarez,
Sr. Librarian Kyle Burkett,
Administrative Assistant Carina Lee-Stronach,
Sr. Office Specialist Mary Rybka-Bartholomew

Others: Councilmember Arenas' Representative Monica Rodriguez
Members of public

Call to Order

The Library and Early Education Commission convened at 7:10 p.m. in the Mt. Pleasant Branch Library, in Robert Sanders Elementary School. Quorum was achieved with 9 Commissioners present.

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II. Approval of the Agenda

Chair Melillo suggested change in order of items in Section 6, order B and D. Upon a motion by Commissioner Magana seconded by Commissioner Snyder and carried unanimously, Commission approved the adoption of the modified February 19, 2020 Agenda.

III. Consent Calendar

- A. Previous meeting's Minutes: Commission unanimously approved the adoption of the Minutes for the Regular Meeting of January 15, 2020 upon a motion by Commissioner Trudell, seconded by Commissioner Thorson.
- B. Correspondence: There was no correspondence.

IV. Public Record

There was no correspondence for the Commissioners to review.

- V. **Open Forum:** There were no public speaker cards from the floor.

VI. Discussion/Action Items

- A. **ACTION:** Adopt [Annual Commission Budget Position Message to Council](#) (A. Maestre).

The Budget Sub-Committee presented the finalized budget priorities to the Commission which included a Fines-Free proposal, support to the Education and Digital Literacy Initiative, and extended Sunday hours at branches based on an equity analysis process.

Library staff expanded on the question from Commissioner Trudell regarding the equity analysis process that the analysis was conducted under the Framework provided by City Budget Office for all Budget Proposals. Formalized analysis has been conducted to include neighborhood data, the population 0-18, amount of programming offered on Sundays and access to Internet/computers to identify locations for extended hours. The analysis has been conducted within the Library.

The motion to accept the Annual Commission Budget Position was moved by Commissioner Mahaney-Gurahoo and seconded by Commissioner Magana. The Commission accepted the Budget Position unanimously.

- B. *(new D)* **INFORMATION:** [Education Update: Early Education Quality Standards Implementation report](#) (A. Delgado, L. Gianotti and L. Buzo)

The Commission was presented an [overview of the report focusing on the implementation of Early Education Quality Standards](#) in Recreation Pre-Schools by Parks, Recreation and Neighborhood Services (PRNS) and Storytime by the Library.

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Commissioner Trudell enquired about the number of staff involvement, and their educational background. It was clarified that about 2-2.5 librarians per branch are involved; city-wide 2 staff. Librarians of the city library are recruited as generalists, and not specifically as children's or youth librarians. There has been a good uptake of the Early Education Quality Standards by the branch staff, averaging over 25 hours of professional development. This is not incentivized by the Library.

Commissioner Mahaney-Gurahoo requested insight into equity hours of professional development between the PRNS and Library at the time of program evaluation in June/July. She further suggested use of 'continuous quality improvement' terminology as opposed to 'quality improvement'.

Commissioner further enquired on how the community can give feedback on the outcomes of the standards; Ms. Delgado anticipates a meeting to be convened in June/July, with all feedback welcome. Commissioner remarked she would be interested to attend.

C. INFORMATION: [Early Education Workforce Development Program](#) (D. Olazaba and A. Delgado):

The Commission was [updated on the implementation of the Child Care/Early Education Workforce Development Priority](#). The Commission was presented the outcomes of the environmental scan that included surveys and interviews with caregivers and other stakeholders which identified barriers and devised strategies to provide a pathway to professional development.

The key messages included the neighborhood-centric approach of the project, removal of barriers and addressing needs of the community. Identified partnerships included Work to Future, Veggielution.

Commissioner Mahaney-Gurahoo commended the approach that seeks to inject new resources into a fatigued and stretched-out workforce, especially for the cohorts 0-5. Phased approach was commended.

Commissioner Magana enquired about the estimated Budget of the project: quotes are being obtained, with learning units of the pilot \$27K for cohort, food \$5.75 per meal. The project focuses on fair wage and collaborative partnerships and growth within the community.

Commissioner Magana's question about the goals of the program was responded twofold: to grow workforce and provide quality early childcare. The Early Education Department of SJSU is interested in developing evaluation tools for the program to assess its sustainability. Commissioner Mahaney-Gurahoo elaborated on the long-term institutional sustainability of the project within the college system, potentially with partners in the community. Library staff confirmed negotiating that the first 12 units of the Early Education to be offered free of charge

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in the Community College, however, this is a slow process and the project will move forward in its current shape. Commissioner Mahaney-Gurahoo mentioned a Bill that seeks to qualify the 12 units to be free at the Community College. It was requested for the Bill be distributed out of session.

Commissioner Ramtekkar enquired about the current and prospective cohort sizes, which is 9 people to date, with the goal of 30-40 per cohort.

Commissioner Mendoza asked what language the program is offered in. Library staff confirmed that classes are offered in English and Spanish, and depending on needs of the community they might be offered in other languages.

It was expanded that though the target group was informal caregivers, such as grandparents and extended family members, parents were not excluded from the program, especially stay-at home parents looking after someone else's children.

D. (new: B) INFORMATION: [Expanded Learning QS Implementation](#) (S. Cramer):

The Commission was [updated on implementation and evaluation of California Expanded Learning Program Quality Standards](#), both on Point-of-Service and Programmatic level, illustrated through various programs (such as Coding 5K Challenge, Homework Club Pilot, SJ Learns and PRNS' Out Of School Time Programs).

Regarding a question from Chair Melillo whether the Individualized Education Programs (IEP) are shared with the library as information source, it was clarified that this can happen though this is not often the case. The library can be aware of the existence of an IEP for the child, but not of its contents.

It was also clarified that Homework club cancellations do/can happen, though this is not a common occurrence. This question was taken on notice to be investigated out of session.

Commissioner Mahaney-Gurahoo commented that the 'Parents Helping Parents' Advocacy organization can empower parents of children with special needs to connect and build their own circles, and to be an active partner in the work.

Regarding the data management tool that PRNS is using, it was clarified that Excel is the currently used database.

E. INFORMATION: Sr. Librarian Kyle Burkett [presented an update on Mount Pleasant Bridge Library branch](#).

Chair Melillo enquired about the laptop check-out policy. Mr. Burkett clarified that the laptops are to be used on premises and can be reserved for one hour with 30-minute increments.

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VII. Council Liaison's Announcements (Councilmember's Representative Monica Rodriguez):

Priority Setting is starting at Council: one of the upcoming items is a Bill of Rights for Children and Youth. Currently, the City of San Jose does not have a framework that establishes goals for promoting the health and positive well-being of children and evaluating City's progress for achieving such goals. The proposal will be circulated by Monica Rodriguez out of session. Support for the Bill was encouraged.

VIII. Chair's Announcements: Chair Melillo had no announcement.

IX. Library Director's Announcements (Deputy Director Jenny Choi):

City Council Approves the Library's First-Ever Citywide Education Policy - Our latest EDL accomplishment happened during last week's council meeting, where the Mayor and City Council unanimously approved the [City's first-ever Education Policy](#), driven by the following four core values: **Equity, Opportunity, Quality, and Accountability**. This new policy demonstrates to our residents and educators that the City values our youth's education and is ready to strengthen its investment and its resources to provide quality academic programs and services. The policy is not intended to replace the work of our school districts but to help ensure equitable access to educational resources and opportunities outside the classroom. To learn more about the Education Policy, visit: sjpl.org/EDL.

Nearly 400 People Joined the San Jose Sharks to Celebrate the Groundbreaking of the Library's New Children's PlaySpace during last Friday's groundbreaking event for the Library's new Wee Explore PlaySpace. Children and their families enjoyed a storytime presented by San Jose Sharks players, Evander Kane and Mario Ferraro, giveaways, and fun crafts. The new PlaySpace will be funded in part by the Sharks Foundation who selected the San Jose Library Foundation as the recipient of their Community Assist Grant for the 2019/20 season, which will provide **\$200,000** for the renovation. [Click here](#) to view a video of the event. For more information about this project, visit www.sjpl.org/WeeExplore.

SJPL's San Jose Sharks Library Card Turns 1. The San José Public Library (SJPL) and the San Jose Sharks partnered to introduce the first-ever [SJPL Sharks library card](#) - also the first for any western conference National Hockey League (NHL) team. In the last year, the library has issued over **18,000** of its Sharks cards, which continues to be one of the most popular designs offered at the library. Throughout the last year, SJPL and the San Jose Sharks have also offered special programs at the library. The Sharks library card is available at all 25 SJPL locations.

SJPL's Lucky Day Collection Celebrates its 5 Year Anniversary - In 2015, San Jose Public Library introduced a new collection called Lucky Day. These materials, presented to customers as they enter library buildings on the first shelves they see,

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are the newest and most popular items. They are not visible in the catalog and they cannot be requested, so that when they are found it feels like your Lucky Day. Since 2015 the library offered nearly **37,000** Lucky Day books that circulated a total of **296,717** times. Over the last five years, the most popular book in this collection is *The Girl on the Train*. It stayed in the Lucky Day collection for **3** years and the over 80 copies circulated nearly **3,000** times. Learn more about our Lucky Day collection at: sjpl.org/luckyday.

SJPL Opens 9th Bridge Library – We’re happy to announce the opening of our 9th Bridge Library at Hubbard Family Resource Center, located in East San Jose. The grand opening took place on Monday, February 10th and over **200** people were in attendance for the community celebration. For more information on the new Hubbard Family Resource Center, and to see a complete list of our Bridge Library locations, visit: www.sjpl.org/bridge.

SJSU King Library Farewell - Our wonderful partner and Dean of the SJSU Library services at King has announced she has accepted a position as Dean of the Library at Florida Gulf Coast University – her last day with SJSU will be April 24th. For the last four years, Tracy has been an energetic leader and an advocate for library services for all our patrons, students and the public alike. She will be missed.

X. Comments and Announcements:

A. Youth Commission: Not present.

B. Meetings Attended by Commissioners as Commissioners:

Groundbreaking of the Library’s New Children’s PlaySpace (attended by Commissioners Melillo and Magena); Hubbard Library opening (Commissioners Trudell and Ramtekkar); Presentation of the Education Policy at the City Council (Commissioner Mahaney-Gurahoo).

**C. San José Public Library Foundation (SJPLF) Board Announcements
(Commission Liaison, Hilary Thorsen):**

Career Online High School had its 79th graduate; five of its graduates are college students. Library staff is preparing for census commencing March 12th; the foundation received several grants to assist with the Library’s census efforts. The development plan for the new year focuses on corporate donations, individual donor appreciation, and building out materials. The Foundation anticipates recruiting a new Events Coordinator who will be shared with the Library to assist with major events, such as COHS graduation, press conferences, and donor cultivation events. The Foundation has now staff in place to meet the goals of development plan. Lot of growth can be noted over the past year.

Volunteer goal has been reached for the Sharks game on February 29th when Shark library cards will also be made available.

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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 take place on March 18, 2020 at 7:00 p.m., at SJPL Works, Dr. Martin Luther King, Jr. Library at 150 E. San Fernando St., 3rd Floor.

XIV. Adjournment: The meeting was adjourned at approximately 8:50 p.m.


Michael Melillo (Aug 29, 2020 15:13 PDT)

MICHAEL MELILLO, Chair
San José Public Library
and Early Education Commission

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

CARINA LEE-STRONACH





LEC - 19 February Minutes - Final

Final Audit Report

2020-08-29

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