
MEETING MINUTES

October 21st, 2020

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Wendi Mahaney-Gurahoo, Vice Chair Jose Magaña, Commissioners Michael Snyder, Elena Jolly, Janice Allen, Kristen Rivers Ph. D., Pravir Ramtekkar, Hilary Thorsen, Patricia Mendoza, and Thomas Trudell

ABSENT: Commissioners Michael Melillo and Tiffany Uhri Chu

STAFF: Library Director Jill Bourne, Deputy Library Directors Michelle Ornat and Jenny Choi; Library Foundation Executive Director Dr. Dawn Coppin; Chief of Staff Ann Grabowski; Division Managers Jean Herriges, Vidya Kilambi, and Michelle Amores; Senior Public Information Representative Elizabeth Castañeda, Administrative Officer Andrea Maestre, Facilities Manager Lisa Valerio, Literacy Program Specialist Adrian McBride, Senior Librarian Rosemary Van Lare, Senior Office Specialists Melissa Chhuey and Justin Sana; and Administrative Assistant Danika Relth.

Others: Council Liaison Kiley Staufenbeil

Call to Order

The Library and Education Commission convened at 7:00 p.m. via Zoom webinar. Quorum was achieved with 10 Commissioners present.

Orders of the Day: Approval of the Agenda

II. Approval of Agenda

Chair Mahaney-Gurahoo requested a motion to approve the Agenda with an addition of the item: COVID-19 Service Impact & Overview. First motioned by Commissioner Allen, seconded by Commissioner Jolly, the motion was carried unanimously. The Commission approved the adoption of the October 21st, 2020 agenda.

III. Consent Calendar

A. Chair Mahaney-Gurahoo requested a motion to approve the Regular Meetings Minutes of September 19th, 2020. First motioned by Commissioner Allen, seconded by Commissioner Trudell, and was carried unanimously. The Commission approved the adoption of the September 16th, 2020 minutes.

B. 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. INFORMATION: COVID-19 Service Impact & Overview (M. Ornat & J. Choi): Deputy Directors Michelle Ornat and Jenny Choi presented updates on the library's COVID-19 response. Updates included safety and communication, public services, initial proposals for reopening facilities, expansion of device and Wi-Fi services, and emergency operations support for family and childcare.
- B. INFORMATION: Review Bond and Audit Questions (A. Maestre): Administrative Officer Andrea Maestre presented questions for the November Oversight Committee meetings and opened discussion to the commission to consider additional questions. Chair Mahaney-Gurahoo requested to add a question regarding COVID-19 impacts to the audit. The presentation was accepted by the Commission.
- C. INFORMATION: Bond Program Plan (J. Choi): Deputy Director Jenny Choi presented an informational report on the 2021 Bond Project, and brief summary of past bond projects. Chair Mahaney-Gurahoo and Commissioner Allen made suggestion to engage and involve community partners in neighboring high-schools. The presentation was accepted by the Commission.
- D. ACTION: College and Career Readiness Quality Standards (V. Kilambi & A. McBride): Literacy Program Specialist, Adrian McBride, presented on Education & Digital Literacy Initiative programs, how quality standards were developed for several educational areas, purpose of quality standards, plans on how data will be collected, and recommendations. Chair Mahaney-Gurahoo requested a motion to approve the report on College and Career Readiness Quality Standards to be submitted to Neighborhood Services & Education Committee. First motioned by Commissioner Jolly, seconded by Commissioner Snyder, the motion was carried unanimously.
- E. INFORMATION: Update on Library 2020 General Election Support (J. Herriges): Division Manager, Jean Herriges, presented on the Library's efforts to provide support for the 2020 General Election. Items included voter education, and Library participation through ballot drop boxes and vote centers. The presentation was accepted by the commission.
- F. INFORMATION: Presentation on the Library's security practices (J. Choi): Deputy Director of Operations, Jenny Choi, presented on the library's security practices. Items included staff safety, patron behavior policy, suspension process, past branch incident data, police partnership, and security staffing. The presentation was accepted by the commission. Additional update to be provided in January 2021 meeting.

VII. Council Liaison's Announcements:

Council Liaison, Kiley Staufenbeil, provided Councilmember Arenas' message in regards to prioritization of families and childcare access. Ms. Staufenbeil also informed the Commission regarding the Department of Parks, Recreation, and Neighborhood Services (PRNS) focus on furthering childcare opportunities, enrollment increases for existing services and programs, and the Councilmember Arenas' commitment to Digital Inclusion.

VIII. Chair's Announcements: The Chair had no announcements.

IX. Library Director's Announcements:

- National Friends of the Library Week: Runs from October 18th to the 24th, branches have been hosting virtual appreciation activities to celebrate and thank dedicated Friends volunteers. If anyone is interested in joining the Friends group, please visit <https://www.sjpl.org/friends>.
- Halloween "Book"tacular Give-Away: From October 26th to the 31st, Express Pick-Up locations will be given out free books for babies, children, and teens. No costume or library card required. Halloween virtual events can also be found on <https://www.sjpl.org/blog/halloween-booktacular-giveaway>.

X. Comments and Announcements:

- A. Youth Commission: Due to scheduling issues, Youth Commission was not been able to send a representative. Library staff has begun to attend Youth Commission.
- B. Meetings Attended by Commissioners as Commissioners: None reported
- C. San José Public Library Foundation (SJPLF) Board:
 - Commissioner Thorsen provided that the next Board meeting is Nov. 18th. Board members have prepared gifts for long-time library donors and placed phone calls for past donations. The Foundation has hired their first Communications Expert, Peter Allen. Donations to the Foundation may be able to be matched by employers and that information can be found at <https://www.sjplf.org/home/>.

XI. Information and Upcoming Opportunities For Commission Participation

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

XII. Items for Future Commission Meeting Agendas: None suggested.

XIII. Meeting Schedule and Agenda Items

The next Library and Education Commission meeting will be held on November 18th, 2020 at 8:00 p.m.

XIV. Adjournment: The meeting was adjourned at approximately 9:04 p.m.



WENDI MAHANEY-GURAHOO, Chair
San José Public Library
and Education Commission

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

Danika Relth

DANIKA RELTH