
MEETING MINUTES
September 16, 2020

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Wendi Mahaney-Gurahoo, Vice Chair Jose Magaña, Commissioners Michael Melillo, Kristin N. Rivers Ph.D., Pravir Ramtekkar, Hilary Thorsen, Patricia Mendoza, and Thomas Trudell

ABSENT: Commissioners Michael Snyder, Tiffany Uhri Chu, Elena Jolly, and Janice Allen

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; Administrative Officer Andrea Maestre, Community Programs Administrator Karla Alvarez, Senior Librarian Rosemary Van Lare, Senior Office Specialist Justin Sana, and Administrative Assistant Danika Relth.

Others: Council Liaison Monica Rodriguez

Call to Order

The Library and Education Commission convened at 7:00 p.m. via Zoom webinar. Quorum was achieved with 8 Commissioners present.

Orders of the Day: Approval of the Agenda

II. Approval of Agenda

Chair Mahaney-Gurahoo requested a motion to approve the Agenda. First motioned by Commissioner Trudell, and seconded by Commissioner Melillo. Chair Mahaney-Gurahoo requested discussion, and none responded. Chair took a vote and the motion was carried unanimously. The Commission approved the adoption of the September 16, 2020 Agenda.

III. Consent Calendar

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

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. Budget Update (A. Maestre): Administrative Officer Andrea Maestre presented an informational update of the Library's budget for the 2020-2021 Fiscal Year which was accepted by the Commission.
- B. COVID-19 Update (J. Choi & M. Ornat): Director Deputies Michelle Ornat and Jenny Choi presented an informational update of the Library's COVID-19 response in regards to general operations and public services. Chair Mahaney-Gurahoo mentioned the involvement and support of First 5 of Santa Clara County in the Family Child Care Scholarships & Home Stabilization Grants Program. The presentation was accepted by the Commission.
- C. Equity, Diversity, and Inclusion (K. Alvarez): Community Programs Administrator Karla Alvarez presented on the Library's efforts to address Equity, Diversity, and Inclusion. The presentation was accepted by the Commission.
- D. Identify Ad Hoc Committee to Review Bond and Audit (Chair Mahaney-Gurahoo): Commissioner Melillo departed from the meeting at (time) thus quorum was no longer achieved. Commissioners Trudell, Rivers, and Magaña volunteered to be appointed to the committee.

VII. Council Liaison's Announcements: Council Liaison Monica Rodriguez provided Councilmember Arenas' message of appreciation for the Library's work for childcare programming, and welcomes support from the community to keep the program free for the rest of the year.

VIII. Chair's Announcements: No announcements were made.

IX. Library Director's Announcements:

- **Addition of Express Pick-up sites:** East San Jose Carnegie and Willow Glen branches are now activated, making a total of 21 branch libraries offering Express Pick-Up. Over 55,000 library members, 214,000 library items
- **Recruitment of AmeriCorps Vistas:** The Library is seeking three community-minded adults to serve full-time for a calendar year to build library program capacity. Applications close on September 25th. For more information <https://www.sjpl.org/volunteer>
- **Celebrating National Hispanic Heritage Month:** From September 15th to October 15th, the Early Education unit will be providing weekly Spanish language story times through Facebook for families to enjoy.

X. Comments and Announcements:

- A. Youth Commission: Not present.

B. Meetings Attended by Commissioners as Commissioners:

- Commissioner Mendoza and Trudell attended the All Friend's group meeting on August 29th.
- Commissioner Magaña advocated for digital equity on behalf of the Digital Equity Coalition.

C. San José Public Library Foundation (SJPLF) Board (Executive Director Dr. Dawn Coppin): Commissioner Thorsen provided an update to the Commission on behalf of Dr. Coppin.

- Commissioner Thorsen stated that the Foundation Board is continuing to meet virtually on a quarterly basis.
- The Foundation successfully passed their yearly audit.
- Next year, the focus of the Board will be on strategic planning.
- An advocacy Ad-Hoc group was formed of Foundation Board members to continue advocating on behalf of the library to city council and other government officials.
- The Foundation is in the process of hiring a writer to support their marketing and communication.
- The Foundation is working to acknowledge its donors.

XI. Information and Upcoming Opportunities For Commission Participation

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

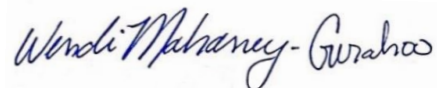
XII. Items for Future Commission Meeting Agendas:

- Chair Mahaney-Gurahoo requested a report on the Library's work to support the November general Election to come before the Commission in October.

XIII. Meeting Schedule and Agenda Items

The next regular meeting will be October 21st at 7:00 p.m., via Zoom webinar.

XIV. Adjournment: The meeting was adjourned at approximately 8:45 p.m.



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

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

Danika Relth

DANIKA RELTH