
MEETING MINUTES

April 18, 2018

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Michael L. Snyder, Vice-Chair Pat McMahon, Commissioners Michael Melillo, Kristin N. Rivers, Ph.D., Hilary Thorsen, (arrived at 7:07 p.m.), Elena Jolly, Thaddeus Aid, Wendi Mahaney-Gurahoo, José Magaña, and Janice Allen.

ABSENT: Commissioners Sandra Jewett, Elena Jolly, Giao Tran, Daniel Newell, Shailesh Dubale and Tiffany Uhri Chu.

STAFF: City Librarian Jill Bourne, Assistant Director Jean Herriges, Division Managers Chauncey Dunkley and Vidya Kilambi, Public Information Manager Elizabeth Castañeda, Marketing Representative Nancy Macias, San José Public Library Foundation Executive Director Dawn Coppin, Senior Librarian Candice Tran, Librarians Joan Weagle, Taylor Cecil and Emily Lowell, Analyst Jason Pell, Volunteer Coordinator Robert Miranda, Supervising Applications Analyst Hap Yeilding, Senior Office Specialist Justin Sana, Community Programs Administrator Pam Cornelison, Librarian Leizel Jackson, Literacy Program Specialist Nick Hedrick and Administrative Assistant Adriana York.

Others: None

Call to Order

The Library and Early Education Commission convened at 7:00 p.m. at the Berryessa Branch Library Community Room.

II. Orders of the Day: Approval of the Agenda

Upon a motion by Commissioner Allen, seconded by Commissioner Magaña and carried unanimously, the Commission approved the adoption of the April 19, 2018 agenda. (9-0-6)

III. Consent Calendar

A. Action: Upon a motion by Commissioner Melillo seconded by Commissioner Aid and carried unanimously, the Commission approved the [Minutes](#) for the Regular Meeting of February 21, 2018 with the follow corrections as indicated by Commissioner Allen:

Page 4 Item C correct the spelling of the word fiduciary. (9-0-6)

B. Correspondence: There was no correspondence for the Commission to review.

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. [Berryessa Branch Library Update](#) (C. Tran): An overview of the Berryessa Branch library's current and future programs and community events. This update report was accepted by the Commission.

B. [Technology and Innovations Update](#)- Modernized fine payment options: (C. Dunklee, L. Jackson and H. Yeilding): an update on the use of new technologies to facilitate improved customer service, access, and account management was presented by Division Manager Chauncey Dunkley, Librarian Leisel Jackson and Supervising Applications Analyst Hap Yeilding. This update report was accepted by the Commission.

C. [Literacy and English as a Second Language \(ESL\) Services - Partners in Reading and Family Learning Center\(s\) Updates](#) (P. Cornelison): An annual update on Literacy and English as a Second Language services and activities as well as the Family Learning Center(s) within the Library.
This update report was accepted by the Commission.

VII. Council Liason's Announcements: The Council Liason was not present for this meeting. A motion to have Chair Snyder contact the Mayor regarding the Council Member's presence at the Commission meetings was made by Commissioner Aid and seconded by Commissioner Magaña, the Commission approved the Motion unanimously (9-0-6) Staff has contacted the City Clerk's Boards and Commissions support staff regarding the length of the term for Council Liasons. Staff will share this information with the Chair upon receipt.

VIII. Chair's Announcements: No comments were made by the Chair.

IX. Library Director's Announcements:

Grant for SJ Learns- These are seed fund programs for schools. The San Jose Public Library Foundation has agreed to administer these grants. The grant submissions are being reviewed within this week.

Special Education and Literacy City Council Meeting- The Special Meeting has been scheduled for Monday, May 7. The Commission sub-committee will be contacted by staff to schedule a meeting with staff. School superintendants will be present at the May 7th meeting and Commissioner Mahaney-Gurahoo will be presenting as well.

Action: staff will be forwarding a briefing sheet for the sub-committee's reference.

San José Public Library Celebrates National Volunteer Week- The Library celebrates its volunteers' diverse talents and expertise during National Volunteer Week, from April 15

through April 21. The annual celebration recognizes the important contributions that volunteers make in our community. In 2017, **2,910 volunteers donated 93,550 hours** throughout SJPL's 24 locations to support library programs and services - that is an increase in the number of volunteers and almost 4,000 more service hours donated than last year. Volunteers provide valuable resources to meet community needs, including English as a Second Language Conversation Clubs, computer tutoring, support as homework helpers, engagement as Friends of the Library, and involvement as Readers to Children.

Attend a Family-Friendly Event at the Library during Month of the Young Child – April is *National Month of the Young Child*. The San José Public Library's (SJPL) Early Education department invites you to celebrate our youngest learners, their families and caregivers throughout the entire month of April with family-friendly events, music performances and more that will delight and entertain the entire family. Start by signing up for a [free library card](#) at your local SJPL branch for you or your child. From there, you'll have access to a wide variety of materials, picture books, board books, take-home kits and discounted or free museum tickets to continue the fun of engaging with your child in and out of the library. For a complete list of SJPL's Month of the Young Child events, visit: www.sjpl.org

Become a Summer Learning Ambassador – With just a couple of service hours a week, you can build valuable skills, add to your resume, and support literacy in your community. The San José Public Library (SJPL) **needs adult summer volunteers** to help students avoid the [summer learning slide](#). Come learn how library volunteers play a pivotal role during the summer at their library. Get involved in the Summer Learning program and make a difference within your community this June and July. Sign up to volunteer and make the choice to better the lives of those you meet. [Register for one of the upcoming orientations](#) happening throughout San José and encourage lifelong learning for youth in our community while gaining valuable work experience as a Summer Learning Ambassador. By volunteering with the San José Public Library, adults can encourage lifelong learning while meeting new people with shared interests. For more information and for a list of other volunteer opportunities, visit: www.sjpl.org/volunteer

Celebrate National Library Week by Sharing Your Library Memory - San José joined communities across the country to celebrate [National Library Week, April 8 – 14](#). In keeping with this year's theme of "Libraries Lead", the San José Public Library (SJPL) encouraged participants to "[share your story](#)" of how the Library led you to something valuable in your life. SJPL also celebrates the contributions our libraries, librarians, and library workers make in our communities by providing broad opportunities for children, teens, and adults to learn, grow, and achieve their dreams. In addition to books, e-books, computers and other resources, San José's award-winning librarians offer expert teaching and guidance to aid customers to open new worlds and change their lives. To share your story with SJPL, visit: <https://www.sjpl.org/sjplstoriesform>.

X. Comments and Announcements:

A. Youth Commission: The Youth Commissioner was not present for this meeting.

B. Meetings Attended by Commissioners as Commissioners:

- **Commissioner Aid** attended the Cesar Chavez celebration and expressed that he felt that the event was amazing; additionally he attended the All Friends Meeting at Vineland Branch library. He felt it was a positive experience.
- **Commissioner Allen** attended the Cesar Chavez celebration, the Project Cornerstone Annual Asset of Champions Awards Breakfast, the Partners in Reading Volunteer Recognition Event and commented that “the food was great”. Additionally, she shared that she is scheduled to attend the Bascom, Willow Glen and Rose Garden Friends’ Group(s) meetings.
- **Chair Snyder** mentioned that Dartmouth High School Principal Martinez stated that he was happy about getting kids to the Library and the possible removal of late fees for minors. He also mentioned that he was able to attend a tour of the Maker[Space] Ship at Monroe Middle School.
- **Vice Chair McMahon** stated that he attended the Project Cornerstone Annual Asset of Champions Awards Breakfast, the All Friends Meeting at Vineland Branch Library, the Partners in Reading Volunteer Recognition Event at which he was able to reach out personally to Council Member Khamis about the upcoming Special Council meeting regarding Education.
- **Commissioner Rivers** reported that she attended the All Friends Meeting at Edenvale Branch library where she found good ideas being circulated. She recently reached out to Council Member Sergio Jimenez regarding the upcoming Special Council meeting regarding Education.
- **Commissioner Melillo** inquired about the status of the SJSU/SJPL architectural changes that are being prepared. Staff advised that a timeline will be available in the near future as a result of ongoing conversations with Designer David Moore.
- **Commissioner Magaña** spoke with the Superintendent of the Berryessa School District where a new bridge library was opened and they expressed that they are very much interested in opening another bridge library in their school district.
- **Commissioner Thorsen** said she spoke with Council Member Dev Davis regarding removing childrens fines – she said she prepared a list of talking points that she would share with staff for possible distribution to the Commission. Staff distributed said talking points.

C. San José Public Library Foundation Board: Executive Director Dawn Coppin announced that the upcoming Foundation meeting is scheduled for May 15, 2018.

XI. Information and Upcoming Opportunities For Commission Participation –

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

XII. Items for Future Commission Meeting Agendas:

- Vice Chair McMahon would like to revisit returning the Branch Library Liaison Assignments topic as a Discussion Item.

XIII. Meeting Schedule and Agenda Items

The next regular meeting will be May 16, 2018 at 7:00 p.m., at the Dr. Martin Luther King, Jr. Library – third floor, SJPL Works Center.

XIV. Adjournment: The meeting was adjourned at approximately 8:35 p.m.

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

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

ADRIANA A. YORK

DRAFT