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MEETING MINUTES

June 20, 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, Elena Jolly, Wendi Mahaney-Gurahoo, Daniel Newell, (arrived at 7:12) José Magaña, (arrived at 7:16 pm) Tiffany Uhri Chu, and Thaddeus Aid

**ABSENT:** Commissioners Sandra Jewett and Giao Tran

**STAFF:** City Librarian Jill Bourne, Assistant Director Jean Herriges, Division Managers Michelle Amores and Vidya Kilambi, Public Information Manager Elizabeth Castañeda, Marketing Representative Nancy Macias, San José Public Library Foundation Executive Director Dawn Coppin, Chief of Staff Ann Grabowski, Librarian Elizabeth Allen, Senior Librarian Chieu Nguyen, Literacy Program Specialist Diep Nguyen, Acting Senior Librarian Frankie de Vera, Library Clerk Ben Fernandez, Community Programs Administrators Araceli Delgado-Ortiz and Samantha Cramer, and Administrative Assistant Adriana York.

**Others:** Council Liaison Natalie Le

**Call to Order**

The Library and Early Education Commission convened at 7:03 p.m. in the Community Room of the Tully Branch library.

**II. Orders of the Day: Approval of the Agenda**

Upon a motion by Commissioner Melillo seconded by Commissioner Allen and carried unanimously, the Commission approved the adoption of the June 20, 2018 agenda with the Addendum to the location of the meeting. Additionally, direction was received to move the Council District Representative's comments from Item VII to Item IV (following the Consent Calendar). (9-0-4)

**III. Consent Calendar**

- A. Upon a motion by Commissioner Allen, seconded by Commissioner Mahaney-Gurahoo and carried, the Commission approved the Minutes for the Regular Meetings of [April 18, 2018](#) and the [May 16, 2016](#) (9-0-4).
- B. Correspondence: There was correspondence from the San José City Attorney Richard Doyle regarding Campaign Activities for the Commission to review.

**IV. Public Record:** There was [correspondence](#) for the Commissioners to review.

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

**VI. Discussion/Action Items**

- A. Election of Officers for Fiscal Year 2018-2019 (Chair Snyder): A nomination and election of upcoming Fiscal Year Chair and Vice Chair positions.

Action: Commissioner Snyder was voted in as Chair to serve until June 2019. Commissioner Snyder was nominated by Commissioner Melillo and seconded by Commissioner Jolly. The nomination passed with a unanimous vote. (11-0-2)

Action: Commissioner Mahaney-Gurahoo was voted in as Vice-Chair to serve until June 2019. Commissioner Mahaney-Gurahoo was nominated by Commissioner Rivers and seconded by Commissioner Aid. In addition, Commissioner McMahan was nominated to the position of Vice Chair by Commissioner Rivers and seconded by Commissioner Aid and Commissioner River was also nominated to the position of Vice Chair by Commissioner Thorsen and seconded by Commissioner McMahan. Commissioner Mahaney-Gurahoo's nomination passed with a vote of six in favor of Commissioner Mahaney-Gurahoo, two in favor of Commissioner McMahan and two in favor of Commissioner Rivers.

- B. Submission of Topics for Work Plan for Fiscal Year 2018-2019 (Chair Snyder): A review of current standing Work Plan Topics and consideration/discussion of future Work Plan Topics for use during Fiscal Year 2018-19 was presented.

Action: Work plan topics suggested for use during the Fiscal Year 2018-19 were discussed and considered for addition or modification. The final Work Plan for Fiscal Year 18-19 will be presented for approval and adoption at the August 15th Commission meeting.

- C. Update on Education & Digital Literacy Strategy (A. Grabowski): A review of the preliminary implementation work plan for the EDL Strategy.

Action: As speaking points are further developed, Commissions will be provided with outreach talking points for use when addressing possible supporting community based organizations and members.

- D. [Early Education Ad-Hoc Committee Memo](#) (A. Grabowski, W. Mahaney-Gurahoo): an Early Education Ad-Hoc Committee was established for the purpose of developing a strategic plan and quality standards for Early Education programs related to the EDL

Strategy. Upon a motion by Commissioner Allen, seconded by Commissioner Melillo the establishment of an Early Education Ad-Hoc Committee to be made up of Commissioners Mahaney-Gurahoo, Magaña, Aid and Jolly was carried unanimously. (11-0-2)

- E. [Maker\[Space\]Ship Presentation](#) (F. deVera, E. Allen): A presentation of the Maker[Space]Ship's current and upcoming offerings was made. Upon a motion made by Commissioner Rivers, seconded by Commissioner Aid this update report was accepted by the Commission unanimously. (11-0-2)
- F. [Tully Branch Update](#) (C. Nguyen, D. Nguyen): An overview of the Tully Library Branch's current and future programs and community events was received and accepted by the Commission.

**VII. Council Liaison's Announcements (moved be heard before Item IV) (Natalie Le):**

- There were no updates to be shared with the Commission. If the Commission needs any additional support they should contact the Council Office directly.
- The Liaison shared that Council Member Nguyen is very excited about engaging the community in the Summer Learning program.

**VIII. Vice Chair's Announcements:**

- Thanks to the Commissioners who spoke before the City Council at several meetings. "Awesome job!"
- Thank you to the Commission for reelecting him to another year as Chair.

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

- City Council has expressed their admiration for the presence of the Commission members at City Council Meetings – thank you to the Commission.
- ***Summer Learning Are Up by 60% Compared to Last Year*** – The Summer Learning program kicked off on June 1<sup>st</sup> and more than 4,500 library members have registered for the program. That represents a 60% increase when compared with last year, at this time. By registering for the Summer Learning program, people of all ages have the opportunity to win prizes simply by tracking their reading. The Library recommends at least 20-minutes of daily reading. All SJPL branches are offering a variety of free, fun, educational events for people to enjoy and learn something new over the summer. The two-month literacy program will conclude on July 31<sup>st</sup>. To register for the Summer Learning program, visit: [www.sjpl.org/summer](http://www.sjpl.org/summer)
- ***Alaska Airlines Sponsors SJPL's First-Ever Coding Camps*** – With the help of the San José Public Library Foundation and Alaska Airlines, the San José Public Library will be offering its first-ever coding camps this summer. Students, ages 9–11, are invited to take part in a one-week, free coding camp where they'll explore:
  - Computer Coding
  - Art
  - Literacy
  - Physical Fitness

There are two coding camps to choose from. The first is a co-ed class that will run from July 23 – 27 at the [Joyce Ellington Branch Library](#). The second week is an all-girls class that will run from July 30 – August 3 at the [Educational Park Branch Library](#). Both locations will offer classes Monday through Friday, 8:00 AM – 3:00 PM. Students will be provided with lunch and snacks. To register your student and for more information, visit: [www.sjpl.org/coding5k](http://www.sjpl.org/coding5k)

To celebrate our sponsor, a tentative press event is scheduled for Monday, July 23 from 11:30 a.m. to 12:30 p.m. at the Joyce Ellington Branch Library.

**X. Comments and Announcements:**

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

B. Meetings Attended by Commissioners as Commissioners:

- Commissioner Magaña attended the 10<sup>th</sup> Anniversary Celebration of the Joyce Ellington Branch library.
- Commissioner Allen attended and participated in the Summer Learning program kick off at Educational Park Branch library as well as attending and speaking at the City Council Budget Hearing.
- Commissioner Rivers attended an East Side Union High School meeting and spoke about the Library’s progress in removing fines. She also mentioned that she met with Council Member Sergio Jimenez privately about fines. Although she visited the Santa Teresa Branch, the Friends’ Group did not meet.
- Commission Thorsen said she was able to attend the Summer Learning program kick off at Bascom Branch library and participated in serving lunch. She mentioned that the collaboration efforts with the Community Center, the event was a success.
- Commissioner Melillo commended the Commissioners for the effort in supporting the Library especially with regards to the level of advocacy for the programs such as Summer Learning and in presenting before City Council at public meetings. He stated that the “level of advocacy is light years above what it was the past”. He mentioned that he has gained attention when wearing his Coding 5K Challenge t-shirt around town.
- Commissioner McMahon mentioned that he was able to meet with the Berryessa Friends’ Group.
- Commissioner Aid attended a City Council meeting as well and commended the Maker[Space]Ship staff for their terrific programs and outreach to the community. He said he made a concerted effort to make sure that the Council Member Liaison was present at this meeting. He mentioned that the wearing of his Coding 5K Challenge t-shirt has brought a lot of awareness to others; when he wears it, people ask what it is all about. He has been able to engage in conversations about the Library’s community programs, referring members of the public to the Library website for more information.

C. San José Public Library Foundation Board (Commissioner Newell):

- There was no meeting of the Foundation held since the last Commission meeting.

- Executive Director Dawn Copping was featured in the San Jose Business Journal in an article entitled, “[San Jose Library Foundation director shows how libraries are a boon to all](#)”.

**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 be August 15, 2018 at 7:00 p.m., at the Dr. Martin Luther King, Jr. Library.

**XIV. Adjournment:** The meeting was adjourned at approximately 8:41 p.m.

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

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

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ADRIANA A. YORK