

---

MEETING MINUTES

March 21, 2018

**I. Call to Order & Orders of the Day**

**Roll Call**

**PRESENT:** Chair Michael L. Snyder, Vice-Chair Pat McMahon, Commissioners Sandra Jewett (arrived at 7:25 p.m.), Michael Melillo, Kristin N. Rivers, Ph.D., Hilary Thorsen, Daniel Newell (arrived at 7:07 p.m.), Elena Jolly, Thaddeus Aid, Giao Tran, and Janice Allen.

**ABSENT:** Commissioners Wendi Mahaney-Gurahoo, Shailesh Dubale, Tiffany Uhri Chu and José Magaña.

**STAFF:** City Librarian Jill Bourne, Division Managers Chaunacey Dunkley, and Vidya Kilambi, Chief of Staff Ann Grabowski, Public Information Manager Elizabeth Castañeda, Marketing Representative Nancy Macias, San José Public Library Foundation Executive Director Dawn Coppin, Administrative Officer Jenny Choi, Senior Librarian Margaret Yamasaki, Senior Office Specialist Justin Sana, and Administrative Assistant Adriana York.

**Others:** Acting Senior Librarian Frankie de Vera and Library Aide Dana Lema

**Call to Order**

The Library and Early Education Commission convened at 7:00 p.m. at the Dr. Martin Luther King, Jr. Library, 3<sup>rd</sup> Floor – SJPL Works.

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

Upon a motion by Commissioner Allen, seconded by Commissioner Melillo and carried unanimously, the Commission approved the adoption of the March 21, 2018 agenda. (9-0-6)

**III. Consent Calendar**

A. Action: Upon a motion by Commissioner Allen seconded by Commissioner Jolly and carried with the absence of Commissioner Aid who was not present at the February 21, 2018 meeting, the Commission approved the [Minutes](#) for the Regular Meeting of February 21, 2018. (8-1-6)

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. Library Budget Review (J. Choi): A power point presentation of the Library's budget for Fiscal Year 2017-2018. Upon a motion by Commissioner Melillo, seconded by Commissioner Jewett, the Commission accepted the Library Budget Review presented by Administrative Officer Jenny Choi. (11-0-4)
- B. [SJPL Works Update](#) (J. Savercool/M. Yamasaki): a presentation on the SJPL Works offerings and background. The report was accepted by the Commission with the request that staff continue to provide updates regarding SJPL Works as part of the Work Plan.
- C. Education Initiatives Review (A. Grabowski): A review on the Library's Education Initiatives was presented. This review was accepted by the Commission with the motion made by Commissioner Rivers, seconded by Commissioner Melillo, that the Chair or his designee represent the Library and Early Education Commission at the April 16, 2018 Special City Council Meeting so that the Commission could encourage the movement of this initiative. This motion was passed unanimously (11-0-4). Upon a motion by Commissioner Melillo, seconded by Commissioner Allen, the Commission moved to create an adhoc committee to prepare for the April 16, 2018 Special City Council Meeting. This motion passed unanimously (11-0-4) and those who volunteered to make up this adhoc committee were Commissioners Rivers, Allen and Melillo.
- Action: Director Jill Bourne advised the Commission that a reminder of the upcoming Special City Council meeting scheduled April 16, 2018 would be sent to the Commission. Said reminder was sent to the Commission via email on 3-27-18.

**VII. Council Liason's Announcements:** The Council Liason was not present for this meeting.

**VIII. Chair's Announcements:**

Chair Snyder attended coding event on March 8, 2018 at Lyndhaven Elementary School that was staffed by Librarian Elizabeth Allen and Clerk Benjamin Fernandez that featured the MakerSpace Ship. It was highly successful with an attendance of approximately 40 people.

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

*Hundreds Eliminate their Library Fines during the 2<sup>nd</sup> Annual Service Day – Over 400 people* were a part of San José Public Library's [2<sup>nd</sup> Annual Service Day titled "Beautify Your Branch"](#) on **Saturday, March 10**. By participating at this event, volunteers had the opportunity to eliminate their, or their loved ones', library fees at a rate of \$20 per hour while also helping maintain a welcoming and clean environment at their branch library. SJPL waived about **\$6,000 in fines and over 500 volunteer hours** were recorded from Service Day. Some of the activities volunteers participated in included: cleaning books, dusting shelves and organizing library materials.

*San José Public Library Celebrated its 2nd Class of Adult High School Graduates* – SJPL has awarded **75 scholarships** to adults who sought to earn an accredited high school diploma through the program, [Career Online High School](#) (COHS), with support from its [Partners in Reading](#) unit and the [San José Public Library Foundation](#). **20 graduates** received their diploma during a graduation ceremony the evening of Thursday, March 8<sup>th</sup>, at the City Hall Rotunda. The ceremony began with opening remarks by City Librarian Jill Bourne, followed by a keynote speech from Mayor Sam Liccardo. In addition to the diploma, these graduates also earned a career certificate in a high-demand career field, including Office Management, Child Care & Education, Certified Protection Officer, and Food & Hospitality. In less than one year, there have been a **total of 30 adults** who have received their high school diploma at their San José Library. To date, there is a **graduation rate of nearly 85%**. Library staff support adult students from enrollment through graduation so that they can achieve their academic and career goals.

*Celebrate the Life of César Chávez* – Meet the Chávez family and learn more about the legacy and accomplishments of the labor leader and civil rights activist. This event will begin with a documentary followed by a Q&A discussion with his close friends and family on **Tuesday, March 27** from 6:30 – 8 p.m. in room 225 at the King Library.

*SJ Library Adds Vietnamese eBooks to its Collection for the First Time* – 77 new titles were selected and added to the first batch of Vietnamese eBooks at the San José Public Library. For years, SJPL has had eBooks in other languages, such as: Spanish, Chinese and Russian but for the first time, there is now a collection in Vietnamese available to the public. Even though Vietnamese eBooks have been on the market for quite some time, they were not available for purchase under the program SJPL uses until recently. This small collection includes mostly children's and romance titles. The library looks forward to growing the number of Vietnamese eBooks in the near future.

**X. Comments and Announcements:**

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

B. Meetings Attended by Commissioners as Commissioners:

- Commissioner Melillo attended the Career Online High School graduation as well as the Coding 5K kick off and reported that both were teeming with terrific energy and were very enjoyable.
- Commissioner Allen reported that she attended the Career Online High School graduation as well and that her favorite portion was when the students spoke and relayed their personal experiences in life that got them to that point in their lives.
- Commissioner Rivers attended the Bridge Library Event held in January and asked who she should forward photos she had taken of this event to. Staff informed her that she should forward them to Marketing Representative Nancy Macias.
- Commissioner Rivers announced that Commissioner Magaña is absent due to is recent nuptials.
- Commissioner McMahon attend the Berryessa Friends meeting held March 20, 2018.

- Commissioner Jolly reported that some of the classes she is involved with have visited the Children’s Room at King and said to have “loved it”.

C. San José Public Library Foundation Board: Commissioner Newell reported he was not able to attend the latest Foundation meeting and asked the Foundation’s Executive Director Dawn Coppin to speak. She explained that the Foundation has agreed to become the fiduciary manager for San José Learns’ grant funds. Additionally, she mentioned the Foundation is actively seeking to fill two employment openings: Database and Grant Administrator and Director of Development.

**XI. Information and Upcoming Opportunities For Commission Participation –**

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

**XII. Items for Future Commission Meeting Agendas:**

- Commissioner Aid asked that a presentation on college and career readiness that would include academic writing as requested by Commissioner Rivers be added to the 2017-2018 Work Plan
- Commissioner Melillo requested that a report on Warming Centers be added to the 2017-2018 Work Plan as well. (Action: Director Jill Bourne advised the Commission that a report on the PATH program and OWL activities will be provided to the Commission. Said reports were sent to the Commission via email on 3-26-18).

**XIII. Meeting Schedule and Agenda Items**

The next regular meeting will be April 18, 2018 at 7:00 p.m., at the Berryessa Library branch Community Room.

**XIV. Adjournment:** The meeting was adjourned at approximately 8:48 p.m.

---

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

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

---

ADRIANA A. YORK