

## MEETING MINUTES

August 16, 2017

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

#### Roll Call

PRESENT: Chair Michael L. Snyder, Vice-Chair Pat McMahon Commission Members, Daniel Newell, José Magaña, Wendi Mahaney–Gurahoo, Tiffany Uhri Chu, Elena Jolly, Thaddeus Aid, Michael Melillo, Kristin N. Rivers, Ph.D, Hilary Thorsen, Giao Tran and Janice Allen

ABSENT: Commission Member Shailesh Dubale and Sandra Jewett

STAFF: Division Manager Michelle Amores, Administrative Officer Jenny Choi, Interim Division Managers Vidya Kilambi, Marketing and Communications Representative Nancy Macias, Branch Manager Jessica Lundin, Office Specialist Susan Robledo and Administrative Assistant Adriana York

Others: Not Present

#### Call to Order

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

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

Upon a motion by Commissioner Magaña seconded by Commissioner Allen and carried unanimously, the Commission approved the adoption of the August 16, 2017 agenda.

(13-0-2)

An motion to make an addendum to Item XIII Meeting and Agenda Items to change it from “The next regular meeting will be August 16, 2017 at 7:00 p.m., Alum Rock Branch library located at 3090 Alum Rock Av., Community Room.” to “The next regular meeting will be September 20, 2017 at 7:00 p.m., Dr. Martin Luther King, Jr. library located at 150 E. San Fernando St., 3<sup>rd</sup> Floor, SJPL Works” was made by Commissioner Jolly and seconded by Commissioner Allen. (13-0-2)

### III. Consent Calendar

A. Action: Upon a motion by Commissioner Aid seconded by Commissioner Melillo and carried unanimously, the Commission approved the Minutes for the Regular Meeting of [June 21, 2017](#). (5-8-2). Newly appointed Commissioners: Magaña, Mahaney–Gurahoo, Uhri Chu, Jolly, Rivers, Thorsen, Tran and Allen abstained from said vote as they were not appointed at the last June 21, 2017 Commission meeting.

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

**IV. Public Comment:** There was no public testimony on the floor.

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

**VI. Discussion/Action Items:**

A. Welcome New Commissioners (Chair Snyder): A welcome and acknowledgment of returning Vice-Chair McMahon, Commissioners Newell, Aid, Melillo and to newly appointed Commissioners Magaña, Mahaney–Gurahoo, Uhri Chu, Jolly, Rivers, Thorsen, Tran and Allen.

B. Adopt [FY 2017/2018 Work Plan](#) (Chair Snyder): A review and adoption of finalized Work Plan Topics for use during Fiscal Year 2017-18. Upon a motion by Commissioner Magaña and seconded by Commissioner McMahon the Commission approved the adoption of the FY 2017/2018 Work Plan agenda. (13-0-2)

C. Identify Ad hoc Committee to Review Bond Questions (Chair Snyder): Commissioners McMahon, Tran, Rivers and Uhri Chu volunteered to serve as an ad hoc committee. A motion by Commissioner Uhri Chu and was seconded by Commissioner Aid identified the Ad hoc committee. (13-0-2)

Action: City staff will provide a link of the latest independent auditor’s Bond Project Report – Commissioners will submit questions regarding the upcoming report by noon on September 8, 2017. In turn staff will provide these questions to the sub-committee for consideration.

D. Identify Retreat Date (Chair Snyder): The identification of October 21 or October 28, 2017 to hold a Commission Retreat and to poll absent Commissioners in order to determine a preferred date was first motioned by Commissioner Mahaney–Gurahoo and was seconded by Commissioner Aid. (13-0-2)

Action: Staff will poll absent Commissioners regarding their availability on either October 21 or 28, 2017 in order to determine and a date for said Commission retreat.

E. [Library Branch Update](#) (J. Lundin): An overview of the Alum Rock Library branch’s current and future programs and community events. The Commission accepted the update. An impromptu public comment was made by Mr. Richard Navarro regarding the positive experience he has had at Alum Rock Branch library.

**VII. Council Liaison’s Announcements:** Not present.

**VIII. Chair’s Announcements** (Chair Snyder): No comments.

**IX. Library Director’s Announcements:** Division Manager Michelle Amores spoke on:

- General upcoming events that are accessible through [www.sjpl.org](http://www.sjpl.org)
- She welcomed the Commissioners as well and thanked the ongoing Commissioners for their commitment the Library Commission.
- She also reminded the Commission of the upcoming 2017 Career Online Graduation scheduled for Wednesday, August 23 starting at 5:30 at the City Hall Rotunda.

**X. Comments and Announcements:**

a) **Youth Commission:** Not present.

b) **Friends' Groups Comments, Announcements and Updates:** No updates.

c) **Meetings Attended by Commissioners as Commissioners:**

- Commissioner Melillo attended the Cambrian Branch Library Friends group meeting and stated that they may have to shut down their group because they are lacking a president to take a leadership role. Additionally, Commissioner Melillo said that the next Cambrian book sale will be held in October.
- Commissioner McMahon attended the Berryessa Branch Library Friends Group meeting.

d) **San José Public Library Foundation Board** (Commissioner Newell):

- The Executive Director's position is yet to be filled. The ideal candidate have extensive grant writing experience.
- This office is made up of two Full Time Employees.

#### **VIII. Information and Upcoming Opportunities for Commission Participation –**

A motion to add the topic of Liaison Assignments Discussion was first made by Commissioner Melillo and seconded by Commissioner Giao.

#### **IV. Meeting Schedule and Agenda Items**

The next regular meeting is Wednesday, August 16 at 7:00 p.m. at Alum Rock branch library community room.

#### **IX. Adjournment**

The meeting was adjourned at approximately 8:45 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