

MEETING MINUTES

October 18, 2017

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Michael L. Snyder, Vice-Chair Pat McMahon, Commissioners, José Magaña, Michael Melillo, Kristin N. Rivers, Ph.D., Hilary Thorsen, Thaddeus Aid, Giao Tran, Wendi Mahaney-Gurahoo and Shailesh Dubale

ABSENT: Commissioners Daniel Newell, Sandra Jewett, Elena Jolly, Tiffany Uhri Chu, and Janice Allen

STAFF: City Librarian Jill Bourne, Assistant City Librarian Jean Herriges, Division Managers Michelle Amores, Interim Division Managers Chauncey Dunklee and Vidya Kilambi, Administrative Officer Jenny Choi, Marketing and Communications Manager Elizabeth Castañeda, Librarian Tomika Price, Program Manager Lisa Valerio, City Auditor Sharon Erikson, Office Specialist Susan Robledo

Others:

Call to Order

The Library and Early Education Commission convened at 7:00 p.m. in Community Room at Joyce Ellington Branch Library.

II. Orders of the Day: Approval of the Agenda

Upon a motion by Commissioner Aid seconded by Commissioner Mahaney-Gurahoo and carried unanimously, the Commission approved the adoption of the October 18, 2017 agenda. (9-0-6)

III. Consent Calendar

A. Action: Upon a motion by Commissioner Magaña seconded by Commissioner Dubale and carried unanimously, the Commission approved the Minutes for the Regular Meeting of [September 20, 2017](#). (8-1-6).

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. [Library Annual Capital/Facilities Project\(s\) Update](#) (L. Valerio): An annual update of the Library Department's Capital/Facilities Project(s). This report was accepted by the Commission.
- B. [Facilities and Asset Management Plan Report](#) (L. Valerio): A report on the Library's facilities and asset management plan. This report was accepted by the Commission.
- C. Review of Bond and Audit Questions (J. Choi and S. Erickson): A review of the Bond and Audit questions submitted by the ad hoc committee. This report was accepted by the Commission.
- D. [Joyce Ellington Branch Update](#) (T. Price): An update of the Joyce Ellington Branch library activities and accomplishments. This report was accepted by the Commission.

VII. Council Liaison's Announcements: Not present.

VIII. Chair's Announcements (Chair Snyder): None

IX. Library Director's Announcements:

The Library Has a Successful Conclusion for its Summer Programs - The San José Public Library had another successful summer thanks to dedicated library staff and the library's partners who worked diligently at organizing and producing programs that impact our community.

[Summer Food Program](#) served three-thousand more healthy meals than last year with a grand total of **18,688 meals** distributed from June to August at seven branch libraries. We are able to do this through our volunteers.

[Summer Reading Challenge](#) had nearly **20,000 registrants** that include children, teens and adults. This summer literacy program encouraged children and their families to read daily and track their minutes read which in return won many families prizes, such as SF Giants tickets, an iPad tablet, and passes to local museums, to name a few.

Village Square Branch Library Project Receives Silver Certification – The U.S. Green Building Council (USGBC) awarded SJPL's last bond branch project, Village Square, with a Leadership in Energy and Environment Design (LEED) certificate. As of September 2017, Village Square is a silver level building thanks to the dedicated staff who were assigned to this project. All 20 of SJPL's bond libraries were designed LEED buildings. The breakdown of the bond libraries and their LEED certification level are as follows:

LEED Gold Certificate Branches:

- Seven Trees
- Bascom
- Educational Park

LEED Silver Certificate Branches:

- East Branch Carnegie
- Santa Teresa
- Calabazas
- Village Square

West Valley Branch Library is the only non-bond library that is also LEED certified.

National Friends of the Library Week from October 15th – 21st. Each SJPL branch celebrates its Friends group throughout this week by wearing “Thank You” buttons and displaying signage in all branches. Some branches also host potlucks in appreciation to our Friends. Last fiscal year, over 5,000 Friends of the Library volunteers contributed nearly 16,000 hours supporting SJPL.

The Library Celebrates National Hispanic Heritage Month: The San José Public Library recognizes the contributions, culture, and heritage of Hispanic and Latino Americans. The national and traditional celebration began on September 15 and ended October 15. During this time of reflection, the Library is hosted a variety of programs, such as movie screenings, arts & crafts, and traditional dances.

Library Staff Come Together for the 4th Annual SJPL Mini-Con – On Friday, September 29, the Library held its annual Mini-Con, an all-staff professional development training conference. The guest speaker was City Manager Norberto Dueñas. Library staff then thanked our former City Manager, who recently retired, by holding several signs that spelled out “Thank You Norberto!” SJPL Mini-Con offered 12 training sessions that dealt with different topics. Mini-Con was organized by a committee made up of staff that helped from reserving the meeting spaces to putting together the top training sessions requested by staff, inviting guest speakers, and so much more to ensure a successful conference.

The Community is invited to the 4th Annual Library 2 Library Bicycle Loop Tour – The San José Public Library is teaming up with other Bay Area libraries to host the popular 25-mile bike ride, [*Library 2 Library Bicycle Loop Tour*](#) on Saturday, October 21. This free community event will start and finish at the Calabazas Branch Library. Cyclists will depart at 9:30 a.m. The Library stops will include library tours, snacks, and activities. The *Library 2 Library Bicycle Loop Tour* is a fun event for library lovers and bicycle enthusiasts. With the growing momentum of bicycle awareness, advocacy, and infrastructure in the Silicon Valley area, libraries are pursuing innovative bicycle-related services and programming. Hosting library bicycle tours, increases the visibility of libraries and gets librarians out into the community.

November is National Family Literacy Month – Vice Mayor Carrasco would like to honor the library with a proclamation at the City Council meeting either November 7th or 14th. We will let you know which date is determined so that you may attend.

X. Comments and Announcements:

- a) **Youth Commission: not present**

b) Friends' Groups Comments, Announcements and Updates:

- Commissioner Magaña met with the Vice Mayor's office regarding Family Literacy month, specifically regarding the Library possibly hosting an event. He advised that he connected with a former employer regarding Bridge Libraries.
- Commissioner McMahon, as member of a Personal Computer club made up of primarily IBM retirees, contacted the Library's Division Manager Dunklee to invite her to said club meeting. Ms Dunklee brought along Electronic Resources Librarian, Stacy Tomaszewski who presented at the club and was very well received.

c) Meetings Attended by Commissioners as Commissioners:

- d) San José Public Library Foundation Board** (Commissioner Newell): Not present

VIII. Information and Upcoming Opportunities for Commission Participation –

Planning Retreat next Saturday, October 28, 2017. Chair Snyder cannot attend or may be late.

Annual Halloween Parade at King Library- Friday, October 27, 2017 at 4 p.m. Children come in costume and parade through four floors of the library with their parents. Staff pass out candy and students gather around to see all the costumed children. Last year we had over 200 participants in the parade.

IV. Meeting Schedule and Agenda Items

Next: Special Meeting will be a Planning Retreat on Saturday, October 28, 2017 at Willow Glen Branch Library Community Room located at 1157 Minnesota Avenue.

The next regular meeting will be November 15th at 7:00 p.m., Dr. Martin Luther King, Jr. library at 150 E. San Fernando Street, 3rd Floor SJPL Works.

IX. Adjournment

The meeting was adjourned at approximately 8:52 p.m.

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

ATTEST:
COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

ADRIANA A. YORK

DRAFT