

SPECIAL MEETING MINUTES
LIBRARY AND EARLY EDUCATION COMMISSION RETREAT
October 28, 2017

Roll Call

- PRESENT:** Chair Michael L. Snyder, Vice-Chair Pat McMahon, Commissioners, José Magaña, Michael Melillo, Kristin N. Rivers, Ph.D., Hilary Thorsen, Janice Allen, Giao Tran, Tiffany Uhri Chu and Shailesh Dubale
- ABSENT:** Commissioners Daniel Newell, Sandra Jewett, Elena Jolly, Wendi Mahaney-Gurahoo and Thaddeus Aid
- 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, Office Specialist Susan Robledo and Administrative Assistant Adriana York.
- Others:** Facilitator Kay Iwata

Call to Order

The Library and Early Education Commission convened at 8:30 a.m. in Community Room at Willow Glen Library.

Announcements and Welcoming of Commissioners and Facilitator

Review Purpose and Process of Retreat Agenda: Jill Bourne, City Librarian

- Ice Breaker Introductions-Quienes Somos?
- Quick review of Commission's role and tools and means at their disposal to advise and influence (Commission Chair)
- Presentation of Five Priorities for the Library (Jill and Staff)
 - Vision
 - Components (Early Ed. is a component in each priority)
 - Current State
 - Desired Future State
 - Strategies/tactics to address
- Open Space Technology
 - Principles and Laws
 - Format

- Idea Generation:
 - “What would you add to each of priorities to make them even more impactful?”
- Marketplace Bulletin Board
- The Great Sort
- Convening on Each Priority to collapse input and summarize
- Report Out Findings

Adjournment

The meeting was adjourned at approximately 12:03 p.m.

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

ATTEST:
COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

ADRIANA A. YORK