
MEETING MINUTES

May 16, 2018

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Vice-Chair Pat McMahon, Commissioners Michael Melillo, Kristin N. Rivers, Ph.D., Hilary Thorsen, Elena Jolly, Thaddeus Aid, Wendi Mahaney-Gurahoo, Daniel Newell, José Magaña, Janice Allen and Tiffany Uhri Chu (arrived at 7:10 pm).

ABSENT: Chair Michael L. Snyder, Commissioners Sandra Jewett, Giao Tran, Thaddeus Aid and Shailesh Dubale.

STAFF: City Librarian Jill Bourne, Assistant Director Jean Herriges, Division Managers Chauncey Dunkley, 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, Senior Librarian Elizabeth Nolan, Analyst Jason Pell, Community Programs Administrator Araceli Delgado-Ortiz, Program Director – First 5 Santa Clara County Crystal Nava, Volunteer Coordinator Robert Miranda, Senior Office Specialist Justin Sana, and Administrative Assistant Adriana York.

Others: Council Member Tam Nguyen and Council Liaison Natalie Le

Call to Order

The Library and Early Education Commission convened at 7:03 p.m. at the SJPL Works, Dr. Martin Luther King Jr. Library.

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 May 16, 2018 agenda with the direction to move the Council District Representative's comments from Item VII to Item IV (following the Consent Calendar). (10-0-5)

III. Consent Calendar

A. Upon a motion by Commissioner Allen, seconded by Commissioner Mahaney-Gurahoo and carried (8-0-5) Commissioners Newell and Jolly abstained from the vote as they

were absent at the April 18, 2018 meeting, the Commission approved the [Minutes](#) for the Regular Meeting of April 18, 2018 with the following corrections:

- I. Call to Order – Roll Call: Commissioner Elena Jolly was absent and not present for the April 18, 2018 meeting.
- VI. Discussion/Action Items: B. Technologies was misspelled
- IX Library Director’s Announcements: superintendents was misspelled. Briefing was misspelled. Under *Become a Summer Learning Volunteer* the accent was added to resumé
- X. Comments and Announcements: attend was misspelled. Vice Chair McMahon was able to reach out personally to Council Member Khamis about eliminating fines for children (not about the upcoming Special Council meeting regarding education).

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. [Summer Learning](#) (E. Nolan): An overview of the Library’s current and future Summer Learning programs within the community. Upon a motion made by Commissioner Melillo, seconded by Commissioner Jolly this update report was accepted by the Commission. (10-0-5)

B. [Teen HQ Update](#) (E. Nolan): An update on the use of new technologies to facilitate an improved customer growth experience. Upon a motion made by Commissioner Rivers, seconded by Commissioner Melillo this update report was accepted by the Commission. (10-0-5).

C. [Volunteer Update](#) (J. Pell): An annual update on Volunteer Services and activities within the Library. Upon a motion made by Commissioner Allen, seconded by Commissioner Uhri Chu, this update report was accepted by the Commission. (10-0-5).

Action: Staff will explore the following possible suggestions:

- Commissioner Allen: to incorporate the Volunteer Away Your Fines program to include those who volunteer for the Friends’ Group sales.
- Commissioner Magaña: to donate Volunteer Away Your Fines hours to another person and lower or eliminate their fines.
- Commissioner Melillo: to have a liaison contact high schools at the beginning of the school year to extend the Home Work Club as an opportunity to fulfill community volunteer hours.
- Commissioner Rivers: to reach out to senior citizens to serve as volunteers at the Home Work Clubs.
- Commissioner Mahaney-Gurahoo: that interested organizations/groups should be referred to either the SJPL Volunteer unit staff or the website.

- D. [Early Education Update](#) (A. Delgado/C. Nava of First 5 Santa Clara County): an update on the Early Education's collaborative efforts involving community based organizations and the incorporation of the Wee Grow! Program. Upon a motion made by Commissioner Jolly, seconded by Commissioner Newell this update report was accepted by the Commission. (10-0-5).

VII. Council Liaison's Announcements (moved be heard before Item IV): The Council Liaison, Natalie Le was present for this meeting.

- Apologized for not being present at other meetings. They are currently short staffed.
- 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 Council Office has been working with Tully and Seven Trees Branch libraries.
- This meeting coincides with a neighborhood association meeting but in the future Johanna Rodriguez will be present as Council Liaison.
- Commissioner Rivers thanked Council Liaison Le for her attendance.
- Council Member Nguyen addressed the Commission and apologized missing the communication regarding the Commission meetings. He assured Vice Chair McMahon that the Council Office would like to be present at this meeting.

VIII. Vice Chair's Announcements:

- Vietnamese Business Program is being conducted in the classroom next to SJPL Works.
- Adult Coding Program is being conducted in rooms 390 and 392. (per Commissioner Rivers: these items were submitted by SJPL Works staff as an invitation to stop by tonight)

IX. Library Director's Announcements:

- Thanked the Commission for supporting the Library Department at the City Council Special meeting held on May 7, 2018. Commissioners Magana, Allen, Aid, Melillo and Mahaney-Gurahoo (who presented) and Rivers were present. The Council granted unanimous approval of all Library recommendations.
- Items that will be brought back to Council are:
 - o Quality standards for early education programming
 - o The development of education policies for the CityStaff will be coming back to Council in the fall and will be working with the Commission prior to that regarding some governance and reporting items.
- An update regarding the Budget Process included two specific items that are moving forward:
 - o The continuation of the FUSE fellow that supports the education initiative
 - o In order to serve more children, a data unit would be developed to implement quality standards which will include more funding for technology and training.
 - o Elimination of youth late feesThese budget items are proposed but have not yet been adopted. Although the Library cannot advocate for these items publically, any citizen who work with youth can make their voices heard to their Council Members at this time.

More information regarding the budget will be heard in the future and relayed to the Commission.

- Congratulations to Commissioner Newell who is graduating with his Master's Degree in Public Administration.

X. Comments and Announcements:

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

B. Meetings Attended by Commissioners as Commissioners:

- **Commissioner Allen** visited the Bascom Friends Group on April 21. She was a City Council on May 7, the Boards and Commissions Recognition Event on April 8 and the Friends of Willow Glen group meeting on April 9. She was intending to attend the Friends of Rose Garden group meeting but it was cancelled.
- **Commissioner Rivers** met with the President of the Edenvale Friends Group; she spoke at the City Council meeting on May 7 where she spoke about late fees. She mentioned the Executive Director of the Foundation was also present at this meeting.
- **Vice Chair McMahon** mentioned that he was also at the Boards and Commissions Recognition Event as well as Chair Snyder.

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

- The Foundation has hired a new Data Base Administrator Kavitha Kavuri
- The Foundation is joined by a new Board Member: Derrick Seaver who is with the San Jose Downtown Association as the Director of Policy and Operations.
- The Foundation received a check for \$1,000,000 for the San Jose Learns Program

XI. Information and Upcoming Opportunities For Commission Participation –

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

XII. Items for Future Commission Meeting Agendas:

- Branch Library Liaison Assignments (Vice Chair McMahon).
- Privacy Policy report (City Librarian Jill Bourne)
- Presentation of all services provided by the Library/a menu of all that the Library has to offer the public (Commissioner Rivers)

XIII. Meeting Schedule and Agenda Items

The next regular meeting will be June 20, 2018 at 7:00 p.m., at the Tully Branch Library – Community Room.

XIV. Adjournment: The meeting was adjourned at approximately 9:15 p.m.

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

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

/s/
ADRIANA A. YORK