
MEETING MINUTES

October 17, 2018

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Michael L. Snyder, Commissioners Thaddeus Aid, Michael Melillo, Hilary Thorsen, Daniel Newell, José Magaña, Elena Jolly, Pat McMahon (7:06 p.m. arrival), Christina Dunbar and Tiffany Uhri Chu

ABSENT: Vice Chair Wendi Mahaney-Gurahoo, Commissioners Janice Allen Pravir Ramtekkar, and Kristin N. Rivers, Ph.D.

STAFF: Director Jill Bourne, Deputy Director, Michelle Ornat, Division Managers Jean Herriges, Michelle Amores and Vidya Kilambi, San José Public Library Foundation Executive Director Dawn Coppin, Chief of Staff and acting Administrative Officer Ann Grabowski, Volunteer Coordinator Jason Pell, Senior Librarian Trina Richbourg, Community Programs Administrators Samantha Cramer and Araceli Delgado-Ortiz, Public Information Representative Nancy Macias, Expanded Learning FUSE Fellow Lauren Hancock, Interim Special Projects Manager Chauncey Dunklee and Administrative Assistant Adriana York.

Others: David L. Villegas, Ph.D.

Call to Order

The Library and Early Education Commission convened at 7:02 p.m. in Community Room of the Cambrian Branch library.

II. Orders of the Day: Approval of the Agenda

Upon a motion by Commissioner Melillo seconded by Commissioner Magaña and carried unanimously, the Commission approved the adoption of the October 17, 2018 agenda (09-1-05)

III. Consent Calendar

Upon a motion by Commissioner Aid and seconded by Commissioner Melillo the Minutes for the Regular Meeting of [August 19, 2018](#) were unanimously approved (07-03-05) at the October, 17, 2018 meeting with the abstention of Commissioners Jolly and Dunbar who were absent at said meeting. Upon a motion by Commissioner Dunbar and seconded by Commissioner Jolly the Minutes of the Regular Meeting of [September 19, 2018](#) were unanimously approved (08-02-05) at the October, 17, 2018 meeting with the abstention of Commissioner Aid who was absent at said meeting.

A. Correspondence: There was no correspondence.

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. Early Learning & Child Care Facilities Assessment presentation (County of Education): An informational presentation of the results of the County learning and child care facilities assessment was accepted by the Commission.

B. [Education Update - Coding 5K Pilot](#) (S. Cramer): An update pertaining to the Coding 5K pilot program: endeavors and expectations was accepted by the Commission.

C. Review of Bond and Audit Questions (A. Grabowski): A review and discussion of question submission process was presented to the Commission. Questions submitted were:

- Will the Auditor be present? (Commissioner McMahon)
- What questions does the City Auditor have on their agenda? (Commissioner Newell)
- What are the Bond and Parcel Tax measures? (Commissioner Newell)
- What are the total funding allocations for both the Bond and Parcel Tax? (Commissioner Newell)
- What went well during the audits? (Commissioner Newell)
- What discrepancies were found and how were they resolved? Or are they still pending? (Commissioner Newell)
- What is the Commission expected to oversee? (Commissioner Newell)
- When do the measures sunset? (Commissioner Newell)
- Did the remaining Bonds get issued? (Commissioner Aid)

Staff committed to communicating the Commission's questions to the Auditor. Additionally, a request regarding the Commission's expectation of the framework of the presentation will be made and will include a request to provide report information ahead of time.

The two questions already received were:

1. Highlight the requirements and restrictions of the Bond measures.
2. Describe the auditing process followed.

Commissioner Newell requested (seconded by Commissioner Dunbar) a copy of the reports prior to meeting with the Auditor – with the goal of being prepared for the Auditor with questions in hand.

The Commission was assured that last year's questions will be submitted as well. Commissioners were encouraged to submit any additional questions to the acting Administrative Officer and Chief of Staff, Ann Grabowski via email. She will be reviewing these questions very thoroughly with the Auditor's Office. Preparation of the materials that have been requested will be provided to the Commission in coordination

with the Chair and the ad hoc committee. The Commission was reminded of the November 14th meeting at the Dr. Martin Luther King, Jr. Library.

- D. Volunteer Presentation (J. Pell): a presentation of the volunteer programs current offerings, accomplishments and future plans was accepted by the Commission.

VII. Council Liaison's Announcements: Not present.

VIII. Chair's Announcements:

Chair Snyder advised the Commission that he would like to proactively draft a letter on behalf of the Commission to the City Council requesting that a new Liaison be assigned to the Commission. A motion was made by Commissioner Melillo and seconded by Commissioner Aid to have Chair Snyder draft said letter for the Commission's review in the near future was unanimously passed by the Commission. (10-0-5) Commissioner Melillo requested that the draft letter include the minimal meeting attendance (once per month) commitment with an emphasis on the importance of communication/informing the Council of the Commission's activities/accomplishments.

Chair Snyder announced that the next time the Commission meets will be for three separate meetings that will start on time and will end on time. Starting at 7 p.m., two half hour meetings will be held, followed by a one hour meeting of the Library and Early Education Commission.

IX. Library Director's Announcements (by acting Administrative Officer and Chief of Staff, Ann Grabowski):

Introduction of new Deputy Director, Michelle Ornat.

Deputy Director, Michelle Ornat relayed the Library Director's Announcements:

SJPL Searching for AmeriCorps VISTA Fellows to Increase Engagement – San José Public Library is in the process to select four AmeriCorps VISTA fellows to expand Library program capacity at the Early Education, Partners In Reading, and SJ Learning Collaborative units at the Dr. Martin Luther King, Jr. Library. Library VISTA fellows will volunteer full-time to ensure that branch programs and resources address critical community needs and will receive a living allowance as well as an education award from the Corporation for National and Community Service.

National Friends of the Library Week – From **October 21–27**, San José Public Library will celebrate and thank its Friends groups at every branch throughout this week by displaying print and digital signage in all branches. Some branches also host potlucks in appreciation to our Friends. Last fiscal year, over **500 Friends** of the Library volunteers contributed **over 15,500 hours** supporting SJPL.

The Library Has a Successful Summer Learning Program – The San José Public Library had another successful summer thanks to Library staff, Friends of the Library groups, 651 volunteers, Library partners, and everyone who played a crucial part to organize and produce the *Summer Learning* program for the community. This year, the *Summer Learning* program had **nearly 19,000 registrants** that include children, teens, and adults. *Summer Learning* is a literacy program that encourages children and their families to read

daily, track their minutes, while being eligible to win prizes upon completion of reading milestones.

SJPL Partnered with Feld Entertainment to Promote Literacy – Feld Entertainment, a worldwide leader in producing and presenting live touring family entertainment experiences, partnered with the Library to present a special Disney-on-Ice themed-story time at the Joyce Ellington Branch library on Saturday, October 6. Library staff read to **over 200 people**, and offered crafts, giveaways, and children had the opportunity to have their face-painted by local artist Melina from *Boca's Face*. Library staff also had the opportunity to inform families about the Library's new [Fine Free Items](#) initiative.

X. Comments and Announcements:

A. Youth Commission: Not present.

B. Meetings Attended by Commissioners as Commissioners:

- Commissioner Uhri-Chu attended the Partners in Reading International Literacy Day Celebration. She commented that the “your wish” themed book and the readings by participants was great.
- Commissioner Thorsen also attended the Partners in Reading International Literacy Day Celebration. She stated that the event was very touching and it was wonderful to see what is being accomplished by volunteers and staff.

C. A request for updated work plan to be distributed was made by Commissioner Dunbar.
Action: Staff will forward to the Commission along with this meeting's Minutes.

D. How much money do the Friends' Groups raise? (Commissioners McMahon and Jolly)
Action: Staff will provide this number to the Commissioners after this meeting.

E. San José Public Library Foundation Board (Commissioner Newell): Two updates:

1. Fund raising event put on by the Foundation this Friday, October 19th, featuring author Dav Pilkey
2. The Foundation has a new employee, the first Director of Development, Vernon Hills

- Executive Director Dawn Hill announced that Mr. Hills started on Monday, October 15th – he has 20 years of experience living in San Jose, although he is originally from England. She offered his background as recently having worked with Uplift Family Services.
- This Friday, the Foundation will be hosting a fund raising event featuring author of the Captain Underpants series, Dav Pilkey. The event will include an hour reception with the author for about 100 people. Four hundred children will be attending the fund raiser from different Title 1 area schools. Dav is paying for the buses for the children to attend. The funds raised will pay for a new book for each of the children to take home with them.

XI. Information and Upcoming Opportunities For Commission Participation –

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

XII. Items for Future Commission Meeting Agendas:

Regarding the question that was raised by the community member who attended the September meeting – can the Commission have a response to that community member’s question included in the Director’s Report at the next meeting? (Commissioner Newell)

XIII. Meeting Schedule and Agenda Items

The next regular meeting will be November 14, 2018 at 7:00 p.m., at the SJPL Works; King Library.

XIV. Adjournment: The meeting was adjourned at approximately 8:42 p.m.

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

ATTEST:

COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

ADRIANA A. YORK