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MEETING MINUTES  
September 19, 2018

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

**Roll Call**

PRESENT: Chair Michael L. Snyder, Vice Chair Wendi Mahaney-Gurahoo, Commissioners Michael Melillo, Kristin N. Rivers, Ph.D., Hilary Thorsen, Daniel Newell (arrived at 7:08), José Magaña, Janice Allen, Pravir Ramtekkar (arrived at 7:07), Elena Jolly, Pat McMahon, Christina Dunbar and Tiffany Uhri Chu

ABSENT: Commissioner Thaddeus Aid

STAFF: Deputy Director Jenny Choi, Division Managers Jean Herriges, Michelle Amores and Vidya Kilambi, San José Public Library Foundation Executive Director Dawn Coppin, Chief of Staff Ann Grabowski, FUSE Fellow Lauren Hancock, and Senior Office Specialist Justin Sana.

Others: n/a

**Call to Order**

The Library and Early Education Commission convened at 7:02 p.m. in SJPL Works at the Dr. Martin Luther King, Jr. Library.

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

Upon a motion by Commissioner Jolly seconded by Commissioner Magaña and carried unanimously, the Commission approved the adoption of the September 19, 2018 agenda (11-0-4) with the following changes:

- Add an introduction of the Commission to the newly appointed Commissioners (Dunbar and Ramtekkar).
- Amend Discussion Item VI C. to remove the words best practices, and to insert the word Proposal after Presentation. Said motion was made by Commissioner Magaña and seconded by Commissioner Thorsen.

**III. Consent Calendar**

The Commission will approve the Minutes for the Regular Meetings of [August 19, 2018](#) at the October, 17, 2018 meeting.

A. Correspondence: There was no correspondence.

**IV. Public Record:** There was no correspondence for the Commissioners to review.

**V. Open Forum:** There was public testimony from the floor heard from:  
Resident, Sue Parlik of Council District 3 recommended that the Library create a way for students to check out books solely on line, thereby allowing only digital access and avoiding any fines for loss of materials.

**VI. Discussion/Action Items**

- A. Update on Education & Digital Literacy Strategy (V. Kilambi/A. Grabowski): An update regarding the Library's outcomes regarding education and digital literacy was accepted by the Commission.
- B. Education Update - Expanded Learning and SJ Learns Grant (L. Hancock/D. Coppin): An update pertaining to the SJ Learns grant administered by the Library Foundation was accepted by the Commission.
- C. Neighborhood Outreach Presentation Proposal (P. McMahon & H. Thorsen): A proposed outline for the Commission's possible use in its public outreach efforts in presenting the Library's offerings was received by to the Commission. A suggestion regarding the Volunteer section of the presentation was made by Commissioner Newell who requested a slide regarding the San José Public Library Foundation and Friends groups be added to the presentation. The Commission was advised that feedback will be provided to the Marketing Team for edits and that the resulting product will be presented to the Commission for approval.

**VII. Council Liaison's Announcements:** Not present. Staff was advised that due to scheduling conflicts, the Liaison would not be able to attend this meeting.

**VIII. Vice Chair's Announcements:**

- The Chair shared his experience participating in Council District One's participatory budget proposals. He outlined how the community proposed budget uses to the Council Member and those were voted upon by the community. He and his wife successfully proposed moneys be allotted for Education and the Library. Specifically, \$5,000 was awarded to the West Valley and Calabazas Branch libraries for programs. He recommended inquiries regarding this budget proposal program be directed to Council Members.
- He encouraged participation in Viva Calle to be held on Sunday, September 23<sup>rd</sup>.

**IX. Library Director's Announcements (by Deputy Director Jenny Choi):**

- Restructuring of the Library's administration was explained to the Commission: instead of one Assistant Director, the Library now has two Deputy Directors. The Deputy Director of Operations (Jenny Choi) and Deputy Director of Public Services (Michelle Ornat).
- The San José Public Library Foundation received a \$300,000 grant from the Sobrato Foundation to explore options in expanding college success through the expansion of SJ Learns.

- The November Commission meeting is scheduled the day before Thanks Giving – staff will send out a doodle poll to determine availability for either November 14<sup>th</sup> or November 28<sup>th</sup> to reschedule the November meeting.
- The Library Department suffered a loss in their staffing. Elsa Mora passed away after working 18 years with the Library Department. She was employed at the Pearl Avenue Branch Library.
- *Help Us Name Our New Mini-Branch Library* - San José Public Library is inviting residents to submit a name for the new Mt. Pleasant neighborhood mini-branch library, located in District 5. Participants can do so by downloading and printing a [nomination form](#) found at [sjpl.org/newlibrary](http://sjpl.org/newlibrary), completing the form, then dropping it off at either the Hillview Branch Library or Robert Sanders Elementary School by Friday, Oct. 12, 2018. A special community event was held at the new location site on Wednesday, September 5, where bilingual Library staff was present to answer the community's questions and collect ideas regarding naming the Mini-Branch Library.
- *SJPL Partners with Telemundo to Promote its Fine Free Items and Back-to-School* – NBC Bay Area's sister Spanish station, Telemundo, presented a special story time at the Alum Rock Branch library on Thursday, August 30. Emmy Award-Winning Anchor, Blanca Garza, read to over 100 people, and offered a photograph and autograph session. Library staff also had the opportunity to inform families about the Library's new [Fine Free Items](#) initiative, and share academic resources. This story time was the first of a series that will have Telemundo's talent read to children throughout the year.
- *Unveiling of Edenvale Branch Library's New Mural* – Commissioners were invited to attend the unveiling of Edenvale Branch library's new mural during Viva Calle on Sunday, September 23<sup>rd</sup>. The mural was inspired by the Edenvale community and was created by world renowned artist, Samuel Rodriguez. San José's Office of Cultural Affairs and Edenvale Branch library staff will have a booth set-up directly across the branch with a sample of the mural for the community to peruse.

**X. Comments and Announcements:**

- A. Youth Commission: Not present.
- B. Meetings Attended by Commissioners as Commissioners:
  - Commissioner Dunbar attended the Rose Garden Branch Friends' Group book sale, where books were sold by the inch, rather than individually.
  - Commissioner Melillo attended the 15<sup>th</sup> Anniversary Celebration of the Dr. Martin Luther King, Jr. library.
  - Commissioner McMahon attended the Berryessa Branch Friends' of the Library group meeting.
  - Commissioners Allen and Thorsen attended the Bascom Branch Friends' of the Library group meeting.

- Commissioners Magaña, Jolly and Vice Chair Mahaney-Gurahoo attended several Early Education ad hoc committee meetings and there will be another held on Friday, September 21, 2018 – standards are being developed in said meetings.

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

- The board of directors met on September 18, 2018 and the Executive Director, Dr. Coppin gave an overview of the Foundation’s current positive financial status.
- The Executive Director is currently soliciting members to serve on the Board.
- Within the last nine months Dr. Coppin has revolutionized the Foundation and has expanded the Foundation in many ways including increased employment positions.

**XI. Information and Upcoming Opportunities For Commission Participation –**

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

**XII. Items for Future Commission Meeting Agendas:**

- Commissioner Newell suggested that the Open Forum (Item V) topic be addressed at a future meeting by providing:
  - An update on digital subscriptions;
  - A response to the request that a solely digital access option could be made available to teens;
  - Said response should include a brief review that will include the speaker’s concerns regarding fines for teens.
- Commissioner Rivers suggested that a discussion regarding possibly hosting a holiday gathering in December for the Commissioners.
- The Commission requested a training on how to access their City issued emails. Staff will be providing further instruction and avenues to address this need.

**XIII. Meeting Schedule and Agenda Items**

The next regular meeting will be October 17, 2018 at 7:00 p.m., at the Cambrian Branch library.

**XIV. Adjournment:** The meeting was adjourned at approximately 8:50 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

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