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MEETING MINUTES  
February 21<sup>st</sup>, 2024

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

**Roll Call**

**PRESENT:** Chair Jose Magaña, Vice Chair Angelica Ramos; Commissioners Coco-Nicole Banks, Anarita Reyes, Wendi Mahaney-Gurahoo, Kristen Brown, and Janice Allen

**ABSENT:** Commissioners Deniz Westphal, Patricia Gardner, Patricia Mendoza, Ken Kelly, Elena Jolly, Melanie Sellar

**STAFF:** Library Director Jill Bourne; Deputy Library Director of Operations Jenny Choi; Deputy Director of Public Services; Division Managers Michelle Amores, Vidya Kilambi, Jean Herriges and Ann Grabowski; Public Information Manager Elizabeth Castañeda; Senior Public Information Rep. Nancy Macias; Program Manager Karla Alvarez; Senior Librarian Tiffany Oldham-Bradford; Administrative Analyst Cassie Hunter

**Others:** Assistant to the City Manager Laura Buzo and Andrea Aguiar

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

The Library and Education Commission convened at 7:05 P.M. via Zoom webinar. A quorum was not achieved with 7 Commissioners present and 6 Commissioners absent.

**II. Consent Calendar**

A. Approve the October 18, 2023, Agenda.

B. Approve the Minutes for the Regular Meeting of September 20, 2023.

Action not taken.

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

**IV. Open Forum:** No individuals addressed the Commission.

**V. Discussion/Action Items**

A. **INFORMATION:** Staff Spotlight: Dr. Roberto Cruz Alum Rock Library (T. Bradford-Oldham)

The Commission will receive a report on the Dr. Roberto Cruz Alum Rock Library Branch. Discussion followed.

- B. INFORMATION: Children and Youth Master Plan Status Update (L. Buzo)  
The Commission received an update on the status of the Children and Youth Services Master Plan and provided feedback. Discussion followed.
- C. ACTION: Equity and Inclusion Services Update (K. Alvarez)  
The Commission will receive an update on Equity and Inclusion Services and vote to accept the report. Discussion followed. No action taken.
- D. ACTION: Adopt Annual Commission Budget Position Message to Council (J. Choi)  
The Commission received the Annual Budget Position Message but could not vote to approve the report for submission to City Council. Discussion followed. No action taken.

**VI. Council Liaison's Announcements**

There was no correspondence from the Council Liaison.

**VII. Chair's Announcements**

Chair Magaña shared that he went on a work trip to Boston and visited their library. This visit made him appreciate the San José Public Library even more. The Chair is also working with a couple of Councilmembers on recognition of some San José Public Library staff, more details to follow. With budget season starting, the Chair reminded all Commissioners to reach out to their Councilmembers and remind them the importance of libraries as an educational resource.

**VIII. Library Director's Announcements**

San José Public Library Director Jill Bourne shared that the City of San José was recognized with the National Digital Inclusion Alliance's (NDIA) highest honor for its digital equity work and was presented with the Visionary Digital Inclusion Trailblazer award during a special honors ceremony in Philadelphia on February 13, 2024. Also, For this year's Presidential Primary Election, nearly all San José Public Library (SJPL) locations have 24-hour drop boxes for your convenience, and several of them will also be activated for early voting sites starting this Saturday, February 24. In addition, select branch libraries will offer voting centers from March 2<sup>nd</sup> through election day on March 5<sup>th</sup>. You can also access news from local insights to global perspectives with your library card and an array of resources at the library. To view these resources and the complete list of library drop-off sites and voting center, visit [sjpl.org](http://sjpl.org). Prepare your 2023 taxes at the San José Public Library with tax assistance from volunteers with the Volunteer Income Tax Assistance (VITA) and Tax-Aid program, which provide free tax help preparation for qualifying taxpayers with an income less than \$64,000. Tax help is available weekly at the Dr. Martin Luther King, Jr. Library where registration is required, and at the Hillview, Pearl Avenue, and Seven Trees branch libraries where registration is not required. For details and dates of service, please visit [sjpl.org](http://sjpl.org). The San José Public Library (SJPL) is gearing up to celebrate Women's History Month, St. Patrick's Day, Developmental

Disability Awareness Month, and the Persian New Year, Nowruz. SJPL will offer specialized, informative, and family-friendly programs, such as an art series about famous women. In addition, Library staff have compiled reading lists for people of all ages to enjoy. Stay up to date on these celebrations by visiting [sjpl.org](http://sjpl.org).

**IX. Comments and Announcements:**

A. Announcements & Meetings Attended by Commissioners as Commissioners:

Commissioner Brown shared that she attended the MLK Service Day at the willow Glen library branch. Recommends other Commissioners participate next year. Commissioner Reyes has been holding Community Information days at Alum Rock library, where the community understand how the library can help children and youth along with their families and get resources. Commissioner Mahaney-Gurahoo saw the Commissioners videos for the “What do you love about the library” for a Library Lovers Month video.

B. San José Public Library Foundation (SJPLF) Board:

Vice Chair Ramos shared that Meri Maben is the new San José Public Library Foundation Board Chair. The Board has approved key performance indicators for their Foundation success, at last meeting, to align with the strategic plan. The Mayor’s Budget message will be out March 4<sup>th</sup>, the City Council Budget hearing will be March 12<sup>th</sup>. The Foundation Advocacy committee will be coordinating council visits.

tarted by thanking those who donated to the SJPLF over the winter break. Donations exceeded the goal for 2023. There will be a free Legacy Literacy Workshop at 3:00 p.m. on Thursday, January 25, 2024, at Berryessa Library. Learn more about estate planning and their personal legacy. The Foundation is in the process of hiring a Senior Governmental Relations. April 3<sup>rd</sup> is library giving day. April 9<sup>th</sup> is Library Workers Day. The Foundation and Vice Chair Ramos will be presenting to the Commission at the April 17<sup>th</sup> meeting.

**X. Information and Upcoming Opportunities for Commission Participation**

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

**XI. Items for Future Commission Meeting Agendas:** Commissioners would like to see the finalized Children and Youth Master Plan.

**XII. Meeting Schedule and Agenda Items**

The next regular meeting will be held on **November 15<sup>th</sup>, 2023, at Dr. Martin Luther King Jr. Library, 3<sup>rd</sup> Floor.**

**XIII. Adjournment:** The meeting was adjourned at 8:43 P.M.

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JOSE MAGAÑA, Chair  
San José Public Library  
and Education Commission

ATTEST:

LIBRARY AND EDUCATION COMMISSION SECRETARY

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CASSIE HUNTER

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