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MEETING MINUTES  
March 19, 2025

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

**Roll Call**

**PRESENT:** **Library and Education Commission:** Chair Jose Magaña; Commissioners Coco-Nicole Banks, Deniz Westphal, Jose L. Abastida, Patricia Gardner, Patricia Mendoza, Gerard Roney, Marvin McCrary, Kristen Brown, Janice Allen, Westley Baker.

**Youth Commission:** Chair Nolan Mascarenhas, Vice Chair Andrew Lieu, Commissioners Ananya Mishra, Neyha Pradeepkumar, Edwin Sanchez, Genesis Arroyo, Amiya Bansal, Peter Vu, Agam Singh, Marian Kucharewski

**ABSENT:** **Library and Education Commission:** Vice Chair Angelica Ramos; Commissioner Melanie Sellar

**Youth Commission:** Commissioner Aldojoll Gonzalez-Muñiz

**STAFF:** Library Director Jill Bourne; Acting Deputy Director of Public Services Ann Grabowski; Division Managers Michelle Amores, Vidya Kilambi and Jean Herriges; Public Information Manager Elizabeth Castañeda; Administrative Officer Fiahna Cabana; Program Manager Karla Alvarez; Senior Librarian Megan Maloy; Librarian Emily Terada; Community Program Administrator Amanda Otte; Analyst Cassie Hunter; Administrative Assistant Dziem Nguyen.

**Others:** Councilmember Pamela Campos; Councilmember Rosemary Kamei; Parks, Recreation, and Neighborhood Services Division Manager Laura Buzo; Library Foundation Executive Director Dr. Dawn Coppin

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

The Library and Education Commission convened at 6:34 P.M. via hybrid meeting. A quorum was achieved with 11 Commissioners present, and 2 Commissioners absent.

The Youth Commission convened at 6:34 P.M. via hybrid meeting. A quorum was achieved with 9 Commissioners present, and 2 Commissioners absent.

**II. Consent Calendar**

**ACTION:** Library & Education Commission: On the motion of Commissioner Allen; seconded by Commissioner Rooney the Library and Education Commission voted to approved of the consent calendar. (#11 yes, # no, 2 absent)

**Youth Commissioner Singh arrived 6:37**

**ACTION:** Youth Commission: On the motion of Commissioner Vu; seconded by Sanchez, the Youth Commission voted to approved of the consent calendar. (10 yes, 0 no, 1 absent)

**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: Facilities and Customer Experience Plan (M. Sullivan)**

Director, Margaret Sullivan, presented the project overview for the Library's Facilities and Customer Experience Plan. Ms. Sullivan covered the following topics:

- The Margaret Sullivan Team includes Margaret Sullivan, Liz Opper, Grace Tilhgam.
- The main focus of the project Margaret Sullivan to answer questions concerning the roles of the Libraries.
- The timeline of the project will include 5 key points which includes: Visioning & Existing Conditions, Community Engagement, Findings & Emerging Opportunities, Emerging Framework, Adopt & Share Out.

Commissioner engaged in discussion.

Library and Education Commissioner Kristen Brown arrived at 6:57 pm

Library and Education Commissioner Mendoza arrived at 7:01pm

**B. ACTION: Children and Youth Services Master Plan Demonstration Update (L. Buzo)**

Laura Buzo presented the update on the Children and Youth Services Master Plan. She discussed the following topics:

- **Master Plan Include the following key elements:**
  - Guidance on policy priorities, investments, and alignment of programs
  - Operationalizing the San Jose Bill of Rights
  - Integrated system of care
  - A continuum of support from cradle to career
  - Long-term and sustainable impact and measurable outcomes
- **Progress and Accomplishments:**
  - Establishing the Common Agenda

- Implementing the Infrastructure
- Sustaining and Renewing
- **Next Steps:**
  - Demonstration Sites: Poco Way/Mayfair Communities & Seve Trees/Santee Communities.
  - Refine priority areas of the Master Plan.
  - Align City departments and programs under the Master Plan.
  - Continuous refinement and continuous quality improvement of tolls and processes.

Commissioners engaged in discussion

Library and Education Commissioner Roney left at 7:54pm

Library and Education Commissioner Gardiner left at 8:34 pm

**ACTION:** Library & Education Commission: On the motion of Commission Abastida; seconded by Commissioner Mendoza, the Library and Education Commission voted to accept the update Children and Youth Services Master Plan Update. (9 yes, 0 no, 3 abstentions)

**ACTION:** Youth Commission: The Youth Commission accept the update Children and Youth Services Master Plan Update. (10 yes, 0 no, 2 not present)

**VI. Council Liaison's Announcements**

Any announcements to be shared on behalf of the Council liaison representatives.

A. Office of Councilmember Pamela Campos

District 2 Councilmember Campos provided an introduction about herself and her priorities during her term as Councilmember.

B. Office of Councilmember Rosemary Kamei

Councilmember Rosemary Kamei provided an updated on the recent City Council Approval of the Mayor's March Budget Message.

**VII. Chair's Announcements**

Any announcements to be shared by the Youth Commission and Library and Education Commission Chair.

A. Youth Commission Chair Mascarenhas provided updates on the Youth Commission activities.

B. Library and Education Commission Chair Magana provided updates on Vice Chair Ramos's Spotlight article about the importance of the Libraries.

**VIII. Library Director's Announcements**

Any announcements to be shared by the San José Public Library Director, Jill Bourne.

**IX. Adjournment: Conclusion of the meeting as announced.**

- A. Youth Commission Chair Mascarenhas adjourned at 8:55pm.
- B. Library and Education Commission Chair Magaña adjourned at 8:55pm

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JOSE MAGAÑA, Chair  
San José Public Library  
and Education Commission

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Nolan Mascarenhas, Chair  
San José Public Youth Commission

ATTEST:

LIBRARY AND EDUCATION COMMISSION SECRETARY

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CASSIE HUNTER

ATTEST:

YOUTH COMMISSION SECRETARY

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DZIEM NGUYEN