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MEETING MINUTES

March 20<sup>th</sup>, 2024

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

**Roll Call**

**PRESENT:** Chair Jose Magaña, Commissioners Coco-Nicole Banks, Deniz Westphal, Wendi Mahaney-Gurahoo, Kristen Brown, Melanie Sellar and Janice Allen

**ABSENT:** Vice Chair Angelica Ramos; Commissioners Anarita Reyes, Patricia Gardner, Patricia Mendoza, Elena Jolly,

**STAFF:** Library Director Jill Bourne; Deputy Library Director of Operations Jenny Choi; Deputy Library Director of Public Services Michelle Ornat; Library Foundation Executive Director Dr. Dawn Coppin; Division Managers Michelle Amores, Jean Herriges and Ann Grabowski; Public Information Manager Elizabeth Castañeda; Senior Public Information Rep. Nancy Macias; Program Manager Karla Alvarez; Senior Librarian Sharon Fung; Librarians Megan Maloy and Jeana Clampitt; Volunteer Services Analyst Robert Miranda; Administrative Analyst Cassie Hunter; Senior Office Specialist Ronnie Kammerdiener-Clapp

**Others:** City of San José District 3 Youth Commission Chair Deitra Hoang; City of San José District 3 Council Assistant Bryan Reyes;

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

The Library and Education Commission convened at 7:05 P.M. A quorum was not achieved with 7 Commissioners present and 5 Commissioners absent.

**II. Consent Calendar**

A. Approve the March 20, 2024, Agenda.

B. Approve the Minutes for the Regular Meeting of February 21, 2024.

C. Approve the Minutes for the Regular Meeting of January 17, 2024.

D. Approve the Equity and Inclusion Services Update from the February 21, 2024, meeting.

E. Approve the Adoption of the Annual Commission Budget Position Message to Council from the February 21, 2024, meeting.

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: Youth Commission Announcements (D. Hoang)

The Commission received announcements and updates from the City of San José Youth Commission Chair. Discussion followed.

B. INFORMATION: Volunteer Services Update (R. Miranda)

The Commission received a report on the Library's Volunteer Services. Discussion followed.

C. INFORMATION: Library Collections (S. Fung)

The Commission received a report on Library Collections and Technical Services. Discussion followed.

D. INFORMATION: Service Delivery Update (M. Ornat/A. Grabowski)

The Commission received a progress report of in-person service delivery. Discussion followed.

**VI. Council Liaison's Announcements**

Last month there was a Community Neighborhood Association meeting, which caused him to miss the last Commission meeting. Council District 3 held a Pizza and Policy on Thursday, February 29<sup>th</sup> to discuss VTA's BART Silicon Valley Phase II. On Saturday, March 9<sup>th</sup> Council District 3 held a community event at Biblioteca Latinoamericana. Councilmember Torres attended the soft opening of the Nirvana Soul Café opening in the Dr. Martin Luther King Library. There was a ribbon cutting ceremony for a new park. Upcoming events: Great American Litter Pick-Up will be on Saturday, April 20<sup>th</sup>. Viva Calle taking place Sunday, April 21, 2024. A blind constituent reached out to CD 3 offices earlier in the month, they were having trouble with their library card as it had expired. Library staff put forward extra effort in helping them get the card renewed. They wanted the Councilmember to know they were grateful for the library staff.

**VII. Chair's Announcements**

Being that it is budget season, please speak with Councilmembers to advocate for libraries. April is National Library Appreciation Month.

**VIII. Library Director's Announcements**

There will be a special joint public meeting with the Library and Education and the Youth Commissions of the City of San José next Thursday, March 28 from 6:00 PM – 8:00 PM at the Hillview Branch Library. You can find more information at [sjpl.org](http://sjpl.org). Because the City of San José has had a longstanding commitment to closing the digital divide through [SJ Access](#), a citywide initiative led by the San José Public Library (SJPL), the community's needs are currently being assessed and the Library needs your help in gathering your insights and opinion. By taking the *Digital Empowerment Survey*, you will help the City plan its digital access and empowerment efforts for the next 5 years. The survey is

available in English, Spanish, and Vietnamese, and will close on Friday, March 29. For more information and to take the survey, visit [sjpl.org/SJAsurvey](https://sjpl.org/SJAsurvey) Teens are invited to become entrepreneurs this summer at the San José Public Library (SJPL) through hands-on lessons provided by WeThrive, a non-profit organization that helps youth identify solutions in their community, hone skills to build a business, and launch real micro-enterprises. Participants will learn how to create a business model, plan to solve a community problem and/or sell their creative works, purchase supplies, then create a marketing plan. Teens will also showcase their product or service at a Pop-Up Market, where they can take home profit earnings. Each business formed will be given up to \$75 in seed funding provided by WeThrive and the San José Public Library Foundation. The program starts on Tuesday, June 11, 2024, and will be held at SJPL's TeenHQ. More information about the camp and pre-registration form can be found [here](#).

**IX. Comments and Announcements:**

*A. Announcements and Meetings Attended by Commissioners as Commissioners:*

No Commissioners provided any comments or attended any events.

*B. San José Public Library Foundation (SJPLF) Board: There was no report from SJPLF:*

Dawn Coppin, CEO of SJPLF, shared that she thanks the Commission for talking about the Advocacy. The joint committee that consists of the Commission, The Library Foundation and the Friend's as all three entities speaking to Councilmembers is incredibly powerful. April 3<sup>rd</sup> is Library Giving Day. April 18<sup>th</sup> is the next Foundation Board Meeting. Dawn and Angelica will be presenting to the Commission at the April 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 an update from Foundation.

**XII. Meeting Schedule and Agenda Items**

The next regular meeting will be held on **April 17, 2024, at Rosegarden Library Branch.**

**XIII. Adjournment:** The meeting was adjourned at 8:36 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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