



# City of Sunnyvale

## Meeting Minutes - Draft Board of Library Trustees

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Monday, May 21, 2018

7:00 PM

Library Program Room, Sunnyvale Public  
Library, 665 W. Olive Ave., Sunnyvale, CA  
94086

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### Special Meeting

#### CALL TO ORDER

The meeting was called to order at 7:00 p.m.

#### ROLL CALL

**Present:** 4 - Chair Carey Wingyin Lai  
Board Member Mason Fong  
Board Member Tina Hwang  
Board Member Mark Isaak  
**Absent:** 1 - Vice Chair Daniel Bremond

Vice Chair Bremond (excused)  
Council Liaison Klein (present)

#### ORAL COMMUNICATIONS

None.

#### CONSENT CALENDAR

1      [17-0387](#)      Approve the Board of Library Trustees Meeting Minutes of  
April 2, 2018

Board Member Isaak moved, and Board Member Hwang seconded, approval of the consent calendar as presented. The motion carried by the following vote:

**Yes:** 4 - Chair Lai  
Board Member Fong  
Board Member Hwang  
Board Member Isaak

**No:** 0

**Absent:** 1 - Vice Chair Bremond

**PUBLIC HEARINGS/GENERAL BUSINESS**

**2**      [17-0533](#)      Discussion of National Library Week Feedback

Supervising Librarian Christine Mendoza provided the Board with an overview of National Library Week activities. She noted that this year the Library showcased a questionnaire asking patrons to finish the sentence: "If I could add anything to Sunnyvale Public Library, I would want....". Mrs. Mendoza shared with the Board feedback staff received from the questionnaire.

Chair Lai opened the public hearing, and there being no public testimony, closed the public hearing.

**3**      [18-0331](#)      Review and Approve Fiscal Year 2018/19 Recommended Budget

Director Bojorquez noted that the Council Budget Workshop is scheduled for Friday, May 25 and that this is an operating budget review year. Director Bojorquez provided the Board with an overview of the FY 2018/19 Library recommended budget. The FY 2018/19 recommended budget includes:

- Allocation of funds for a security guard
- Consolidation of two programs, Technical Services and Administration, into one program
- A new workload indicator to capture offsite Library programs
- A new workload indicator to capture total volume of books/media cataloged and processed
- A new workload indicator to capture number of volunteer hours managed by library staff

In addition, Director Bojorquez provided an overview of the new budget format:

- Base budget and Service Level Adjustments
- Full-time equivalent (FTE) vs. hours
- Program/Service Delivery Plan vs Activity

The Board inquired if savings in the Library budget, due to staffing vacancies, may be incorporated into a reserve fund. Director Bojorquez indicated that the Library and Community Services budget is included in the General Fund; therefore, the savings are absorbed by the General Fund. The Board suggested that in the future: 1) pages of the Library recommended budget be numbered; 2) packet be

searchable and 3) Library staff prepare a Library budget summary memo.

Chair Lai opened the public hearing, and there being no public testimony, closed the public hearing.

Board Member Isaak moved, Board Member Hwang seconded, to recommend to Council the approval of the FY 2018/19 budget as presented. The motion carried by the following vote:

**Yes:** 4 - Chair Lai  
Board Member Fong  
Board Member Hwang  
Board Member Isaak

**No:** 0

**Absent:** 1 - Vice Chair Bremond

- 4      [18-0473](#)      Update on Lakewood Branch Library and Learning Center Project

Director Bojorquez provided the Board with an overview of the Community Table event facilitator notes and results from the questionnaire inquiring about the participants knowledge of services provided by the Department of Library and Community Services and about the Adult Education Program offered by Fremont Union High School District (FUHSD). Staff continues to work on the Memorandum of Understanding with key staff from Sunnyvale School District and FUHSD. Staff will be taking a tour of the Santa Clara City Northside Branch Library. The Northside Branch Library is approximately the same size as the proposed Lakewood Branch Library and Learning Center.

Chair Lai opened the public hearing, and there being no public testimony, closed the public hearing.

#### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

None.

#### **NON-AGENDA ITEMS & COMMENTS**

##### **-Board Member Comments**

None.

##### **-Staff Comments**

Director Bojorquez informed the Board of the following:

- The 3rd "Living Green" Fair was a huge success, with hundreds of people in attendance to celebrate Earth Day on April 22. During the event, approximately 40 pounds of medications, 10 mercury thermometers, a bucket of cell phones and one and half buckets of batteries were collected for proper disposal and more than 50 people had their items repaired courtesy of the Repair Café volunteers.

- On Monday, April 30, Columbia Neighborhood Center and the Library held the 3rd Annual Day of the Book/Day of the Child event in North Sunnyvale. Approximately 240 children and adults jumped, sang, and danced with special guest and Latin Grammy Winner, 123 Andres. In addition, every child in attendance received a free book.

- On Tuesday, May 15, and continuing weekly after that, patrons will have access to a Sunnyvale Community Services (SCS) information table on the Library Plaza from 2 to 4 p.m. SCS will be offering patrons with food program referrals, community resources, on-site referral to supportive services and other services.

- Five BluuBeams with iBeacon technology have been placed throughout the Library. BluuBeam is a combination of software and hardware that makes it easy for the Library to send alerts directly to the patron's smartphone while they are in the building about upcoming programs, new title releases and more based on where they are in the Library. Patrons may then share BluuBeam messages with family and friends via Facebook, Twitter, text and email.

- Kanopy, a video streaming platform for libraries, will soon be available at the Library! Kanopy will provide patrons with over 30,000 unique films - one of the largest film databases in the world (5 times the size of Netflix), including top producers such as Criterion Collection, The Great Courses, PBS, Samuel Goldwyn and more. Kanopy's goal is to not only entertain but also educate, enlighten, and inspire. To that end, they feature over 15,000 documentaries, 2,000 foreign films, 9,000 early cinema films, more than 1,500 films targeting K-12 audiences, and local content.

### **INFORMATION ONLY ITEMS**

None.

### **ADJOURNMENT**

The meeting was adjourned at 8:22 p.m.