



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, October 2, 2023

7:00 PM

Online and Bay Conference Room (Room
145), City Hall, 456 W. Olive Ave.,
Sunnyvale, CA 94086

CALL TO ORDER

Chair Wang called the meeting to order at 7:00 p.m.

SALUTE TO THE FLAG

Chair Wang led the salute to the United States flag.

ROLL CALL

Present: 4 - Chair Sharlene Wang
Vice Chair Meena Juttukonda
Board Member Charlsie Chang
Board Member Carter Hu
Absent: 1 - Board Member Rahul Jain

Council Liaison Sell (present)
Board Member Jain (absence excused)

PRESENTATION

[23-0878](#) PRESENTATION - Library Collections Overview

Andrew Paul, Adult Services Librarian, presented to the Board on Library Collections. Highlights included: traditional materials, digital materials, "things", circulation by item type, year-over-year budget, year-over-year expenditures, and collection budget/circulation per capita.

[23-0880](#) PRESENTATION - Lakewood Branch and Learning Center

Chaunacey Dunklee, Supervising Librarian, presented to the Board on the Lakewood Branch and Learning Center. Highlights included: schedule/timeline, milestones, upcoming steps, preferred concept design, floor plans, after-hours holds pickup, Makerspace, tech skills and creation labs, and outdoor enclosed children's space.

ORAL COMMUNICATIONS

Councilmember Sell thanked staff and the Board for all of the hard work they have done.

CONSENT CALENDAR

Motion: Vice Chair Juttukonda moved and Board Member Hu seconded, approval of the consent calendar as presented. The motion carried by the following vote:

Yes: 3 - Chair Wang
Vice Chair Juttukonda
Board Member Hu

No: 0

Absent: 1 - Board Member Jain

Abstain: 1 - Board Member Chang

[23-0918](#) Approve the Board of Library Trustees Meeting Minutes of September 7, 2023

Approve the Board of Library Trustees Meeting Minutes of September 7, 2023 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

[23-0877](#) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

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

Motion: Board Member Hu moved and Vice Chair Juttukonda seconded, the motion declaring that the Board Members have read and will abide by the rules of the Code of Ethics. The motion carried by the following vote:

Yes: 4 - Chair Wang
Vice Chair Juttukonda
Board Member Chang
Board Member Hu

No: 0

Absent: 1 - Board Member Jain

[23-0919](#) Discussion of 2024 Master Work Plan

Board Members discussed items to add to the Master Work Plan.

Chair Wang opened the public hearing.

Councilmember Sell asked if the consultant's results will come to the Board of Library Trustees. Yes, it will come to the Board, however it isn't on the work plan since we don't know when.

Chair Wang closed the public hearing.

Motion: Vice Chair Juttukonda moved and Board Member Hu seconded, approval of the Master Work Plan as modified. The motion carried by the following vote:

Yes: 4 - Chair Wang
Vice Chair Juttukonda
Board Member Chang
Board Member Hu

No: 0

Absent: 1 - Board Member Jain

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

[23-0920](#) Benchmark Sunnyvale Library Collections and Budget to Understand the Effect of the Cost of Digital Materials and the Addition of the New Branch Library

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Board Members inquired about our outreach efforts with schools. Library and Recreation attend as many back to school nights as possible, as well as various tabling opportunities throughout the year at school events.

Board Members inquired about the Sept. 12 Council meeting where Council approved hiring a consultant to work with city staff on a multi-pronged approach to determine if the community would like to see a new library, remodeled library, or remodeled and expanded library. The consultant will facilitate a public outreach process to ask what the community wants in a new library.

-Staff Comments

Michelle Perera, Library and Recreation Services Director, introduced our new Superintendent of Libraries, Garrett Kuramoto.

ADJOURNMENT

Chair Wang adjourned the meeting at 8:39 p.m.