



City of Sunnyvale

Meeting Minutes - Draft Board of Library Trustees

Monday, September 9, 2024

7:00 PM

Online and Bay Conference Room, 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: 5 - Chair Sharlene Wang
Vice Chair Meena Juttukonda
Board Member Charlsie Chang
Board Member Yael Hod
Board Member Carter Hu

Council Liaison Sell (present)

PRESENTATION

[24-0856](#) PRESENTATION - Marketing and Outreach - Librarians in
Communities

Youth Services Librarians Karina Huerta and Lori Giarrizzo; and Adult Services Librarian Aydin Kwan presented on Marketing and Outreach. Highlights included: goals for marketing, primary channels, email newsletters, in-building marketing, printed calendars, social media, website, and out-of-building materials.

[24-0932](#) PRESENTATION - Library Collections Overview

Chaunacey Dunklee, Supervising Librarian presented on Library Collections. Highlights included: overview, traditional materials, digital materials, library of things, circulation by item type, budgets, expenditures, and circulation per capita.

ORAL COMMUNICATIONS

None.

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: 5 - Chair Wang
Vice Chair Juttukonda
Board Member Chang
Board Member Hod
Board Member Hu

No: 0

[24-0931](#) Approve the Board of Library Trustees Meeting Minutes of August 5, 2024

Approve the Board of Library Trustees Meeting Minutes of August 5, 2024 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

[24-0882](#) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Motion: Vice Chair Juttukonda moved and Board Member Hu seconded, 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: 5 - Chair Wang
Vice Chair Juttukonda
Board Member Chang
Board Member Hod
Board Member Hu

No: 0

[24-0933](#) Preliminary Discussion of 2025 Master Work Plan

Motion: Vice Chair Juttukonda moved and Board Member Hu seconded, approval of the 2025 Master Work Plan as presented. The motion carried by the following vote:

Yes: 5 - Chair Wang
Vice Chair Juttukonda
Board Member Chang
Board Member Hod
Board Member Hu

No: 0

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Board Members were excited to see the Literacy Program included in the newsletter.

-Staff Comments

Staff spoke about:

- Level Up Literacy, new program, presentation coming to the board in October
- State of the City event on Sept. 21, the board is being recognized

ADJOURNMENT

Chair Wang adjourned the meeting at 8:23 p.m.