



# City of Sunnyvale

## Meeting Minutes - Draft Board of Library Trustees

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Monday, February 4, 2019

7:00 PM

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

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### **CALL TO ORDER**

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

### **ROLL CALL**

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

Council Liaison Fong arrived at 7:10 p.m.

Board Member Tina Hwang arrived at 7:10 p.m.

### **ORAL COMMUNICATIONS**

None.

### **CONSENT CALENDAR**

**1.A**      [19-0081](#)      Approve the Board of Library Trustees Meeting Minutes of January 7, 2019

Vice Chair Bremond moved, and Board Member Isaak seconded, to approve the Board of Library Trustees Meeting Minutes of January 7, 2019 as submitted.

**Yes:** 4 - Chair Lai  
Vice Chair Bremond  
Board Member Hwang  
Board Member Isaak

**No:** 0

### **PUBLIC HEARINGS/GENERAL BUSINESS**

**2      19-0082      Overview of Cold Weather Shelter Program**

Director Cynthia Bojorquez introduced Michelle Covert from the Office of Supportive Housing for the County of Santa Clara. Ms. Covert provided an overview of the Office of Supportive Housing's priorities and services to address homelessness in Santa Clara County. The Sunnyvale Cold Weather Shelter program offers: 140 shelter beds; shuttle and transportation assistance; onsite storage for clients; medical care; workshops and children's activities. In March 2018, the Santa Clara Board of Supervisors approved a pilot program extending the operations of the Sunnyvale location to year-round. Based on program evaluation results, the Office of Supportive Housing will be recommending year-round services to the Board of Supervisors in the Spring.

Director Bojorquez shared with the Board statistics specific to incident reports from the past two years. She credited the decrease in the number of incidents to the ongoing communication and collaborative work between City, County and shelter staff.

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

**3      19-0083      Census 2020**

Director Bojorquez provided an overview of the County of Santa Clara's outreach plan and timeline for the 2020 Census. Part of the outreach plan included establishing a Steering Committee of 20-25 county-wide members that will provide advice and recommendations to the County Executive's Office. City staff have been assigned to serve on the Steering Committee.

Director Bojorquez shared obstacles and challenges surrounding the 2020 Census and the role of libraries. She requested suggestions regarding the types of programs and/or workshops that staff should consider hosting. Board Members suggested programs that provide general information about the Census, the roles of the various County subcommittees, the jobs available and how residents may participate.

Chair Lai opened the public hearing.

Council Liaison Fong, speaking on behalf County's Enumerator Subcommittee, spoke about the role and job duties of an enumerator. He also shared information

related to the hiring process for enumerators and other Census related jobs.

There being no additional public testimony, Chair Lai closed the public hearing.

Vice Chair Bremond moved, and Board Member Isaak seconded, for staff to develop a Library Census program to present to the Board so that Board Members may identify their level of involvement/participation with the program. The motion carried by the following vote:

**Yes:** 4 - Chair Lai  
Vice Chair Bremond  
Board Member Hwang  
Board Member Isaak

**No:** 0

### **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:

- At its January 15 meeting, Council sponsored two study issues that will pertain to Library operations: 1) options for establishing an amnesty program for overdue material fees; and 2) strategies to promote cultural inclusion in City programs and services. The study issue documents have been drafted and submitted for City Manager's approval. The Council will review and rank proposed study issues at the Study Issues and Budget Issues Workshop scheduled for Thursday, March 7 in Council Chambers.
- At its January 29 meeting, Council formally accepted \$313,446 in grant funding from the California Public Utilities Commission's (CPUC) California Advanced Services Fund. These funds have been awarded to the City to support basic digital literacy instruction at six Sunnyvale School District schools. Participants, with children enrolled at the identified school sites, will receive training to gain proficiency in "internet basics". Parents that complete the training will receive a Chromebook and a \$10 a month Comcast broadband service subscription.
- A recruitment to fill vacancies on City boards and commissions, including the

vacant seat on the Board of Library Trustees, was conducted during the month of January. Interviews are scheduled for February 5 and appointments will be made at the February 26 Council meeting.

- Free tax assistance will be available at the Library to assist low to moderate income taxpayers with the preparation of their state and federal tax forms. Appointments are available for February 27 from noon to 8 p.m. Walk-in appointments will be available on Wednesday evenings starting January 30 through April 10 from 4 to 8 p.m.
- The Lunar New Year Festival is scheduled for February 16 from 11 a.m. to 3 p.m. at the Sunnyvale Community Center Ballroom.

#### **ADJOURNMENT**

Chair Lai adjourned the meeting at 8:11 p.m.