



# City of Sunnyvale

## Notice and Agenda

### Board of Library Trustees

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Monday, April 5, 2021

7:00 PM

Telepresence Meeting: City Web Stream

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Meeting Online Link: <https://sunnyvale-ca-gov.zoom.us/j/97058153563>

#### **Teleconference Notice**

*Because of the COVID-19 emergency and the “shelter in place” orders issued by Santa Clara County and the State of California, the meeting of the Board of Library Trustees on April 5, 2021, will take place by teleconference, as allowed by Governor Gavin Newsom’s Executive Order N-29-20.*

- *Watch the Board of Library Trustees meeting at:*

*[www.Sunnyvale.ca.gov/YouTubeMeetings](http://www.Sunnyvale.ca.gov/YouTubeMeetings)*

- *Submit written comments to the Board of Library Trustees up to 4 hours prior to the meeting to [LibraryTrusteesBoard@sunnyvale.ca.gov](mailto:LibraryTrusteesBoard@sunnyvale.ca.gov) or by mail to City Clerk, 603 All America Way, Sunnyvale, CA 94086.*

- *Teleconference participation: You may provide audio public comment by connecting to the teleconference meeting online or by telephone. Use the Raise Hand feature to request to speak (\*9 on a telephone):*

*Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/97058153563>*

*Meeting call-in telephone number: 833-548-0282 | Meeting ID: 970 5815 3563*

*Pursuant to the Americans with Disabilities Act (ADA) and Executive Order N-29-20, if you need special assistance to provide public comment, contact the City at least 2 hours prior to the meeting in order for the City to make reasonable alternative arrangements for you to communicate your comments. For other special assistance; please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. ADA contact: Tracie Gott may be reached at 408-730-7599 or [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov) (28 CFR 35.160 (b) (1)).*

#### **CALL TO ORDER**

*Call to Order via teleconference.*

**ROLL CALL****PRESENTATION**

[21-0430](#) PRESENTATION - Library e-Resources

[21-0431](#) PRESENTATION - National Library Week

**ORAL COMMUNICATIONS**

*This category provides an opportunity for members of the public to address the board on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow board members to take action on an item not listed on the agenda.*

*If you wish to address the Board of Library Trustees, please refer to the notice at the beginning of this agenda. Individuals are limited to one appearance during this section.*

**CONSENT CALENDAR**

*All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, please refer to the notice at the beginning of this agenda.*

- 1      [21-0429](#)      Approve the Board of Library Trustees Meeting Minutes of February 1, 2021

**Recommendation:** Approve the Board of Library Trustees Minutes of February 1, 2021 as submitted.

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES****NON-AGENDA ITEMS & COMMENTS**

-Board Member Comments

-Staff Comments

**ADJOURNMENT**

*Notice to the Public:*

*Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of City of the City Clerk located at 603 All America Way, during normal business hours and in the Council Chamber on the evening of the Board of Library Trustees Meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting Elizabeth Rich at 408-730-7316 or [erich@sunnyvale.ca.gov](mailto:erich@sunnyvale.ca.gov). Agendas and associated reports are also available on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) or at the One-Stop Desk, City Hall, 456 W. Olive Ave., Sunnyvale, CA, 72 hours before the Meeting.*



# City of Sunnyvale

## Agenda Item

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**21-0430**

**Agenda Date: 4/5/2021**

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PRESENTATION - Library e-Resources



# City of Sunnyvale

## Agenda Item

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**21-0431**

**Agenda Date: 4/5/2021**

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PRESENTATION - National Library Week



# City of Sunnyvale

## Agenda Item

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**21-0429**

**Agenda Date:** 4/5/2021

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**SUBJECT**

Approve the Board of Library Trustees Meeting Minutes of February 1, 2021

**RECOMMENDATION**

Approve the Board of Library Trustees Minutes of February 1, 2021 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft

### Board of Library Trustees

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Monday, February 1, 2021

7:00 PM

Telepresence Meeting: City Web Stream

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#### **Teleconference Notice**

#### **CALL TO ORDER**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

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

#### **ROLL CALL**

**Present:** 4 - Chair Carey Wingyin Lai  
Vice Chair Sharlene Wang  
Board Member Mark Isaak  
Board Member Rahul Jain

Council liaison Cisneros (present)

#### **PRESENTATION**

[21-0220](#) PRESENTATION - Library Mobile App Overview

Adult services librarian, Ross Moriarty, presented the Library Mobile App presentation. Ross explained the many features of the new library app.

[21-0221](#) PRESENTATION - Library Trends and Data Visualization

Superintendent Steve Sloan presented the Library Trends and Data Visualization options. The board expressed that they would like to see data with graphics and on a quarterly basis.

#### **ORAL COMMUNICATIONS**

None.

#### **CONSENT CALENDAR**

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

**Yes:** 4 - Chair Lai  
Vice Chair Wang  
Board Member Isaak  
Board Member Jain

**No:** 0

[21-0219](#) Approve the Board of Library Trustees Meeting Minutes of January 4, 2021

Approve the Board of Library Trustees Minutes of January 4, 2021 as submitted.

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

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

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

Board Members asked and staff answered:

-Could the paper bags being used for pick-ups be recycled or re-used by the library? The library is not currently reusing the bags for sanitary reasons.

-Is there an existing procedure in place to sanitize library materials? There isn't a cost effective, practical way to sanitize library materials. Studies have examined how long the virus can remain viable on various library materials, and in the case of books, the virus is no longer detectable after 24 hours in an unstacked condition. Staff has found that there is typically more than 24 hours between material use, and it's incumbent upon the user to practice good sanitary practices including frequent washing of hands, and not touching one's face.

#### **-Staff Comments**

Superintendent Steve Sloan updated the board regarding: stay at home order has been lifted, but the library will remain closed offering appointment only service.

### **ADJOURNMENT**

Chair Lai adjourned the meeting at 7:59 p.m.