



City of Sunnyvale

Notice and Agenda

Board of Library Trustees

Monday, September 13, 2021

7:00 PM

Teleconference Meeting: City Web Stream

Special Meeting

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 September 13, 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

- *Submit written comments to the Board of Library Trustees up to 4 hours prior to the meeting to 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 (28 CFR 35.160 (b) (1)).

CALL TO ORDER

Call to Order via teleconference.

ROLL CALL**PRESENTATION**[21-0879](#)

PRESENTATION - Library Materials Budget

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.A** [21-0878](#) Approve the Board of Library Trustees Meeting Minutes of August 2, 2021

Recommendation: Approve the Board of Library Trustees Minutes of August 2, 2021 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

If you wish to speak to a public hearing/general business item, please refer to notice at the beginning of this agenda. Each speaker is limited to a maximum of three minutes.

- 2** [21-0880](#) Preliminary Discussion of 2022 Master Work Plan

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. Agendas and associated reports are also available on the City's website at 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

21-0879

Agenda Date: 9/13/2021

PRESENTATION - Library Materials Budget



City of Sunnyvale

Agenda Item

21-0878

Agenda Date: 9/13/2021

SUBJECT

Approve the Board of Library Trustees Meeting Minutes of August 2, 2021

RECOMMENDATION

Approve the Board of Library Trustees Minutes of August 2, 2021 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, August 2, 2021

7:00 PM

Teleconference Meeting: City Web
Stream

Teleconference Notice

CALL TO ORDER

Pursuant to Section 3 of Executive Order N-29-20 (March 17, 2020) and Section 42 of Executive Order N-08-21 (June 11, 2021), issued by Governor Newsom, the meeting was conducted telephonically.

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

ROLL CALL

Present: 5 - Vice Chair Sharlene Wang
Board Member Kathy Boelter
Board Member Mark Isaak
Board Member Rahul Jain
Board Member Andrew Ma

Council Liaison Melton (absent)

Board Member Boelter announced she would leave the meeting at 7:45 p.m.

PRESENTATION

[21-0774](#) PRESENTATION - Library Services and the Digital Divide

Supervising Librarians Christine Bassett, Chaunacey Dunklee and Nan Choi presented the multitude of library services offered and discussed the digital divide in Sunnyvale.

Board Member Boelter left the meeting.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

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

Yes: 4 - Vice Chair Wang
Board Member Isaak
Board Member Jain
Board Member Ma

No: 0

Absent: 1 - Board Member Boelter

- 1.A** [21-0772](#) Approve the Board of Library Trustees Meeting Minutes of June 7, 2021

Approve the Board of Library Trustees Minutes of June 7, 2021 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [21-0771](#) Selection of Chair and Vice Chair

Nominations were opened for Chair to the Board of Library Trustees. Vice Chair Wang was nominated. No further nominations were presented.

Vote on nomination for Vice Chair Wang for Chair:

Yes: 4 - Vice Chair Wang
Board Member Isaak
Board Member Jain
Board Member Ma

No: 0

Absent: 1 - Board Member Boelter

Nominations were opened for Vice Chair to the Board of Library Trustees. Board Member Isaak was nominated. No further nominations were presented.

Vote on nomination for Board Member Isaak for Vice Chair:

Yes: 4 - Vice Chair Wang
Board Member Isaak
Board Member Jain
Board Member Ma

No: 0

Absent: 1 - Board Member Boelter

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

3 [21-0773](#) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Superintendent Steve Sloan inquired if the Board had any questions or comments about the 2021 Code of Ethics and Conduct for Elected and Appointed Officials.

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

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Vice Chair Wang inquired about the federal funding projects approved by Ro Khanna.

-Staff Comments

Superintendent Steve Sloan spoke about: library patron traffic, patron PC's will be updated no later than August 23 including printing and scanning services, the Civic Center just had it's topping out ceremony with the last steel beam being placed, the Branch Library is at the 75% design marker, and in-person programming will most likely start in September.

ADJOURNMENT

Vice Chair Wang adjourned the meeting at 8:15 p.m.



City of Sunnyvale

Agenda Item

21-0880

Agenda Date: 9/13/2021

Preliminary Discussion of 2022 Master Work Plan

2022 Master Work Plan - Draft

Board of Library Trustees Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 3	<ul style="list-style-type: none"> Rank Study Issues by January 31
February 7	<ul style="list-style-type: none">
March 7	<ul style="list-style-type: none">
April 4	<ul style="list-style-type: none"> National Library Week
May 16 Special Meeting	<ul style="list-style-type: none"> Review Recommended FY 2022/23 Budget
June 6	<ul style="list-style-type: none"> Recognition of Service
July 11 Special Meeting	<ul style="list-style-type: none"> Selection of Chair and Vice Chair Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials
August 1	<ul style="list-style-type: none">
September 12 Special Meeting	<ul style="list-style-type: none"> Preliminary Discussion of 2023 Master Work Plan
October 3	<ul style="list-style-type: none"> Final month to Propose Study Issues
November 7	<ul style="list-style-type: none"> Approve 2023 Master Work Plan Annual Library Statistics and Trends
December 5	<ul style="list-style-type: none"> Final month to Approve 2023 Master Work Plan Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Additional items yet to be scheduled:

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- Study Issues may be proposed at any meeting throughout the year
- Study Issues presentation dates will be added following approval by Council