



City of Sunnyvale

Notice and Agenda

Board of Library Trustees

Monday, November 8, 2021

7:00 PM

Teleconference Meeting: City Web Stream

Special Meeting

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

Special Teleconference Notice

Because of the COVID-19 emergency and the health orders issued by Santa Clara County and the State of California, this meeting of the Sunnyvale Board of Library Trustees will take place by teleconference, as allowed by Government Code Subdivision 54953(e) and Resolution No. 1089-21.

Public Participation

- *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

Accessibility/Americans with Disabilities Act (ADA) Notice

Pursuant to the Americans with Disabilities Act (ADA), if you need special assistance to provide public comment, or 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**

[21-1011](#)

PRESENTATION - Annual Library Statistics and Trends

ORAL COMMUNICATIONS

This category provides an opportunity for members of the public to address the Board of Library Trustees 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 the Board of Library Trustees 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.

[21-1009](#)

Approve the Board of Library Trustees Meeting Minutes of September 13, 2021

Recommendation: Approve the Board of Library Trustees Minutes of September 13, 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.

[21-1010](#)

Approve 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 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

21-1011

Agenda Date: 11/8/2021

PRESENTATION - Annual Library Statistics and Trends



City of Sunnyvale

Agenda Item

21-1009

Agenda Date: 11/8/2021

SUBJECT

Approve the Board of Library Trustees Meeting Minutes of September 13, 2021

RECOMMENDATION

Approve the Board of Library Trustees Minutes of September 13, 2021 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, September 13, 2021

7:00 PM

Teleconference Meeting: City Web
Stream

Special Meeting

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.

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

ROLL CALL

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

Council Liaison Melton (absent)

PRESENTATION

[21-0879](#) PRESENTATION - Library Materials Budget

Superintendent Steve Sloan presented an overview of the library's materials budget, which included: traditional (books, periodicals, audiobooks, CDs, DVDs, videogames), digital (eBooks, eAudio, streaming), and library of things (energy toolkits, cookie cutters, Chromebooks, hotspots, induction cooktops, auto repair toolkits).

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

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

Yes: 5 - Chair Wang
Vice Chair Isaak
Board Member Boelter
Board Member Jain
Board Member Ma

No: 0

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

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

PUBLIC HEARINGS/GENERAL BUSINESS

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

Superintendent Steve Sloan spoke about items on the Master Work Plan, and requested Board input on topics of interest for 2022. Board members suggested branch library, strategic plan, diversity, equity and inclusion (particularly as it related to branch library collections), book suggestion process overview, patron engagement, marketing, and staff training and development.

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**

None.

-Staff Comments

Superintendent Steve Sloan spoke about: Board of Library Trustees October meeting canceled; Friends of the Library sale on Saturday, September 18; increases in patron count during Friends sales; and ongoing virtual programs/meetings at the library.

ADJOURNMENT

Chair Wang adjourned the meeting at 8:03 p.m.



City of Sunnyvale

Agenda Item

21-1010

Agenda Date: 11/8/2021

Approve 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 Suggestions for Purchase – Overview
February 7	<ul style="list-style-type: none"> Library Marketing
March 7	<ul style="list-style-type: none"> Lakewood Branch Library and Learning Center - Update
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"> Diversity, Equity, and Inclusion in Library Collections
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 Approve 2023 Master Work Plan
November 7	<ul style="list-style-type: none"> 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:

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