



City of Sunnyvale

Notice and Agenda - Final Board of Library Trustees

Wednesday, January 17, 2018

6:45 PM

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

Special Meeting

CALL TO ORDER

ROLL CALL

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, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

- 1 [17-1143](#) Approve the Board of Library Trustees Meeting Minutes of November 6, 2017

Recommendation: Approve the Board of Library Trustees Minutes of November 6, 2017 as submitted.

Attachments: [Draft Meeting Minutes of November 6, 2017](#)

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [17-1145](#) Approve Amended 2018 Master Work Plan

Attachments: [2018 Master Work Plan](#)

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

-Staff Comments

INFORMATION ONLY ITEMS**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 Sunnyvale Public Library located at 665 W. Olive Avenue, Sunnyvale, California during normal business hours and in the Library Program Room on the evening of the Board of Library Trustees meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Library Administration at sbarajas@sunnyvale.ca.gov or (408) 730-7314. Agendas and associated reports are also available on the City's website at sunnyvale.ca.gov or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Library Administration at (408) 730-7314. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))



City of Sunnyvale

Agenda Item

17-1143

Agenda Date: 1/17/2018

SUBJECT

Approve the Board of Library Trustees Meeting Minutes of November 6, 2017

RECOMMENDATION

Approve the Board of Library Trustees Minutes of November 6, 2017 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, November 6, 2017

7:00 PM

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

CALL TO ORDER

The meeting was called to order at 6:59 p.m.

ROLL CALL

Present: 4 - Chair Carey Wingyin Lai
Vice Chair Daniel Bremond
Board Member Mason Fong
Board Member Mark Isaak
Absent: 1 - Board Member Tina Hwang

Board Member Hwang (excused absence)
Council Liaison Smith (absent)

PRESENTATION

[17-1009](#) PRESENTATION - Library Usage Trends

Administrative Librarian Steve Sloan provided the Board with a brief presentation on Sunnyvale's library usage trends over the past ten years.

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

[17-1046](#) PRESENTATION - FY 2018/19 Library Fee Schedule

Administrative Librarian Steve Sloan provided the Board with a brief presentation on Sunnyvale's library fee schedule.

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

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

- 1 [17-0905](#) Approve the Board of Library Trustees Meeting Minutes of October 2, 2017

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

Yes: 4 - Chair Lai
 Vice Chair Bremond
 Board Member Fong
 Board Member Isaak

No: 0

Absent: 1 - Board Member Hwang

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [17-0906](#) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Chair Lai provided the Board with an opportunity to review the 2017 Code of Ethics and Conduct for Elected and Appointed Officials.

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

Vice Chair Bremond moved, and Board Member Fong seconded, approval of the 2017 Code of Ethics and Conduct for Elected and Appointed Officials as presented. The motion carried by the following vote:

Yes: 4 - Chair Lai
 Vice Chair Bremond
 Board Member Fong
 Board Member Isaak

No: 0

Absent: 1 - Board Member Hwang

- 3 [17-0981](#) Discontinuation of Patent and Trademark Resource Center Services at the Sunnyvale Public Library

Chair Lai inquired if Board Members had questions for staff regarding report 17-0981: Discontinuation of Patent and Trademark Resource Center Services at the Sunnyvale Public Library. Vice Chair Bremond stated his support of discontinuing the service due to the decline in demand and to provide staff an opportunity to re-purpose the 300-square foot area currently dedicated to patent service.

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

Vice Chair Bremond moved, and Board Member Isaak seconded, to recommend to Council Alternative 1: Discontinue Patent and Trademark Resource Center services at the Sunnyvale Public Library. The motion carried by the following vote:

Yes: 4 - Chair Lai
Vice Chair Bremond
Board Member Fong
Board Member Isaak

No: 0

Absent: 1 - Board Member Hwang

4 [17-0987](#) Preliminary Discussion of 2018 Master Work Plan Calendar

Chair Lai provided the Board with an opportunity to review and revise the draft 2018 Work Plan Calendar. There were no recommendations for additions or revisions to the work plan calendar.

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

Board Member Isaak moved, and Vice Chair Bremond seconded, approval of 2018 Work Plan Calendar as presented. The motion carried by the following vote:

Yes: 4 - Chair Lai
Vice Chair Bremond
Board Member Fong
Board Member Isaak

No: 0

Absent: 1 - Board Member Hwang

5 [17-1061](#) Request to Designate a Representative of the Board of Library

Trustees to Provide an Overview on the Role of the Board and
a Summary of Major Library Projects to the Sunnyvale
Democratic Club on November 18, 2017

Chair Lai requested Board Members share their thoughts regarding a Board Member providing a presentation to the Sunnyvale Democratic Club on Saturday, November 18. Board Members expressed their support in having a representative provide an overview on the role of the Board to the group. Vice Chair Bremond volunteered to represent the Board.

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

Board Member Isaak moved, and Board Member Fong seconded, to appoint Vice Chair Bremond to serve as the representative of the Board of Library Trustees at the Sunnyvale Democratic Club meeting on November 18. The motion carried by the following vote:

Yes: 4 - Chair Lai
Vice Chair Bremond
Board Member Fong
Board Member Isaak

No: 0

Absent: 1 - Board Member Hwang

6 [17-1062](#) Discussion and Action on Scope of Presentation to the
Sunnyvale Democratic Club

Board Members shared key projects and items which should be presented to the Sunnyvale Democratic Club. Items included: Civic Center Modernization Plan in relation to Library; Branch Library; Bylaws; library statistics and Friends of the Library. Vice Chair Bremond will work with Library staff to acquire necessary information.

Chair Lai opened the public hearing

Sunnyvale Democratic Club President Mike Serrone thanked the Board for appointing a representative to attend and present at the November 18 Sunnyvale Democratic Club meeting.

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

Board Member Fong moved, and Board Member Isaak seconded, that the Board presentation include an overview of the Branch Library and Civic Center Modernization Plan (in relation to Library). In addition, a handout providing information on the Board's bylaws, Sunnyvale library statistics and Friends of the Library will be made available for distribution to the group. The motion carried by the following vote:

Yes: 4 - Chair Lai
Vice Chair Bremond
Board Member Fong
Board Member Isaak

No: 0

Absent: 1 - Board Member Hwang

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Vice Chair Bremond provided the Board with a brief update on the Library's Art on the Cart Contest.

-Staff Comments

Administrative Librarian Steve Sloan noted the following:

- Learning Express Toys will host an in-store, fundraiser benefiting the Sunnyvale Public Library on Friday, November 17 through Sunday, November 19. Learning Express Toys will donate 10% of all sales during the event to the Friends of the Sunnyvale Public Library.
- The Library will be closed on Friday, November 10 to allow staff to participate in the annual Library and Community Services Staff Development Day. The day is focused on a full day of learning, building strong connections amongst staff and positioning the department for success in 2018. The day will include guest speaker Ed Solis discussing "Placemaking: The Art of Reimagining Public Space".

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting adjourned at 8:14 p.m.



City of Sunnyvale

Agenda Item

17-1145

Agenda Date: 1/17/2018

Approve Amended 2018 Master Work Plan

2018 Master Work Plan

Board of Library Trustees Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 17 (Special Meeting)	<ul style="list-style-type: none"> • Approve 2018 Master Work Plan • Lakewood Library and Learning Center Feasibility Study
February 5	<ul style="list-style-type: none"> •
March 5	<ul style="list-style-type: none"> •
April 2	<ul style="list-style-type: none"> • Review of National Library Week
May 7	<ul style="list-style-type: none"> •
May 21 (Special Meeting)	<ul style="list-style-type: none"> • Discussion of National Library Week Feedback • Approve Recommended Budget
June 4	<ul style="list-style-type: none"> • Recognition of Service
July 2	<ul style="list-style-type: none"> • Selection of Chair and Vice Chair
August 6	<ul style="list-style-type: none"> •
September 10	<ul style="list-style-type: none"> • Preliminary Discussion of 2019 Master Work Plan
October 1	<ul style="list-style-type: none"> •
November 5	<ul style="list-style-type: none"> • Final month to approve 2019 Master Work Plan • Review of Library Usage Trends
December 3	<ul style="list-style-type: none"> • Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials • Review of Library Fee Schedule

Additional items yet to be scheduled:

- Summer Learning Quality Principles and Indicators
- Discussion of Library Ambassadors
- Study Issues ranking date to be determined based on 2019 Study Issues Workshop date