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0001\_1\_Draft Meeting Minutes of 080618.pdf

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0004\_0\_Agenda Item.pdf



# City of Sunnyvale

## Notice and Agenda

### Board of Library Trustees

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Monday, October 1, 2018

7:00 PM

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

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#### **CALL TO ORDER**

#### **SALUTE TO THE FLAG**

#### **ROLL CALL**

#### **PRESENTATION**

[18-0031](#)

PRESENTATION - Study Issues Process

#### **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**

- 1a    [18-0581](#)    Approve the Board of Library Trustees Meeting Minutes of August 6, 2018

**Recommendation:** Approve the Board of Library Trustees Minutes of August 6, 2018 as submitted.

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

- 2        [18-0760](#)        Preliminary Discussion of 2019 Master Work Plan
- 3        [18-0761](#)        Update on Lakewood Branch Library and Learning Center Project

**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

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**18-0031**

**Agenda Date:** 10/1/2018

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PRESENTATION - Study Issues Process



# City of Sunnyvale

## Meeting Minutes - Draft

### Board of Library Trustees

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Monday, August 6, 2018

7:00 PM

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

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#### **CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

#### **ROLL CALL**

**Present:** 5 - Chair Carey Wingyin Lai  
Vice Chair Daniel Bremond  
Board Member Mason Fong  
Board Member Tina Hwang  
Board Member Mark Isaak

Board Member Fong arrived at 7:05 p.m.  
Council Liaison Klein (present)

#### **ORAL COMMUNICATIONS**

None.

#### **CONSENT CALENDAR**

Vice Chair Bremond requested to pull item 1a from the consent calendar.

**1a**      [18-0023](#)      Approve the Board of Library Trustees Meeting Minutes of  
May 21, 2018

Board Member Isaak moved, and Board Member Hwang seconded, to approve the Board of Library Trustees Minutes of May 21, 2018 as submitted. Vice Chair Bremond abstained due to his absence at the May 21 meeting. The motion carried by the following vote:

**Yes:** 3 - Chair Lai  
Board Member Hwang  
Board Member Isaak

**No:** 0

**Absent:** 1 - Board Member Fong

**Abstain:** 1 - Vice Chair Bremond

- 1b**      [18-0024](#)      Approve the Board of Library Trustees Meeting Minutes of June 4, 2018

Board Member Isaak moved, and Board Member Hwang seconded, to approve the Board of Library Trustees Minutes of June 4, 2018 as submitted. The motion carried by the following vote:

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

**No:** 0

**Absent:** 1 - Board Member Fong

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

- 2**      [18-0030](#)      Update on Lakewood Branch Library and Learning Center Project

Director Bojorquez provided the Board with an update on the Lakewood Branch Library and Learning Center. The Fremont Union High School District Board of Trustees recently approved placing a Bond Measure on the November ballot. The Bond Measure could be used by the District to contribute additional funds towards the Lakewood Branch Library and Learning Center project. Discussion ensued regarding Board Members participating in a Lakewood Branch Library and Learning Center informational booth at the annual State of the City event. The event is scheduled for Saturday, September 15 from 10 a.m. to 3:00 p.m. Vice Chair Bremond and Board Member Fong expressed their interest in participating at the informational booth.

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

- 3**      [18-0286](#)      California Library Association (CLA) Conference

Director Bojorquez informed the Board that the California Library Association Conference is scheduled to be held November 9 through November 11, 2018 at the Santa Clara Convention Center. She provided an overview of the conference schedule and training workshops. Board Members interested in attending the

conference should contact Sandra Barajas in Library Administration.

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

**4**      [18-0440](#)      Pacific Library Partnership Regional Networking Opportunity

Director Bojorquez informed the Board that the Pacific Library Partnership (PLP) will be hosting a regional networking opportunity and that the planning committee is seeking suggestions on discussion and/or training topics that might be of interest to Board Members and Commissioners. Board Members interested in attending the regional networking opportunity should contact Sandra Barajas in Library Administration.

Board Members suggested:

- Fundraising and/or the role of friends' groups in fundraising
- Technology trends in libraries
- Open Data
- Panel and small group discussions
- How to "drive" policy
- Ongoing training and/or informational workshops to highlight library issues/hot topics

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

**5**      [18-0513](#)      Selection of Chair and Vice Chair

Nominations were opened for Chair to the Board of Library Trustees. Vice Chair Bremond nominated Board Member Fong who accepted the nomination. Chair Lai nominated herself. No further nominations were presented.

Board Member Fong spoke towards his nomination. He expressed that he has enjoyed serving on the Board, he would like to see the Board "drive" policy and help build a community that cares about the Library.

Chair Lai spoke towards her nomination. She expressed that she would like to serve the community and help actualize the branch library. Chair Lai expressed concern that the Board would then need to select a new Chair should Board Member Fong be elected to the City Council in November.

Discussion ensued regarding timeline and process for seating of new City Councilmembers. Council Liaison Klein clarified that elected officials take their seat on Council in January.

Vote on nomination of Board Member Fong for Chair:

- Yes: 3 -** Vice Chair Bremond  
Board Member Fong  
Board Member Isaak
- No: 2 -** Chair Lai  
Board Member Hwang

Vote on nomination of Chair Lai for Chair:

- Yes: 2 -** Chair Lai  
Board Member Hwang
- No: 3 -** Vice Chair Bremond  
Board Member Fong  
Board Member Isaak

Board Member Fong was selected to serve as Chair to the Board of Library Trustees.

Nominations were opened for Vice Chair to the Board of Library Trustees. Vice Chair Bremond nominated Chair Lai who accepted the nomination. No further nominations were presented.

Vote on nomination of Vice Chair:

- Yes: 5 -** Chair Lai  
Vice Chair Bremond  
Board Member Fong  
Board Member Hwang  
Board Member Isaak
- No: 0**

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



None.

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

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

Vice Chair Bremond moved, and Board Member Fong seconded, to reschedule the November 5 Board meeting due to elections on November 6.

**Yes:** 5 - Chair Lai  
Vice Chair Bremond  
Board Member Fong  
Board Member Hwang  
Board Member Isaak

**No:** 0

#### **-Staff Comments**

Director Bojorquez informed the Board of the following:

- The Library now offers the online learning platform Niche Academy! Niche Academy offers brief, informative video tutorials on many of the Library's eResources. Each tutorial offers full text and closed captions.
- The Library is excited to announce that Internet on the Go, Mobile Hotspot Kits will be available soon for checkout. A Hotspot is a small, battery powered device, that connects WiFi enabled electronic devices to the internet. Staff would like to thank the Friends of the Sunnyvale Library for their generous gift of the hotspots and Jackery, Inc. for their generous donation of portable chargers.
- The City recently accepted a donation of three Einstart-C desktop 3D printers from the Friends of the Sunnyvale Public Library. The 3D printers will significantly increase the availability of 3D printers available to the public, reducing wait times for the one MakerBot printer currently in use.
- The California State Library partnered with the StoryCenter in Berkeley to capture personal stories about what it means to be a Californian through a project entitled "California Listens". The Sunnyvale Library was selected as one of 20 libraries in the State to receive funding for a local project. On July 11 and 12, seven community members met with representatives from the StoryCenter to write, narrate and produce a 2 to 4-minute digital story. The final videos will be sent to participants in August and will become part of the Library archives as well as the State Library archives. A screening of the completed videos will be scheduled for September or October.
- Freshest Cargo, the farmers' market on wheels, is returning to the Library. Freshest Cargo will be at the Library on Thursdays between 11:15 a.m. and 12:45

p.m. Freshest Cargo provides locally grown, fresh fruit and vegetables at low prices. Freshest Cargo also offers a 50 percent discount to participants of Medi-Cal, CalFresh (SNAP), WIC or SSI (Supplemental Security Income) programs.

- The popular Opera San Jose Season Preview event will be held on Thursday, August 9 at 7 p.m. in the Library Program Room. Attendees will enjoy a lecture/performance of the upcoming season of Opera San José, featuring excerpts from The Abduction from the Seraglio, Pagliacci, Moby Dick, and Madama Butterfly.

- The “Harry Potter Escape Room” program will be held on Saturday, August 4 and Sunday, August 5 in the Program Room. Witches and Wizards must be 18 to participate and each session is limited to 10 people per session. Four sessions will be offered each day.

- National Night Out is traditionally the first Tuesday night in August. This year’s festivities will take place on Tuesday, August 7. The Library and Community Services Department will be joining the Department of Public Safety in having a presence at all 13 neighborhood locations. A special flyer highlighting the programs and services available to residents will be distributed in addition to small give-aways. Staff will be taking the BIKE to the Charles Street celebration and Heritage Downtown events. A prize wheel will be taken out to the SNAIL & Onizuka Crossing event. A copy of the schedule and flyer are attached to this report.

- In February, 2018, the Library launched the Sunnyvale Working Scholars program, a community-funded education initiative designed to assist working adults earn a bachelor’s degree. The program received national recognition in May when Forbes magazine highlighted the Working Scholars Program. As of last week, all ten Sunnyvale Scholars are on track, having completed a minimum of three courses since February. Should the Sunnyvale Scholars continue their record pace, the first student will graduate from Thomas Edison University in September 2019; two additional scholars graduating by the end of the calendar year 2019 and it is anticipated that all ten scholars will graduate by July 2020.

### **INFORMATION ONLY ITEMS**

None.

### **ADJOURNMENT**

The meeting was adjourned at 7:45 p.m.



# City of Sunnyvale

## Agenda Item

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**18-0581**

**Agenda Date:** 10/1/2018

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**SUBJECT**

Approve the Board of Library Trustees Meeting Minutes of August 6, 2018

**RECOMMENDATION**

Approve the Board of Library Trustees Minutes of August 6, 2018 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft

### Board of Library Trustees

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Monday, August 6, 2018

7:00 PM

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

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#### **CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

#### **ROLL CALL**

**Present:** 5 - Chair Carey Wingyin Lai  
Vice Chair Daniel Bremond  
Board Member Mason Fong  
Board Member Tina Hwang  
Board Member Mark Isaak

Board Member Fong arrived at 7:05 p.m.  
Council Liaison Klein (present)

#### **ORAL COMMUNICATIONS**

None.

#### **CONSENT CALENDAR**

Vice Chair Bremond requested to pull item 1a from the consent calendar.

**1a**      [18-0023](#)      Approve the Board of Library Trustees Meeting Minutes of  
May 21, 2018

Board Member Isaak moved, and Board Member Hwang seconded, to approve the Board of Library Trustees Minutes of May 21, 2018 as submitted. Vice Chair Bremond abstained due to his absence at the May 21 meeting. The motion carried by the following vote:

**Yes:** 3 - Chair Lai  
Board Member Hwang  
Board Member Isaak

**No:** 0

**Absent:** 1 - Board Member Fong

**Abstain:** 1 - Vice Chair Bremond

- 1b**      [18-0024](#)      Approve the Board of Library Trustees Meeting Minutes of June 4, 2018

Board Member Isaak moved, and Board Member Hwang seconded, to approve the Board of Library Trustees Minutes of June 4, 2018 as submitted. The motion carried by the following vote:

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

**No:** 0

**Absent:** 1 - Board Member Fong

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

- 2**      [18-0030](#)      Update on Lakewood Branch Library and Learning Center Project

Director Bojorquez provided the Board with an update on the Lakewood Branch Library and Learning Center. The Fremont Union High School District Board of Trustees recently approved placing a Bond Measure on the November ballot. The Bond Measure could be used by the District to contribute additional funds towards the Lakewood Branch Library and Learning Center project. Discussion ensued regarding Board Members participating in a Lakewood Branch Library and Learning Center informational booth at the annual State of the City event. The event is scheduled for Saturday, September 15 from 10 a.m. to 3:00 p.m. Vice Chair Bremond and Board Member Fong expressed their interest in participating at the informational booth.

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

- 3**      [18-0286](#)      California Library Association (CLA) Conference

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conference should contact Sandra Barajas in Library Administration.

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Discussion ensued regarding timeline and process for seating of new City Councilmembers. Council Liaison Klein clarified that elected officials take their seat on Council in January.

Vote on nomination of Board Member Fong for Chair:

- Yes: 3 -** Vice Chair Bremond  
Board Member Fong  
Board Member Isaak
- No: 2 -** Chair Lai  
Board Member Hwang

Vote on nomination of Chair Lai for Chair:

- Yes: 2 -** Chair Lai  
Board Member Hwang
- No: 3 -** Vice Chair Bremond  
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Board Member Fong was selected to serve as Chair to the Board of Library Trustees.

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Vote on nomination of Vice Chair:

- Yes: 5 -** Chair Lai  
Vice Chair Bremond  
Board Member Fong  
Board Member Hwang  
Board Member Isaak
- No: 0**

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

None.

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

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**Yes:** 5 - Chair Lai  
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### **INFORMATION ONLY ITEMS**

None.

### **ADJOURNMENT**

The meeting was adjourned at 7:45 p.m.



# City of Sunnyvale

## Agenda Item

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**18-0760**

**Agenda Date:** 10/1/2018

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Preliminary Discussion of 2019 Master Work Plan

# Draft 2019 Master Work Plan

## Board of Library Trustees Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 7	<ul style="list-style-type: none"> <li>• Ranking of 2019 Study Issues</li> <li>• Review of Library Fee Schedule</li> </ul>
February 4	<ul style="list-style-type: none"> <li>•</li> </ul>
March 4	<ul style="list-style-type: none"> <li>•</li> </ul>
April 1	<ul style="list-style-type: none"> <li>• Review of National Library Week</li> </ul>
May 6	<ul style="list-style-type: none"> <li>•</li> </ul>
May 20 (Special Meeting)	<ul style="list-style-type: none"> <li>• Approve Recommended Budget</li> </ul>
June 3	<ul style="list-style-type: none"> <li>• Recognition of Service</li> </ul>
July 1	<ul style="list-style-type: none"> <li>• Selection of Chair and Vice Chair</li> </ul>
August 5	<ul style="list-style-type: none"> <li>•</li> </ul>
September 9	<ul style="list-style-type: none"> <li>• Preliminary Discussion of 2020 Master Work Plan</li> </ul>
October 7	<ul style="list-style-type: none"> <li>•</li> </ul>
November 4	<ul style="list-style-type: none"> <li>• Final month to Approve 2020 Master Work Plan</li> </ul>
December 2	<ul style="list-style-type: none"> <li>• Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> </ul>

**Additional items yet to be scheduled:**

- Study Issues ranking date to be determined based on 2019 Study Issues Workshop date



# City of Sunnyvale

## Agenda Item

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**18-0761**

**Agenda Date:** 10/1/2018

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Update on Lakewood Branch Library and Learning Center Project