



City of Sunnyvale

Notice and Agenda

Board of Library Trustees

Monday, January 7, 2019

7:00 PM

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

CALL TO ORDER

ROLL CALL

PRESENTATION

[18-1098](#) PRESENTATION - 2019 Silicon Valley Reads Program

[18-1099](#) PRESENTATION - Library Fines

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 [18-1111](#) Approve the Board of Library Trustees Meeting Minutes of December 3, 2018

Recommendation: Approve the Board of Library Trustees Meeting Minutes of December 3, 2018 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [18-1102](#) Rank Study Issues

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 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

18-1098

Agenda Date: 1/7/2019

PRESENTATION - 2019 Silicon Valley Reads Program



City of Sunnyvale

Agenda Item

18-1099

Agenda Date: 1/7/2019

PRESENTATION - Library Fines

TED Talk - A librarian's case against overdue book fines | Dawn Wacek
<https://www.youtube.com/watch?v=zfAgyT4hy8Q>

St. Paul Mayor Melvin Carter's Plan to Erase Library Late Fees
<https://www.youtube.com/watch?v=mYlup8nqdXQ>



City of Sunnyvale

Agenda Item

18-1111

Agenda Date: 1/7/2019

SUBJECT

Approve the Board of Library Trustees Meeting Minutes of December 3, 2018

RECOMMENDATION

Approve the Board of Library Trustees Meeting Minutes of December 3, 2018 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, December 3, 2018

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 7:05 p.m.

ROLL CALL

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

Council Liaison Klein (present)

ORAL COMMUNICATIONS

Ms. Susan Bremond spoke regarding the LimeBike pilot program. The 12 month pilot program will begin on Monday, December 17 and will include approximately 300 LimeBikes to be distributed throughout Sunnyvale. Ms. Bremond commented that the Library would be a great venue to provide community members with informational and educational workshops related to the program.

CONSENT CALENDAR

- 1 [18-0955](#) Approve the Board of Library Trustees Meeting Minutes of November 12, 2018

Board Member Isaak moved, and Vice Chair Lai seconded, to approve the amended Board of Library Trustees Minutes of November 12, 2018 as submitted. The motion carried as follows:

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

No: 0

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [18-1007](#) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Director Bojorquez provided the Board with an overview of the 2018 Code of Ethics and Conduct for Elected and Appointed Officials.

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

- 3** [18-1022](#) Review of Library Fee Schedule (to be deferred)

Director Bojorquez informed the Board that staff will share, for Board review, the Library Fee Schedule once it has been made available by the Department of Finance.

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

- 4** [18-1026](#) Election of Officer(s)

Director Bojorquez congratulated Chair Fong on his appointment to serve on City Council and informed Board Members that the Board will need to select a new Chair.

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

Vote on nomination of Vice Chair Lai for Chair:

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

No: 0

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

Vote on nomination of Board Member Bremond for Vice Chair:

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

No: 0

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Chair Fong expressed his appreciation for having had the opportunity to serve on the Board of Library Trustees and encouraged fellow Board Members to continue to identify how the Library can better serve the community. He also thanked the Board Members for their service to the community.

Chair Fong informed the Board that he will be addressing Council (as a resident and not representing the Board) at their December 4 meeting regarding the Civic Center Modernization Project. He will be requesting Council establish a plan for Phase 2 of the project.

-Staff Comments

Director Bojorquez informed the Board of the following:

- The Council Subcommittee on Board/Commission Bylaws will be meeting on Tuesday, December 11 at 4:00 p.m. in the West Conference Room. The Subcommittee will be reviewing the Board and Commission Bylaws and the feedback received from the Study Session to make recommendations for Council action.
- The California Department of Motor Vehicles has installed an automated kiosk at Santa Clara's Central Park Branch Library. The kiosk allows drivers to renew their registration instantly, allowing users to print out their new tags immediately.
- The Library and Community Services Department will be coordinating a Guinness World record attempt for "Most People Balancing Books on their Heads" on Saturday, June 8, 2019 at Fremont High School. The current record was set in November 2012 with 998 people balancing books on their heads. To break the current record, participants will need to simultaneously balance a book on their head while walking 16.4 feet at a single venue.
- Loudoun County Public Library recently opened their tenth library, Brambleton Library. A presentation highlighting Brambleton Library and the grand opening celebration was presented.
- The Board proposed Study Issue: Options and Benefits of Establishing a Library Foundation has been submitted for approval.

ADJOURNMENT

The meeting was adjourned at 7:41 p.m.



City of Sunnyvale

Agenda Item

18-1102

Agenda Date: 1/7/2019

Rank Study Issues



City of Sunnyvale

Agenda Item

18-1017

Agenda Date: 3/7/2019

2019 COUNCIL STUDY ISSUE

NUMBER

LCS 19-01

TITLE Options and Benefits of Establishing a Library Foundation

BACKGROUND

Lead Department: Library and Community Services

Support Departments: Office of the City Manager
Office of the City Attorney

Sponsor(s): Board of Library Trustees

History: 1 year ago: N/A
2 years ago: N/A

SCOPE OF THE STUDY

What precipitated this study?

Since 1965, the Friends of the Sunnyvale Public Library, a 501(c)3 non-profit organization, has provided generous donations to support library services through a longstanding relationship with the City. When Council approved construction of a new branch library at Lakewood Park, the Friends recognized a need to focus public attention on library services, facilities and needs and stimulate monetary donations through fundraising, endowments, and bequests. In 2014, the Friends formed a sub-committee to achieve this goal. The sub-committee was conceived as a mechanism by which a library foundation could grow out of and be legally created, and structuring it in this way was consistent with the mission and bylaws of the Friends. However, the sub-committee has thus far been unable to attract the key stakeholders that would be needed to organize an effective fundraising effort. For this reason, the Board of Library Trustees suggested a study by staff to raise awareness of the options and benefits of establishing a library foundation for the City and its residents.

What are the key elements of the study?

The study issue would describe the benefits of a library foundation, research the different models for establishing a library foundation, and organize a forum of experts to share best practices. The research would include legal structures, state requirements, federal tax-exempt requirements, ongoing recordkeeping requirements, activities that could jeopardize status, effective fundraising strategies, and relationships with stakeholders, including City staff and the City Council. The forum would be open to the public, include speakers from neighboring jurisdictions operating successful foundations, and feature best practice information on topics such as fundraising, community engagement, operational effectiveness, and volunteer recruitment and retention.

Estimated years to complete study: 6 months

FISCAL IMPACT**Cost to Conduct Study**

Level of staff effort required (opportunity cost): Moderate
Funding Required for Non-Budgeted Costs: \$0

The Study would require moderate staff time from the Department of Library and Community Services to conduct policy research and analysis on the Study. Staff time would also be required from the Office of the City Manager and Office of the City Attorney to review and advise on results of research.

Cost to Implement Study Results

Minimal or no cost expected to implement.

EXPECTED CITY COUNCIL, BOARD OR COMMISSION PARTICIPATION

Council-Approved Work Plan: No

Council Study Session: Yes

Reviewed by Boards/Commissions: Board of Library Trustees

STAFF RECOMMENDATION

Support. This policy issue merits discussion at the 2019 Study Issues Workshop.

Maintaining appropriate library facilities based on changing community needs is Goal CC-7 of the General Plan. In November 2013, Council approved the construction of a new branch library facility, and in September 2018, Council approved the Civic Center Modernization Master Plan which includes a new main library facility. A library foundation could play an important role in supporting these capital projects. The proposed study issue would provide a valuable tool to raise the awareness of the options and benefits of a library foundation for the City and its residents.

Prepared by: Steve Sloan, Administrative Librarian

Reviewed by: Cynthia E. Bojorquez, Director, Library and Community Services

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager