



# City of Sunnyvale

## Notice and Agenda

### Board of Library Trustees

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Monday, August 3, 2020

7:00 PM

Telepresence Meeting: City Web Stream

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#### 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 August 3, 2020, 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](http://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](mailto: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](mailto:ncs@sunnyvale.ca.gov) (28 CFR 35.160 (b) (1)).*

**CALL TO ORDER**

*Call to Order via teleconference.*

**ROLL CALL****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.*

- 1.A**     [20-0636](#)            Approve the Board of Library Trustees Meeting Minutes of March 9, 2020

**Recommendation:** Approve the Board of Library Trustees Minutes of March 9, 2020 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**        [20-0634](#)            Selection of Chair and Vice Chair

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

**NON-AGENDA ITEMS & COMMENTS**

-Board Member Comments

-Staff Comments

**INFORMATION ONLY ITEMS**

- 3      [20-0635](#)      Budget Impacts due to Covid-19 and Changes to Fines  
Elimination Decision by Council

**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](mailto:erich@sunnyvale.ca.gov). Agendas and associated reports are also available on the City's website at [sunnyvale.ca.gov](http://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

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**20-0636**

**Agenda Date:** 8/3/2020

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**SUBJECT**

Approve the Board of Library Trustees Meeting Minutes of March 9, 2020

**RECOMMENDATION**

Approve the Board of Library Trustees Minutes of March 9, 2020 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft

### Board of Library Trustees

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Monday, March 9, 2020

7:00 PM

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

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#### Special Meeting

#### **CALL TO ORDER**

Chair Lai called the meeting to order at 7:04 p.m.

#### **ROLL CALL**

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

Council Liaison Larsson (present)

#### **ORAL COMMUNICATIONS**

Chair Lai read the upcoming board and commission recruitment announcement.

#### **CONSENT CALENDAR**

- 1      [20-0032](#)      Approve the Board of Library Trustees Meeting Minutes of February 3, 2020

Board Member Isaak moved, and Board Member Bremond seconded, approval of the Board of Library Trustees minutes of February 3, 2020 as submitted. The motion carried by the following vote:

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

**No:** 0

**PUBLIC HEARINGS/GENERAL BUSINESS****2      [20-0101](#)      Options and Recommendation for Elimination of Fines on Overdue Library Materials**

Ellen Giarrizzo, Circulation Manager, spoke about the options and recommendations for elimination of fines on overdue library materials.

Important takeaways: fines are assessed when library materials are returned past the due date, fees are assessed when an item is lost or damaged during patron use, research supports fines doing more harm than good, more than 400 public libraries across the country and many more around the world have gone fine-free, fines can prevent low income households from utilizing the library, Sunnyvale is the only library in Santa Clara County still assessing fines on Children's materials, fines and fees revenue is decreasing while the number of suspended accounts and amount of patron debt is increasing which could be concluded that unrecovered debt may act as a growing barrier to access for library cardholders.

Board Members inquired: how long is material overdue before it changes to being lost, administrative costs to send accounts to collection, how fines are assessed if a book is lost and then returned, how many materials were borrowed and not returned, is changing collection resources going to affect the library, and where will funding come from for future years.

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

Board Member Bremond moved, and Board Member Hwang seconded, the motion to recommend that the City Council approve alternatives 1, 2, 3 and 4. The motion carried by the following vote:

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

**No:** 0

**3      [20-0031](#)      Census 2020 Overview**

Steve Sloan, Superintendent of Libraries, spoke about the Census in 2020. The

Library and Community Services department is conducting outreach, which began in February and will end mid May. The project is aimed at ensuring all California residents get counted.

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

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

None.

**NON-AGENDA ITEMS & COMMENTS**

**-Board Member Comments**

How would community organizations go about collaborating with the library?

**-Staff Comments**

-Council approved postponing a decision on the Library Foundation at the February 4 Council meeting.

-Design contracts for the Branch Library will be discussed at the April 7 Council meeting.

-The library has canceled all programs through March 31, due to the Coronavirus. The decision was based on County of Santa Clara guidelines to cancel events to prevent the spread of the virus.

-The library has also canceled upcoming staff conferences and in-service training days.

**ADJOURNMENT**

Chair Lai adjourned the meeting at 8:31 p.m.



# City of Sunnyvale

## Agenda Item

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**20-0634**

**Agenda Date: 8/3/2020**

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Selection of Chair and Vice Chair





# City of Sunnyvale

## Agenda Item

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**20-0635**

**Agenda Date:** 8/3/2020

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Budget Impacts due to Covid-19 and Changes to Fines Elimination Decision by Council