



# City of Sunnyvale

## Notice and Agenda Board of Library Trustees

---

Monday, November 9, 2020

7:00 PM

Telepresence Meeting: City Web Stream

---

### Special Meeting

#### **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 November 9, 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****PRESENTATION**

[20-0926](#)

PRESENTATION - Preparing for Reopening

**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 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     [20-0871](#)     Approve the Board of Library Trustees Meeting Minutes of September 14, 2020

**Recommendation:** Approve the Board of Library Trustees Minutes of September 14, 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     [20-0925](#)     Approve the 2021 Master Work Plan

**Recommendation:** Approve the 2021 Master Work Plan as presented.

**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.*



Sunnyvale

# City of Sunnyvale

## Agenda Item

---

**20-0926**

**Agenda Date: 11/9/2020**

---

PRESENTATION - Preparing for Reopening



Sunnyvale

# City of Sunnyvale

## Agenda Item

---

**20-0871**

**Agenda Date:** 11/9/2020

---

**SUBJECT**

Approve the Board of Library Trustees Meeting Minutes of September 14, 2020

**RECOMMENDATION**

Approve the Board of Library Trustees Minutes of September 14, 2020 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft

### Board of Library Trustees

---

Monday, September 14, 2020

7:00 PM

Telepresence Meeting: City Web Stream

---

#### Special Meeting

#### TELECONFERENCE NOTICE

#### CALL TO ORDER

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

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

#### ROLL CALL

- Present:** 4 - Chair Carey Wingyin Lai  
Vice Chair Sharlene Wang  
Board Member Mark Isaak  
Board Member Rahul Jain
- Absent:** 1 - Board Member Alysa Cisneros

Board Member Issak (arrived at 7:02 p.m.)  
Council Liaison Goldman (absent)

#### PRESENTATION

[20-0662](#) PRESENTATION - 2020 Patron Satisfaction Survey

Superintendent of Libraries, Steve Sloan, presented the 2020 Patron Satisfaction Survey. The survey included results from users of the library as well as non-users.

#### ORAL COMMUNICATIONS

None.

#### CONSENT CALENDAR

1.A [20-0800](#) Approve the Board of Library Trustees Meeting Minutes of

August 3, 2020

Vice Chair Wang 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 Wang  
Board Member Isaak  
Board Member Jain

**No:** 0

**Absent:** 1 - Board Member Cisneros

**PUBLIC HEARINGS/GENERAL BUSINESS**

- 2      [20-0801](#)      Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Superintendent Steve Sloan reviewed the 2020 Code of Ethics and Conduct for Elected and Appointed Officials with the Board.

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

- 3      [20-0802](#)      Preliminary Discussion of 2021 Master Work Plan

Superintendent Steve Sloan provided an overview of the 2020 Master Work Plan. The Board discussed items to add to the Master Work Plan.

Chair Lai 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 regarding the libraries service updates, which included: addition of grab-bags (assortment of 5 items in a genre), launched Instant Online Access Card, the Friends had a successful book sale, introduced Express Holds Pickup Service, changed Sidewalk Services hours, and launched Express

Holds Pickup by Appointment.

**ADJOURNMENT**

Chair Lai adjourned the meeting at 8:34 p.m.



Sunnyvale

# City of Sunnyvale

## Agenda Item

---

**20-0925**

**Agenda Date: 11/9/2020**

---

**SUBJECT**

Approve the 2021 Master Work Plan

**RECOMMENDATION**

Approve the 2021 Master Work Plan as presented.

## 2021 Draft Master Work Plan

### Board of Library Trustees Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 4	<ul style="list-style-type: none"> <li>• Rank Study Issues by January 31</li> <li>• Library Services for Seniors</li> </ul>
February 1	<ul style="list-style-type: none"> <li>• Collection Development Policy</li> </ul>
March 1	<ul style="list-style-type: none"> <li>• Library Services and the Digital Divide</li> </ul>
April 5	<ul style="list-style-type: none"> <li>• National Library Week</li> </ul>
May 17 Special Meeting	<ul style="list-style-type: none"> <li>• Review and Approved Recommended FY 2021/22 Budget</li> <li>• Recognition of Service</li> </ul>
June 7	<ul style="list-style-type: none"> <li>•</li> </ul>
July 5	<ul style="list-style-type: none"> <li>• Selection of Chair and Vice Chair</li> <li>• Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> </ul>
August 2	<ul style="list-style-type: none"> <li>•</li> </ul>
September 13 Special Meeting	<ul style="list-style-type: none"> <li>• Preliminary Discussion of 2022 Master Work Plan</li> </ul>
October 4	<ul style="list-style-type: none"> <li>• Final month to Propose Study Issues (Due to City Manager by December 3)</li> <li>•</li> </ul>
November 8	<ul style="list-style-type: none"> <li>• Approve 2022 Master Work Plan</li> <li>• Annual Library Statistics and Trends</li> </ul>
December 6	<ul style="list-style-type: none"> <li>• Final month to Approve 2022 Master Work Plan</li> <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:**

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