



City of Sunnyvale

Meeting Minutes - Draft Board of Library Trustees

Monday, April 4, 2016

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 7:00 p.m.

ROLL CALL

Present: 5 - Chair Jill Shanmugasundaram
Vice Chair Carey Wingyin Lai
Board Member Daniel Bremond
Board Member Mark Isaak
Board Member Erika Torres

Council Liaison Glenn Hendricks (absent).

ORAL COMMUNICATIONS

Chair Shanmugasundaram noted the following:

Upcoming Board and Commission Application Deadline

Recruitment is underway for the following commission openings:

- Arts Commission (2)
- Bicycle and Pedestrian Advisory Commission (2)
- Board of Building Code Appeals (3)
- Board of Library Trustees (2)
- Heritage Preservation Commission (2)
- Housing and Human Services Commission (2)
- Parks and Recreation Commission (1)
- Personnel Board (2)
- Planning Commission (2)
- Sustainability Commission (2)

Applications are due by 5 p.m. on Friday, April 15 in order to be scheduled for an interview with Council. Interviews are tentatively scheduled for May 10 and 11.

General eligibility requirements include Sunnyvale residency and voter registration. For more information and to download an application, visit BoardsandCommissions.inSunnyvale.com or call the Office of the City Clerk at (408) 730-7483 to request an application.

Applications to serve on a City board or commission are accepted on a continuous basis; applications received after the deadline will be considered for future openings.

CONSENT CALENDAR

1 [16-0353](#) Approval of Draft Minutes of March 7, 2016

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

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

No: 0

Abstain: 1 - Board Member Torres

PUBLIC HEARINGS/GENERAL BUSINESS

2 [16-0354](#) Discussion of National Library Week Activities

Director Bojorquez noted that Sunday, April 10 through Saturday, April 16 is National Library Week and provided an overview of the week's activities. A Special Order of the Day is scheduled for the Tuesday, April 5 Council meeting. Throughout the week the Library will host events that celebrate the Library as well as conduct outreach around the community to increase the visibility of library services offered to our citizens.

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

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Board Member Bremond inquired if services such as a coffee shop would be part of a new library. Chair Shanmugasundaram mentioned that request has come up. Director Bojorquez mentioned the Board will be reviewing the Library's Public Conduct Policy in the near future which includes food and beverages in the Library.

Board Member Isaak mentioned that the Sunnyvale Library Foundation Group is accepting new members.

-Staff Comments

Director Bojorquez noted the following:

- At their March 15 meeting, Council approved the Use Permit for Stratford School and the Environmental Impact Report. A brief overview of upcoming steps was provided.

- In its March 15, 2016 issue, the Library Journal honored Sunnyvale Librarian Nancy Andrus because through the successful Make-HER program, she is helping to level the STEM (Science, Technology, Engineering and Math) playing field by creating an environment in which girls can thrive, feel empowered, and be inspired to pursue science, technology, engineering, and math. To extend the reach of the program beyond the library, Nancy created the Make-HER site, which has received national attention and over 17,000 views from 41 countries. Created through a Pacific Library Partnership grant, the Make-HER program continues with support from the Friends of the Sunnyvale Library.

- Congratulations to our very own Bob Balmanno, who became a local celebrity when he made it into the latest issue of the Sunnyvale Sun. The third book to his "The Blessing of Gaia" series, "Embers of Earth", was published in November of last year. Bob works in the Circulation work group, serving Library patrons at the Customer Service desk and coordinating the delivery of books to homebound Sunnyvale residents.

- The Special Outreach Service program which delivers library materials to Sunnyvale residents unable to travel to the Library due to age or physical disability has changed its name to Homebound Delivery Program.

- Supervising Librarian Liz Hickok is currently on leave awaiting the arrival of her first child. The temporary vacancy provided an opportunity for interested internal staff to interview for the out of class assignment. Librarian Rachel Schmidt, accepted the assignment to cover the Supervising Librarian position in Technical Services while Liz is out of the office. Rachel began her new assignment in Tech Services on March 25. In addition to her experience with the 3D Printing grant funded project, Computer Basics programs for patrons, Tech Center volunteers, Tech Ninja staff training, and Coding Camp for kids, Rachel brings a user-centered focus to her coverage in Tech Services as the group continues to deliver materials and digital services to the public as efficiently as possible.

- Calpers requires employees in casual classifications be paid at a rate that is within the pay range for the performance and work functions of the equivalent regular classification. There are four casual Library classifications with pay rates that must be updated to comply with this Calpers requirement. The four classifications include Casual Librarian and Casual Library Specialist I, II, and III. Council will consider amending the salary table at their Tuesday, April 5, 2016 meeting.
- On March 15, 2016, Council authorized the issuance of a purchase order for the purchase of six self-checkout machines, a security gate and related software and hardware for the Sunnyvale Public Library. The self-checkout machines have reached the end of their useful life and maintenance and technical support for both systems will end on June 30, 2016. Library staff conducted extensive research to identify requirements for a replacement system. While the existing system has served library customers well, it is not fully compliant with current Payment Card Industry (PCI) requirements that credit card readers be enabled with EMV (Europay, Mastercard and Visa), the new chip reader technology. The new system will be PCI compliant and provide chip & pin as well as contactless payment options for fines and fees at the self-checkout machines.
- Five library staff members will attend a three-day training May 23-25 in Sacramento from the Harwood Institute of Public Innovation. This intensive training provides an opportunity to help libraries strengthen their role as agents of positive change in the community. The Harwood Public Innovators Lab for Libraries is based on Harwood's "Turning Outwards" approach, which emphasizes making the community the reference point for getting things done. The Library will be expected to create an action plan for using Harwood's Turning Outwards approach in our community and participate in a series of webinars and coaching calls following the event. Through a competitive grant process, the Library was awarded funding from the California State Library to offset the cost of training, travel and meal costs.
- The Library will soon receive two Early Literacy Stations after being selected through a competitive grant process from the California State Library. These computer stations are designed specifically for our youngest patrons, ages 2 through 8 years old and feature over 4,000 learning activities. The fun, interactive and engaging content includes math, science, reading, music and more. The Library has two stations already and small children are willing to be on a waiting list to get their turn. These additional computer stations will be much appreciated by parents and their kids!
- The 27th Annual Storytelling Festival is scheduled for Saturday, April 9, 2 to 4 p.m., in the Library Program Room. The festival will showcase stories from many lands told by a variety of storytellers.
- The Friends of the Sunnyvale Public Library held a successful book sale on Saturday, March 19 and Sunday, March 20. They raised \$4,400 for the Library.

- State of the City is scheduled for 11 a.m. on Saturday, July 9 at the City Hall Complex. Tentative plans include closing Olive Avenue, food trucks, interactive activities and tours of City Hall buildings.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 7:25 p.m.