



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, November 6, 2017

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 6:59 p.m.

ROLL CALL

Present: 4 - Chair Carey Wingyin Lai
Vice Chair Daniel Bremond
Board Member Mason Fong
Board Member Mark Isaak
Absent: 1 - Board Member Tina Hwang

Board Member Hwang (excused absence)
Council Liaison Smith (absent)

PRESENTATION

[17-1009](#) PRESENTATION - Library Usage Trends

Administrative Librarian Steve Sloan provided the Board with a brief presentation on Sunnyvale's library usage trends over the past ten years.

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

[17-1046](#) PRESENTATION - FY 2018/19 Library Fee Schedule

Administrative Librarian Steve Sloan provided the Board with a brief presentation on Sunnyvale's library fee schedule.

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

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

- 1 [17-0905](#) Approve the Board of Library Trustees Meeting Minutes of October 2, 2017

Vice Chair Bremond 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 Bremond
 Board Member Fong
 Board Member Isaak

No: 0

Absent: 1 - Board Member Hwang

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [17-0906](#) Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials

Chair Lai provided the Board with an opportunity to review the 2017 Code of Ethics and Conduct for Elected and Appointed Officials.

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

Vice Chair Bremond moved, and Board Member Fong seconded, approval of the 2017 Code of Ethics and Conduct for Elected and Appointed Officials as presented.

The motion carried by the following vote:

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

No: 0

Absent: 1 - Board Member Hwang

- 3 [17-0981](#) Discontinuation of Patent and Trademark Resource Center Services at the Sunnyvale Public Library

Chair Lai inquired if Board Members had questions for staff regarding report 17-0981: Discontinuation of Patent and Trademark Resource Center Services at the Sunnyvale Public Library. Vice Chair Bremond stated his support of discontinuing the service due to the decline in demand and to provide staff an opportunity to re-purpose the 300-square foot area currently dedicated to patent service.

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

Vice Chair Bremond moved, and Board Member Isaak seconded, to recommend to Council Alternative 1: Discontinue Patent and Trademark Resource Center services at the Sunnyvale Public Library. The motion carried by the following vote:

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

No: 0

Absent: 1 - Board Member Hwang

4 [17-0987](#) Preliminary Discussion of 2018 Master Work Plan Calendar

Chair Lai provided the Board with an opportunity to review and revise the draft 2018 Work Plan Calendar. There were no recommendations for additions or revisions to the work plan calendar.

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

Board Member Isaak moved, and Vice Chair Bremond seconded, approval of 2018 Work Plan Calendar as presented. The motion carried by the following vote:

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

No: 0

Absent: 1 - Board Member Hwang

5 [17-1061](#) Request to Designate a Representative of the Board of Library

Trustees to Provide an Overview on the Role of the Board and
a Summary of Major Library Projects to the Sunnyvale
Democratic Club on November 18, 2017

Chair Lai requested Board Members share their thoughts regarding a Board Member providing a presentation to the Sunnyvale Democratic Club on Saturday, November 18. Board Members expressed their support in having a representative provide an overview on the role of the Board to the group. Vice Chair Bremond volunteered to represent the Board.

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

Board Member Isaak moved, and Board Member Fong seconded, to appoint Vice Chair Bremond to serve as the representative of the Board of Library Trustees at the Sunnyvale Democratic Club meeting on November 18. The motion carried by the following vote:

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

No: 0

Absent: 1 - Board Member Hwang

6 [17-1062](#) Discussion and Action on Scope of Presentation to the
Sunnyvale Democratic Club

Board Members shared key projects and items which should be presented to the Sunnyvale Democratic Club. Items included: Civic Center Modernization Plan in relation to Library; Branch Library; Bylaws; library statistics and Friends of the Library. Vice Chair Bremond will work with Library staff to acquire necessary information.

Chair Lai opened the public hearing

Sunnyvale Democratic Club President Mike Serrone thanked the Board for appointing a representative to attend and present at the November 18 Sunnyvale Democratic Club meeting.

There being no additional public testimonies, Chair Lai closed the public hearing.

Board Member Fong moved, and Board Member Isaak seconded, that the Board presentation include an overview of the Branch Library and Civic Center Modernization Plan (in relation to Library). In addition, a handout providing information on the Board's bylaws, Sunnyvale library statistics and Friends of the Library will be made available for distribution to the group. The motion carried by the following vote:

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

No: 0

Absent: 1 - Board Member Hwang

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Vice Chair Bremond provided the Board with a brief update on the Library's Art on the Cart Contest.

-Staff Comments

Administrative Librarian Steve Sloan noted the following:

- Learning Express Toys will host an in-store, fundraiser benefiting the Sunnyvale Public Library on Friday, November 17 through Sunday, November 19. Learning Express Toys will donate 10% of all sales during the event to the Friends of the Sunnyvale Public Library.
- The Library will be closed on Friday, November 10 to allow staff to participate in the annual Library and Community Services Staff Development Day. The day is focused on a full day of learning, building strong connections amongst staff and positioning the department for success in 2018. The day will include guest speaker Ed Solis discussing "Placemaking: The Art of Reimagining Public Space".

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting adjourned at 8:14 p.m.