



# City of Sunnyvale

## Meeting Minutes - Revised Board of Library Trustees

---

Monday, November 12, 2018

7:00 PM

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

---

### Special Meeting

#### **CALL TO ORDER**

The meeting was called to order at 7:00 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

Commissioner Hwang (arrived at 7:08 p.m.)  
Council Liaison Klein (present)

#### **PRESENTATION**

##### [18-0704](#) PRESENTATION - Civic Center Modernization Project Update

City Manager Kent Steffens provided the Board with an update on the Civic Center Modernization Project. At their September 25 meeting, City Council approved the final Environmental Impact Report and Civic Center Master Plan. An architectural model is currently on display in the City Hall lobby and negotiations for design consulting services for phase one is underway. Site plan for phase one includes:

- a new four-level City Hall which consolidates four existing buildings into one building
- a new addition to the Public Safety Building which includes two-levels with the second level devoted to the City's Emergency Operations Center

City Manager Steffens also provided an overview of the approximate project schedule for phase one which includes presenting to City Council a contract award

for design services in December 2018. The design, bid and construction of City Hall would begin tentatively in 2020/2021 with construction completed by the end of 2022.

Board Members inquired if phase one includes construction of a new main library. City Manager Steffens indicated that phase one does not include a new main library and that City Council has not approved additional phases. He also provided the Board with an overview of the 2007 Library Bond Measure results.

### **ORAL COMMUNICATIONS**

None.

### **CONSENT CALENDAR**

- 1      [18-0944](#)      Approve the Board of Library Trustees Meeting Minutes of October 1, 2018

Vice Chair Lai moved, and Board Member Isaak seconded, to approve the Board of Library Trustees Minutes of October 1, 2018 as submitted. The motion carried by the following vote with Board Member Bremond abstaining due to his absence from the October 1 meeting:

**Yes:** 4 -    Chair Fong  
                 Vice Chair Lai  
                 Board Member Hwang  
                 Board Member Isaak

**No:** 0

**Abstain:** 1 -    Board Member Bremond

### **PUBLIC HEARINGS/GENERAL BUSINESS**

- 2      [18-0945](#)      Approve 2019 Master Work Plan

Director Cynthia Bojorquez provided the Board with an overview of the revised 2019 work plan calendar. Board Member Bremond moved, and Board Member Hwang seconded, to approve the 2019 Master Work Plan as submitted. The motion carried by the following vote:

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

**No:** 0

**3**      [18-0946](#)      Review of Library Usage Trends

Director Bojorquez provided the Board with a brief overview of circulation and visitor count of libraries in Santa Clara County over the past ten years. She highlighted library usage trends:

- Visitors are at their lowest mark in more than a decade. Staff is conducting more programs offsite, and this is part of the decrease, but the other significant aspect is that visitor trends tend to track with unemployment, and Silicon Valley is at a historically low unemployment rate.
- Media (Music CDs, Audiobooks, DVDs) is in decline, likely due to the increasing availability of broadband and low cost streaming services.
- Preschool Program Attendance continues to grow with a 332% increase in attendance over the past 10 years.
- Digital Circulation (eBooks, digital downloads) as percentage of total circulation is at an all-time high.

An overview of Sunnyvale's Community Condition Indicators was also provided.

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

**4**      [18-0947](#)      Discussion and Action on Proposed Study Issues: 1) Library Fine Forgiveness and Alternative Revenue Sources and 2) Options and Benefits of Establishing a Library Foundation

Director Bojorquez commented that at their October 1 meeting, the Board identified two potential Study Issues to be discussed at the November meeting. The items included: 1) Library Fine Forgiveness and Alternative Revenue Sources and 2) Options and Benefits of Establishing a Library Foundation. She also provided the Board with an overview of the Study Issue process.

Discussion ensued regarding a library fine forgiveness program and whether such a

program may be accomplished via an administrative policy.

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

Board Member Isaak moved, and Vice Chair Lai seconded, to drop potential Study Issue 1) Library Fine Forgiveness and Alternative Revenue Sources in lieu of a staff report to the Board. The motion carried by the following vote:

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

**No:** 0

Discussion ensued regarding a potential Study Issue related to Options and Benefits of Establishing a Library Foundation. Board Member Bremond commented that a few years ago, the Board proposed a Library Dedication Fund Study Issue and that the Study Issue was dropped by Council. Further discussion ensued regarding the purpose and role of a foundation.

Board Member Bremond moved to drop the potential Study Issue. Motion failed due to second.

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

Vice Chair Lai moved, and Board Member Hwang seconded, to propose Study Issue: Options and Benefits of Establishing a Library Foundation. The motion carried by the following vote:

**Yes:** 4 - Chair Fong  
Vice Chair Lai  
Board Member Hwang  
Board Member Isaak

**No:** 1 - Board Member Bremond

Chair Fong requested a volunteer to work with staff in the development of the scope of the Study Issue. Board Member Isaak volunteered.

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

Board Member Isaak provided an overview of the Silicon Valley Library System advocacy event "We Are Stronger Together" which highlighted the importance of hosting library programs geared towards decision makers.

Director Bojorquez reminded the Board that Study Issues are meant to assist Council with policy related issues.

No potential Study Issues were presented at this time.

### **NON-AGENDA ITEMS & COMMENTS**

#### **-Board Member Comments**

Vice Chair Lai commented she attended the Silicon Valley Library System "We Are Stronger Together" event and inquired if Board Members may be issued business cards so they may share with fellow colleagues.

Council Liaison Klein informed the Board that it is against City Policy to issue official business cards to Commissioners/Board Members.

Chair Fong commented that should election results certify his appointment to serve on City Council; he will need to resign from the Board.

#### **-Staff Comments**

Director Bojorquez informed the Board of the following:

- The Pacific Library Partnership recently awarded the Sunnyvale Public Library \$13,050 for an early literacy project proposal called Mighty Beginnings: Early Literacy Resources for Every Parent and Child. Mighty Beginnings will include kits in both English and Spanish which parents can use to help nurture a lifelong love of reading and learning in their children. There will be free monthly meet-ups for parents/guardians and children ages 0 to 2 years old to engage and learn from each other.
- Chaunacey Dunklee has been appointed to the Supervising Librarian for Adult Services position effective November 12, 2018. Chaunacey comes to Sunnyvale from San José Public Library. At San José Public Library, she served as Acting Division Manager at San José Public Library, overseeing seven branch libraries and

three system-wide units.

- The Library and Community Services Department will have two staff departures during the month of November. Bryant Bao, Adult Services Librarian, has accepted a position with Santa Clara County Library as the Supervising Librarian at the Woodland Branch Library. Alisha Rodrigues, Community Services Coordinator II, has accepted a position with Staffing Industry Analysts as Conference and Events Manager.

-Due to the amount of Library vacancies in Adult Services and Children's Services, Lynette York (circulation), Kristen-Marie Williams (circulation) and Amanda Fletcher (cataloging & processing) have been selected to serve in an out of class assignment as interim Librarian in Children's.

- The Friends of the Library Book Sale is scheduled for Saturday, November 17, 10 a.m. to 3 p.m. and Sunday, November 18, noon to 3 p.m. in the Library Program Room.

### **ADJOURNMENT**

The meeting was adjourned at 8:59 p.m.