



City of Sunnyvale

Meeting Minutes - Final

Board of Library Trustees

Monday, October 1, 2018

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

Board Member Bremond (excused)
Council Liaison Klein (present)

PRESENTATION

[18-0031](#) PRESENTATION - Study Issues Process

Director Bojorquez provided the Board with an overview of the City's Study Issues Process. The process is designed to assist Council with setting policy study priorities for the coming calendar year. It allows staff to balance the work required to thoroughly study an issue with the work required to deliver ongoing City services. Study Issues may be proposed by members of the public; Boards and Commissions; City staff and City Council. Director Bojorquez provided an overview on the process for Board and Commission-sponsored Study Issues.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1a [18-0581](#) Approve the Board of Library Trustees Meeting Minutes of

August 6, 2018

Board Member Isaak moved, and Vice Chair Lai seconded, to approve the Board of Library Trustees Minutes of August 6, 2018 as submitted. The motion carried by the following vote:

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

No: 0

Absent: 1 - Board Member Bremond

PUBLIC HEARINGS/GENERAL BUSINESS

2 [18-0760](#) Preliminary Discussion of 2019 Master Work Plan

Director Bojorquez provided the Board with an opportunity to review and revise the draft 2019 Work Plan Calendar. Board Members recommended items to be added on the 2019 Work Plan Calendar:

February: Cold Weather Shelter; Community Services Partnership

March: Library Improvements

May: Multi-lingual Services; Census Information

August: Technology

October: Preliminary Discussion of Study Issues

There were no further recommendations for additions or revisions to the work plan calendar.

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

3 [18-0761](#) Update on Lakewood Branch Library and Learning Center Project

Director Bojorquez provided the Board with an update on the Lakewood Branch Library and Learning Center Project. Staff continues to work on the Memorandum of Understanding (MOU) between the City, Sunnyvale School District and Fremont Union High School District. The MOU will be presented to Council in January 2019. Director Bojorquez acknowledged and thanked the Friends of the Sunnyvale Library for their contribution and support towards the project.

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

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

Chair Fong proposed two Study Issues for discussion at the November Board meeting:

1. Library Fine Forgiveness and Alternative Revenue Sources
2. Options and Benefits of Establishing a Library Foundation

No additional items were proposed.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Board Member Isaak noted that individuals wishing to receive minutes of the Friends of the Sunnyvale Library meetings may request to be added to the distribution group via email to Mark Isaak.

-Staff Comments

Director Bojorquez informed the Board of the following:

- The Pacific Library Partnership (PLP) "We Are Stronger Together" networking event is scheduled from 3:30 to 8:30 p.m. on Friday, November 9 at the Santa Clara Convention Center, Great America Room 2. The deadline for registration for this event is November 5.
- On Thursday, September 27, Library staff participated in the Sunnyvale Technology Business Expo. Staff issued Library cards, distributed information and the B.I.K.E. made an appearance.
- The Library is proud to host a special exhibit entitled, "The Blue Tarp Project" by Virginia Becker. The exhibit features a variety of portraits and posters intended to break down often incorrect stereotypes and damaging negativity about homelessness. By providing facts and personal portraits of individuals experiencing homelessness, the project seeks to create new understanding and empathy toward the enormous and diversified population of homeless men and women in our community. The exhibit is on display in the Technology area of the Library.
- New Library banners can now be seen on light poles along El Camino Real, Mathilda Avenue, and in the Library parking lot which feature the words "Discover", "Connect", "Explore", and "Imagine", and the Library website address. The 94 banners along El Camino and Mathilda Avenue will remain on the light poles

through May 2019, and the 40 banners in the Library parking lot will remain up indefinitely.

- On Monday, Oct. 8, staff will 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 2019.

- Christine Mendoza, Supervising Librarian for Adult Services, has retired after 25 years of service. Sue Kaplan, Supervising Librarian, will manage both Adult and Children's Services as of October 1 until a replacement is appointed. Hiring interviews for the Adult Services manager are tentatively scheduled for the week of October 15.

- Jane Carr has been appointed the Supervising Librarian for Technical Services position effective October 1, 2018. Jane comes to us from Lake Oswego Public Library. At Lake Oswego Public Library, Jane led the Reference, Technical Services, and Adult Services units, managing a staff of 15. She was also the IT liaison, introducing Wifi, 3D printing, RFID, process improvements based on LEAN principles, and a host of other service enhancements.

- There will be some service impacts at the Library beginning Friday, Oct. 26 at 6:10 p.m. through Monday, Oct. 29 at 6 a.m. due to a planned data center migration. During the migration, systems that will not be operational at the Library include self-check, automated return, and automated telephone renewal systems. Staff will still be able to assist with reference, accounts, checkouts and check-ins; however, there may be delays during this time. Systems that are expected to remain available include Wifi, Technology Center PCs, and Library Catalog search PCs. The Library website and catalog will also remain available.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 8:04 p.m.