

**City of Gilroy
Library Commission Regular Meeting Minutes
Wednesday, February 12, 2025 | 7:00 PM**

1. CALL TO ORDER

Meeting was called to order at 7:11 p.m. by Commissioner Coverson-Baxter.

2. INTRODUCTION

Commissioner Lowry introduced herself. She prefers to be called Kasandra, not Valerie.

3. ROLL CALL

| Attendance | Attendee Name |
|-------------------|--|
| Present | Victoria Coverson-Baxter, Commissioner Saied Nooshabadi, Commissioner Kasandra Lowry, Commissioner |
| Absent | None |

4. SECRETARY'S REPORT

The meeting agenda was posted on February 7, 2025.

5. APPROVAL OF MINUTES

4.1. Wednesday, November 13, 2024

RESULT: Pass

MOVER: Saeid Nooshabadi, Commissioner

SECONDER Kasandra Lowry, Commissioner

AYES: Commissioner Coverson-Baxter, Commissioner Nooshabadi, Commissioner Lowry

6. APPROVAL OF AGENDA

RESULT: Pass

MOVER: Saeid Nooshabadi, Commissioner

SECONDER Kasandra Lowry, Commissioner

AYES: Commissioner Coverson-Baxter, Commissioner Nooshabadi, Commissioner Lowry

7. LIBRARY STAFF RECOGNITION

Community Librarian Wong introduced Passport Services Clerk Daniel Nguyen.

8. NEW BUSINESS

8.1. Selection of Chair and Vice-Chair of Library Commission

Commissioner Nooshabadi motioned for previous Chair Coverson-Baxter to serve another term as chair. She accepted. Commissioner Lowry seconded. Motion passed 3-0-0.

RESULT: Pass

MOVER: Saeid Nooshabadi, Commissioner

SECONDER Kasandra Lowry, Commissioner

AYES: Commissioner Coverson-Baxter, Commissioner Nooshabadi, Commissioner Lowry

Lowry motioned for previous Vice Chair Nooshabadi to serve another term as vice chair. He accepted. Coverson-Baxter seconded. Motion pass 3-0-0.

RESULT: Pass

MOVER: Kasandra Lowry, Commissioner

SECONDER Commissioner Coverson-Baxter

AYES: Commissioner Coverson-Baxter, Commissioner Nooshabadi, Commissioner Lowry

8.2. **City of Gilroy 's Fiscal Year 2026 and 2027 Budget Development**

Staff liaison Henig presented the staff report. The commissioners wanted to request funding again for training related to the library commission such as attending the annual California Library Association conference or the American Library Association conference. Since it costs approximately \$2,200 to send a commissioner to a conference (based on this past summer's participation), the commissioners recommended that that amount of funding allocated for the next two years should be increased to \$2,500 per commissioner per fiscal year and for up to three commissioners, totaling \$7,500 per fiscal year, for a total amount of \$15,000.

Other budget input ideas included an art installation and funding for promoting the library commission. Since there was no finite funding amount for either of these items, Henig recommended that it would be more appropriately discussed during the future work plan items.

RESULT: Pass

MOVER: Saeid Nooshabadi, Commissioner

SECONDER Kasandra Lowry, Commissioner

AYES: Commissioner Coverson-Baxter, Commissioner Nooshabadi, Commissioner Lowry

8.3. **Library Commission Workplan for Fiscal Years 2026 and 2027**

Henig presented the staff report. Staff recommendation was to adopt the current work plan for the next two years with an option to add one or two items that the commission would be able to complete within their allocated time. There were two additional items proposed:

- Study of a community art installation or display at the Gilroy library. Commissioners will gather information about what other city libraries have done in developing an art installation and report back. (Nooshabadi)
- Represent the Library Commission at Library functions and programs such as storytime and/or staff appreciation days. (Lowry)

The Commission also plans to rollover its current work plan with two modifications:

- Remove specific dates and location from the “Participate in the annual California Library Association or American Library Association conference.”
- For “Promote the commission’s purpose and...” add the following verbiage at the end: “and inform community of Library Commission’s presence and visibility.”

RESULT: Pass

MOVER: Kasandra Lowry, Commissioner

SECONDER Saeid Nooshabadi, Commissioner

AYES: Commissioner Coverson-Baxter, Commissioner Nooshabadi, Commissioner Lowry

9. **UNFINISHED BUSINESS**

9.1. **List of Events organized by the Gilroy Library**

Wong reviewed upcoming events and programs at the library with the Commission.

10. **LIBRARY REPORTS**

10.1. **County Library report for December 2024, January 2025, and February 2025**

County Librarian Jennifer Weeks presented her report that was included in the commission meeting packet.

10.2. **Gilroy Library Report**

Gilroy Community Librarian Cassandra Wong presented her report that was included in the commission meeting packet.

11. **STAFF/COMMISSION COMMENTS**

None.

12. **FUTURE AGENDA ITEMS**

None.

10. **ADJOURNMENT**

Meeting adjourned at 8:38 p.m.

Adam Henig, Recreation Division
Recording Secretary