

City of Gilroy
Library Commission Regular Meeting Minutes
Wednesday, August 14, 2024 | 7:00 PM

1. **CALL TO ORDER**

Chair Coverson-Baxter called the meeting to order at 7:11 pm.

2.

Attendance	Attendee Name
Present	Victoria Coverson-Baxter, Chair Saied Nooshabadi, Vice Chair Gabriela Kim, Commissioner
Absent	None

3. **SECRETARY'S REPORT**

The meeting agenda was posted online and in the City Hall kiosk on Friday, August 9, 2024.

4. **APPROVAL OF MINUTES**

4.1. **Wednesday, May 8, 2024.**

RESULT: Pass

MOVER: Gabriela Kim, Commissioner

SECONDER Saeid Nooshabadi, Commissioner

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

5. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Gabriela Kim, Commissioner

SECONDER Saeid Nooshabadi, Commissioner

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

6. **LIBRARY STAFF RECOGNITION**

The Commission and County Library acknowledge the recognition of Juan Guzman for his hard work and dedication to the Gilroy library. His contributions to the library have not gone unnoticed, and it is well-deserved recognition.

7. **UNFINISHED BUSINESS**

7.1. **Review Library Commission Workplan for Fiscal Years 2024 and 2025.**

1. Staff Report: Vince Bautista, Jr., Recreation Coordinator

2. Public Comment

3. Possible Action: Review and comment on Library Commission Workplan for Fiscal Years 2024 and 2025.

Staff liaison Bautista reviewed the current work plan with the Commission and provided updates which are noted below:

- **Training/Conference:** Chair Coverson-Baxter attended the ALA conference in San Diego. She made a presentation to the commission regarding sessions she attended at the conference and highlighted key takeaways. She had a valuable and enjoyable experience and highly

recommends that the Commission consider sending someone else to a future conference. The conference featured a wide range of sessions and workshops, with over 20,000 attendees. While at the conference, Chair Baxter visited with authors; attended sessions on diversity, leadership, fostering community ties, outreach, and engagement; and networked with other library boards and commissioners.

- **Commission Interviews:** The Library Commission has received one application to date. Since the application was submitted in March but the interview will not be until November or December, staff will check to see if the applicant is still interested and report back.
- **Capital Improvements:** This item was a separate agenda item.

7.2. **Review of Proposed Conceptual Plan of Improvements to the Library Facilities Utilizing Unspent Library Bond Proceeds.**

1. Staff Report: Harjot Sangha, Finance Director
2. Public Comment
3. Possible Action: Review and comment on the conceptual proposal. Also, recommend that City Council add the project to the City's Capital Improvement Program (CIP) to utilize the unspent library bond proceeds.

Finance Director Harjot Sangha requested this item be heard prior to Item 7.1. Sangha made opening remarks to include background of the current library facility's construction, the financing, and the remaining unspent bond proceeds. Subsequently, County Librarian Jennifer Weeks and Katia McClain, an Architect hired by the County library to prepare conceptual feasibility study, presented conceptual designs of the library improvements to the Commission, which was included in the meeting packet. Santa Clara County Librarian Jennifer Weeks also provided input. They provided an overview of the project's scope and timeline. Due to the restriction of the bond, the project's focus will be limited to rehabilitating the existing facility.

The Commission provided input and voted unanimously to recommend City Council add the project to the City's Capital Improvement Program (CIP) to utilize unspent library bond proceeds. Approximately, \$5.4 million of the bond proceeds remain unspent.

8. **LIBRARY REPORTS**

8.1 **County Library Report for June 2024, July 2024, and August 2024.**

1. Staff Report: Jennifer Weeks, Santa Clara County Librarian
2. Public Comment
3. Possible Action: Review and comment on Santa Clara County Library report.

Santa Clara County Librarian Jennifer Weeks presented her report that included the following:

- Drawing for Kids Bop tickets for September 22nd show.
- Student support services- School is back.
- Partnership with the district to ensure every child has library access.
- Homework assistance for Kinder-6th grade.

- Volunteers on-site to assist students.
- Adult learners: ESL classes
- Reading program for adults' literacy
- New Literacy Center called "the nest" in Campbell.

8.2 **Gilroy Library Report**

1. Staff Report: Cassandra Wong, Gilroy Librarian
2. Public Comment
3. Possible Action: Receive and comment on Gilroy Library report.

County Librarian for the Gilroy Library, Casandra Wong, shared the following from her report:

- New Passport services at the Library in English/Spanish.
- Summer Lunch in the Library program.
- Youth events such as a magician show, arts and crafts activities and teen paint night.
- Data on borrowing materials and program attendance, which have returned to pre-pandemic levels.
- Trends: The latest library trends (e.g., Vietnamese bilingual story time). "Lunch in the Library" program served over 1600 meals
- Upcoming projects and events such as Story Walk, City Connections and Partnerships and Digital Inclusion and Equity.

9. **STAFF COMMENTS**

Staff Bautista reminded the Commission that the next meeting is confirmed for Wednesday, November 13, 2024. Also, staff will confirm a date for the Library Commission's annual presentation to City Council.

10. **FUTURE AGENDA ITEMS**

Chair Coverson-Baxter has expressed interest in hosting a meet and greet for current library commissioners. To facilitate this, further planning will be necessary. Chair also requested that an item be brought back to the Commission's regarding its Purpose and Mission and adding it to the Agenda as a statement.

11. **ADJOURNMENT**

Chair Coverson-Baxter adjourned the meeting at 8:27 pm.

VB
 Vince Bautista, Jr., Recreation Division
 Recording Secretary