

City of Gilroy
Library Commission Regular Meeting Minutes
Wednesday, November 13, 2024 | 7:00 PM

1. **CALL TO ORDER**

Chair Coverson-Baxter called the meeting to order at 7:07 pm.

2. **ROLL CALL**

Attendance	Attendee Name	Present	Victoria Coverson-Baxter, Commissioner
	Gabriela Kim, Commissioner		
	Saeid Nooshabadi, Commissioner	Absent	Sumana Reddy, Commissioner
	Katherine Robinson, Commissioner		

3. **SECRETARY'S REPORT**

The meeting agenda was posted online and in the City Hall kiosk on Friday, November 8, 2024.

4. **APPROVAL OF MINUTES**

4.1. **Wednesday, August 14, 2024**

RESULT: Pass

MOVER: Gabriela Kim, Commissioner

SECONDER Saeid Nooshabadi, Commissioner

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

ABSENT: Commissioner Reddy, Commissioner Robinson

5. **APPROVAL OF AGENDA**

RESULT: Pass

MOVER: Gabriela Kim, Commissioner

SECONDER Saeid Nooshabadi, Commissioner

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

ABSENT: Commissioner Reddy, Commissioner Robinson

6. **LIBRARY STAFF RECOGNITION**

The Commission and County Library expressed their sincere appreciation for Rosa Hughes who joined the Gilroy Library team as the new Childrens Librarian. Rosa has a diverse cultural background that encompasses proficiency in multiple languages, including Spanish, Italian, and various elements of the Korean language. Rosa will continue to make an immediate impact by enhancing the Gilroy library's services and resources.

7. **UNFINISHED BUSINESS**

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

Staff liaison Bautista provided an update on the current work plan following discussions with the Commission. The review of these discussions are noted below:

- **Promotion of Library Commission:** The City Clerk's office has received three applications to be on the Commission. The terms of two positions, currently held by Chair Coverson-Baxter and Commissioner Kim, are set to expire on December 31, 2024. Their seats, along with the remaining vacancy, will have their positions filled through the application and interview process. The application deadline is December 6, 2024. Interviews will take place on January 6, 2025. Future appointments will be January 27, 2025. Chair Coverson-Baxter indicated that she has re-submitted an application for one of the positions.
- **Capital Improvements to the Gilroy Library:** On October 7, 2024: The City Council formally added the Library Bond Improvement Project to the City's CIP in FY25 and appropriated funds for the Design Phase. The Library Facility Improvements were guided by the recommendations of the Library Commission, which were presented to City Council in August. These recommendations were further discussed and considered at the October City Council meeting. Below are the tentative schedule/next steps:
 - November 2024: The County Library team and the Architect conduct additional community engagement on the proposed improvements.
 - December 2024: The County team finalizes the feasibility study and cost estimate.
 - February 2025: Issue RFP for the design phase.
 - April 2025: City Council awards design phase to Architectural Consultant.
 - May 2025: Consultant begins design (construction documents).
 - September 2025: Consultant completes design (construction documents).
 - October 2025: Present the Design to the Library Commission, City Council, and the Community.
 - December 2025: Finalize construction documents, solicit bids, and review bids.
 - February 2026: City Council awards construction contract.

The design phase is expected to be completed after 11 months. Once this phase is complete, staff will present the design to the Library Commission for their review and feedback.

Cassandra Wong introduced Katya and Marie, members of the consultant team, who presented their ideas for community outreach. The consultant team visited the Gilroy Library as part of programming efforts and had the opportunity to maximum community feedback during diverse activities with various age groups. The Community were given the opportunity to vote on their top priorities at the Gilroy Library. This initial phase of community feedback was centered around the following:

- Refreshed Teen Space
- Extended Children Program Room
- Flexible Maker Space

- Small Meeting Room

8. LIBRARY REPORTS

8.1. County Library report for September 2024, October 2024, and November 2024.

1. Staff Report:
2. Public Comment
3. Possible Action:

8.2. Gilroy Library Report

1. Staff Report:
2. Public Comment
3. Possible Action:

Gilroy Librarian Casandra Wong highlighted the following from her report:

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9. STAFF/COMMISSION COMMENTS

Chair Coverson-Baxter acknowledged Commissioner Kim for her hard work and valuable contributions to the Committee. As her term is set to expire in December 2024, we wish Commissioner Kim continued success and future prosperity in all her endeavors.

10. FUTURE AGENDA ITEMS

The Commission has expressed interest in adding the following items to the next meeting:

- A potential collaboration opportunity at a future special event.
- Status update on the Proposed Conceptual Plan of Improvements to the Library Facilities Utilizing Unspent Library Bond Proceeds.

11. ADJOURNMENT

Chair Coverson-Baxter adjourned the meeting at 8:19 p.m.

12. NEW BUSINESS

- 1 Discussion of developing a mission statement, and a potential meet and greet.
- 2 Approval of the 2025 Library Commission meeting schedule.

Adam Henig, Recreation Division
Recording Secretary