



# SARATOGA LIBRARY & COMMUNITY ENGAGEMENT COMMISSION SPECIAL MEETING

October 18, 2022

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## 5:00 P.M. SPECIAL MEETING

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### **Teleconference/Public Participation Information to Mitigate the Spread of COVID-19**

This meeting will be held entirely by teleconference. All members of the Commission and staff will only participate via the Zoom platform using the process described below. The meeting is being conducted pursuant to recent amendments to the teleconference rules required by the Ralph M. Brown Act allowing teleconferencing during a proclaimed state of emergency when local officials have recommended social distancing. The purpose of the amendments is to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

Members of the public can view and participate in the meeting with the following access information:

- Webinar URL: <https://us02web.zoom.us/j/85100649146>
- Webinar ID: 851 0064 9146
- Call In: 1.408.638.0968 or 1.669.900.6833

The public will not be able to participate in the meeting in person.

### **Written Communications**

Comments can be submitted in writing at [www.saratoga.ca.us/lc](http://www.saratoga.ca.us/lc). Written communications received prior the end of the comment period will be provided to the members of the Commission and included in the agenda packet and/or supplemental meeting materials.

### **Public Comment**

Members of the public may comment on any item for up to three (3) minutes. The amount of time for public comment may be reduced by the Chair or by action of the Commission.

## ROLL CALL

### ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS

Any member of the public may address the Commission on matters not on the agenda. The law generally prohibits the Commission from discussing or taking action on such items. The Commission may choose to place the topic on a future agenda.

### AGENDA ITEMS

1. Selection of Chair and Vice Chair

**Recommended Action:**

Select new Chair and Vice Chair to serve October 2022 through September 2023. The Chair and Vice Chair serve a term of 1 year. Each Commissioner may only serve as Chair or Vice Chair once during a term on the Commission.

[Memo](#)

2. Library & Community Engagement Commission Minutes

**Recommended Action:**

Review and approve the minutes from the August 8, 2022 Regular Meeting.

[Draft Minutes](#)

3. Saratoga Teen Advisory Board Report

**Recommended Action:**

Receive Saratoga Teen Advisory Board report.

4. Santa Clara County Library District Report

**Recommended Action:**

Receive Santa Clara County Library District report.

[Santa Clara County Library District Report](#)

5. Saratoga Community Library Report

**Recommended Action:**

Receive Saratoga Community Library report.

[Saratoga Community Library Report](#)

6. Friends of the Saratoga Libraries Report

**Recommended Action:**

Receive Friends of the Saratoga Libraries report.

[Friends of the Saratoga Libraries Report](#)

7. Library & Community Engagement Commission Chair Report

**Recommended Action:**

Receive Library & Community Engagement Commission Chair report.

8. City of Saratoga Report  
**Recommended Action:**  
Receive City of Saratoga report.  
[City of Saratoga Report](#)
9. Community News & Trends  
**Recommended Action:**  
Share news and trends within the community.
10. Celebrating Saratoga's Diversity Work Plan Item  
**Recommended Action:**  
Receive recommendation from subcommittee on implementation of Celebrating Saratoga's Diversity by working with Saratoga Library to launch an oral history project that celebrates the diversity of Saratoga by inviting people who live or work in Saratoga to record a short video at Saratoga Library about what brought them to Saratoga. The Commission may make a motion to proceed with the approach as recommended or as amended by the Commission.  
[Memo](#)
11. Good Neighbor Day Work Plan Item Update  
**Recommended Action:**  
Receive an update on the Good Neighbor Day work plan effort.  
[Memo](#)
12. Parent/Student Collaboration Work Plan Item Update  
**Recommended Action:**  
Receive an update on the Parent/Student Collaboration work plan effort.  
[Memo](#)
13. Subcommittee Assignments  
**Recommended Action:**  
Consider amending the Library & Community Engagement Commission subcommittee assignments to include new Commissioner Valerie Nygaard on Commission subcommittees.  
[Memo](#)
14. December Meeting Date  
**Recommended Action:**  
Consider whether to reschedule the December Regular Meeting, currently scheduled for December 12 at 7:00 p.m.

## **SUMMARIZE ACTION ITEMS**

## **AGENDA ITEMS FOR NEXT MEETING**

[Agenda Planner](#)

## **ADJOURNMENT**

### **CERTIFICATE OF POSTING OF THE AGENDA, DISTRIBUTION OF AGENDA PACKET, & COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT**

I, Crystal Bothelio, Assistant City Manager for the City of Saratoga, declare that the foregoing agenda for the meeting of the Library & Community Engagement Commission was posted and available for review on October 13, 2022 at the City of Saratoga, 13777 Fruitvale Avenue, Saratoga, California and on the City's website at [www.saratoga.ca.us](http://www.saratoga.ca.us)

Signed this 13<sup>th</sup> day of October 2022 at Saratoga, California.

Crystal Bothelio, Assistant City Manager

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Commission by City staff in connection with this agenda, copies of materials distributed to the Commission concurrently with the posting of the agenda, and materials distributed to the Commission by staff after the posting of the agenda are available on the City website at [www.saratoga.ca.us](http://www.saratoga.ca.us) and are available for review in the office of the City Clerk at 13777 Fruitvale Avenue, Saratoga, California.

In compliance with the Americans with Disabilities Act and the Governor's Executive Order, if you need assistance to participate in this meeting, please contact the City Clerk at [bavrit@saratoga.ca.us](mailto:bavrit@saratoga.ca.us) or calling 408.868.1216 as soon as possible before the meeting. The City will use its best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety.

[28 CFR 35.102-35.104 ADA title II]