

**MINUTES  
SARATOGA LIBRARY &  
COMMUNITY ENGAGEMENT COMMISSION  
REGULAR MEETING  
FEBRUARY 13, 2023**

**CALL TO ORDER**

Chair Victoria Zhang called the meeting to order at 7:02 p.m.

**ROLL CALL**

Present: Chair Victoria Zhang, Vice Chair Cristina Meiser, Commissioners Robert Gulino, Eric Lewis, Valerie Nygaard  
Absent: None  
Also Present: Jennifer Weeks, Saralyn Otter, David Guidry, Manlin Zhang, James Lindsay, Crystal Bothelio

**ORAL COMMUNICATIONS ON NON-AGENDIZED ITEMS**

None

**AGENDA ITEMS**

1. Library & Community Engagement Commission Minutes

**Recommended Action:**

Review and approve the minutes from the December 5, 2022 Regular Meeting.

GULINO/ZHANG MOVED TO **APPROVE THE MINUTES FROM THE DECEMBER 5, 2022 REGULAR MEETING**. MOTION PASSED. AYES: GULINO, LEWIS, MEISER, NYGAARD, ZHANG. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

2. Saratoga Teen Advisory Board Report

**Recommended Action:**

Receive Saratoga Teen Advisory Board report.

Manlin Zhang, Teen Advisory Board Co-President, shared that the Board has seen increasing attendance at events. Upcoming events include SED Talks, a collaboration with the Youth Commission. The two groups are working on securing speakers for the event. The intended audience is high school students and attendance is estimated at 50 people.

The Commission provided suggestions on speakers based on the theme of the event.

3. Santa Clara County Library District Report

**Recommended Action:**

Receive Santa Clara County Library District report.

Jennifer Weeks, Santa Clara County Librarian, provided an overview of the District's Friends and Commissioners forum held in February. She reminded the Commission that Overdrive is being retired and patrons can now use the Libby app to enjoy electronic books and audio books. The District is holding kinder readiness programs in multiple languages. During the month of February, the District will be sharing more about the strategic plan. Jennifer provided

additional information about how this will be implemented and how the larger community will be invited to participate in the strategic planning effort.

4. Saratoga Community Library Report

**Recommended Action:**

Receive Saratoga Community Library report.

Saralyn Otter, Acting Community Librarian, noted that Saratoga Library is working on developing 3 strategic goals, including circulating hotspots, patron feedback on programming, and senior programs and partnership.

David Guidry, Friends of the Saratoga Libraries Presidents, shared insights from his experience as a High School District Trustee in distributing hotspots.

Saralyn Otter, Acting Community Librarian, provided information on recent programs, including participation levels, Silicon Valley Reads, Lunar New Year celebrations, in-person homework help, Family Bingo, story time, art exhibits, and a history of Saratoga blacksmiths exhibit. Upcoming programs include a story time hosted by Santa Clara County Supervisor Joe Simitian, a display of gourd art by artist Christy Tsai, and the addition of the Everbright interactive light wall in the Saratoga Library lobby.

The Commission discussed the tutors who support in-person homework help at the library and options for online tutoring.

5. Friends of the Saratoga Libraries Report

**Recommended Action:**

Receive Friends of the Saratoga Libraries report.

David Guidry, Friends of the Saratoga Libraries President, thanked Jennifer Weeks for the excellent Friend and Commissioners forum. Overall, the Friends are doing well financially with fundraising efforts are going well, strong membership support, and successful paperback sales. The Friends plan change to an electronic newsletter and will be exploring ways to communicate information in a way that is less costly and labor intensive. The Friends will be hosting a trivia night on March 2.

The Commission discussed corporate matching and other fundraising ideas.

6. Commission Committees Report

**Recommended Action:**

Receive report from Commission Committees that have updates to share on recent efforts.

Chair Victoria Zhang provided an update on the Celebrating Diversity Subcommittee, noting that the committee was unable to make significant progress since the last meeting due to holidays and travel. The committee is working on prompts to be used to invite the community to share their stories about what brought them to Saratoga.

The Commission discussed differences between an oral and written history project to celebrate Saratoga's diversity, as well as the inspiration for the committee's recommended approach.

Commissioner Valerie Nygaard provided an update from the Parent/Student Collaboration Subcommittee, sharing that the committee recently discussed options for an informal coding

club for students to provide them with the chance to spend time with other youth interested in coding.

Vice Chair Cristina Meiser added that the committee is also still exploring opportunities to collaborate with West Valley College. She shared insights on the reading crisis and inquired about literacy programming for youth.

7. Library & Community Engagement Commission Chair Report

**Recommended Action:**

Receive Library & Community Engagement Commission Chair report.

Chair Victoria Zhang commented on ChatGPT.

8. City of Saratoga Report

**Recommended Action:**

Receive City of Saratoga report.

Crystal Bothelio shared updates on the return of in-person Commission meetings, provided an update on the Housing Element, noted Commission recruitments, and shared information about both the Online Art Challenge Virtual Exhibit and Paint the City program.

9. Community News & Trends

**Recommended Action:**

Share news and trends within the community.

None

10. Fiscal Year 2023/24 Work Plan

**Recommended Action:**

Finalize the proposed 2023/24 Work Plan to be presented to the City Council for consideration at the Commission Work Plan Study Session on Monday, March 27 from 6:00 p.m. to 9:00 p.m. in the City Hall, Linda Callon Conference Room.

Commissioner Bob Gulino requested a correction to the spelling of his name and asked that the first sentence of the Community Event Grant item be revised to “for which other event organizers can apply.”

The Commission discussed options for including metrics to evaluate the success of work plan items. The Commission agreed to include language in work plan items 2, 3, and 4 that indicates that the Commission will measure and analyze participation and program engagement.

**GULINO/NYGAARD MOVED TO RECOMMEND CITY COUNCIL APPROVAL OF THE PROPOSED 2023/24 WORK PLAN WITH THE EDITS TO BOB GULINO’S NAME, DESCRIPTION OF THE COMMUNITY EVENT GRANT WORK PLAN ITEM DESCRIPTION, AND ADDITION TO ITEMS 2, 3, AND 4 TO NOTE THAT THE COMMISSION WILL MEASURE AND ANALYZE PARTICIPATION AND PROGRAM ENGAGEMENT.** MOTION PASSED. AYES: GULINO, LEWIS, MEISER, NYGAARD, ZHANG. NOES: NONE. ABSTAIN: NONE. ABSENT: NONE.

**SUMMARIZE ACTION ITEMS**

Commissioners Lewis and Gulino noted they may meet to discuss Good Neighbor Day.

Commissioner Lewis noted that he will likely be unable to attend the June meeting.

Commissioner Valerie Nygaard shared that the Parent/Student Collaboration Subcommittee may reach out to Saralyn Otter.

Chair Victoria Zhang added that the Celebrating Diversity Subcommittee may also need to meet with Saralyn Otter.

### **AGENDA ITEMS FOR NEXT MEETING**

The Commission asked staff to work with Chair Victoria Zhang to manage the amount of time needed to complete the Community Event Grant item at the April meeting.

GULINO/NYGAARD MOVED TO **RESCHEDULE THE APRIL 10 MEETING TO APRIL 17.**  
MOTION PASSED. AYES: GULINO, LEWIS, MEISER, NYGAARD, ZHANG. NOES: NONE.  
ABSTAIN: NONE. ABSENT: NONE.

### **ADJOURNMENT**

Chair Victoria Zhang adjourned the meeting at 9:30 p.m.

Minutes respectfully submitted:

Crystal Bothelio