



Regular Meeting Agenda

Library, Culture, and Arts Commission

Poonam Chabra - Chair
Suman Ganapathy - Vice Chair
Jake Thompson - Commissioner
Paul Lake - Commissioner
Katie Khera - Commissioner
Emily Borchers - Commissioner
Patrice Lyn - Commissioner

Tuesday, October 6, 2020 7:00 pm

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

MEETING INFORMATION

In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways:

Members of the public may NOT physically attend meetings at the Morgan Hill City Council Chamber.

The Library, Culture, and Arts Commission meeting will be live-streamed on Channel 17 and on the City's website. Those members of the public wishing to participate remotely may do so via the electronic meeting at: <https://bit.ly/LCACMeeting> or by calling in to: (669) 900-9128, then enter the meeting id: 874 0656 4997

Public comment for Library, Culture, and Arts Commission meetings will be accepted via email to chris.ghione@morganhill.ca.gov. Members of the public participating in the electronic meeting wishing to speak may do so during public comment.

CALL TO ORDER

ROLL CALL ATTENDANCE

DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Members of the public are entitled to address the Commission concerning any item within the Commission's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the Commission is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

ADOPTION OF THE AGENDA

REPORTS

1. **COUNTY LIBRARY REPORT - COUNTY LIBRARIAN**
2. **MORGAN HILL LIBRARY REPORT - COMMUNITY LIBRARIAN**
3. **FRIENDS OF THE MORGAN HILL LIBRARY REPORT - FRIENDS PRESIDENT**
4. **MORGAN HILL HISTORICAL SOCIETY REPORT - MUSEUM DIRECTOR**
5. **CITY OF MORGAN HILL REPORT - PUBLIC SERVICES DIRECTOR**

BUSINESS

6. **APPROVE THE SEPTEMBER 1, 2020 MEETING MINUTES**

Recommendation:

Approve Minutes.

7. **DRAFT WORK PLAN APPROVAL**

Recommendation:

Approve Draft Work Plan for 2019/20 Fiscal Year for review by the City Council.

8. **TEAL PUMPKIN CONTEST INQUIRY**

ANNOUNCEMENTS

FUTURE COMMISSION AGENDA ITEMS:

ADJOURNMENT

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENT

Members of the Public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Commission on any issue that is on this agenda, please complete a speaker request card located in the foyer of the Commission Chambers, and deliver it to the Minutes Clerk prior to discussion of the item. You are not required to give your name on the speaker card in order to speak to the Commission, but it is very helpful. When you are called, proceed to the podium and the Mayor will recognize you. If you wish to address the Commission on any other item of interest to the public, you may do so during the public comment portion of the meeting following the same procedure described above. Please limit your comments to three (3) minutes or less.

Please submit written correspondence to the Minutes Clerk, who will distribute correspondence to the Commission.

Persons interested in proposing an item for the Commission agenda should contact a member of the Commission who may plan an item on the agenda for a future Commission meeting. Should your comments require Commission action, your request may be placed on the next appropriate agenda. Commission discussion or action may not be taken until your item appears on an agenda. This procedure is in compliance with the California Public Meeting Law (Brown Act) Government Code §54950.

City Council Policies and Procedures (CP 03-01) outlines the procedure for the conduct of public hearings. Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

The time within which judicial review must be sought of the action by the Commission, which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

For a copy of Commission Policies and Procedures CP 97-01, please contact the City Clerk's office (408) 779-7259, (408) 779-3117 (fax) or by email cityclerk@morganhill.ca.gov.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (408)779-7259, (408)779-3117 (fax) or by email cityclerk@morganhill.ca.gov. Requests must be made as early as possible and at least two-full business days before the start of the meeting.

October 2020
Library Stakeholder Report
Jennifer Weeks, County Librarian

Lobby and Computer Pilot Programs Underway

Our patrons have missed coming to the library and while Santa Clara County carefully advances in accordance with the state's [Blueprint for a Safer Economy](#), SCCLD is adding new public services safely, and sustainably. As of September 21, we began piloting a lobby service model at the Gilroy, Milpitas and Morgan Hill Libraries during curbside hours where a limited number of patrons can enter into the lobby of the library to pick up their holds, browse a small collection of grab and go book and DVD titles, and use the self-check machine for contactless service.

Computers and printing are also available as of September 21, where we are offering a limited model at the Gilroy and Saratoga Libraries with two public computers and a printer for patron use during curbside hours. Patrons can register online for a 50 minute computer session to check email, print important paperwork, connect with family and friends and more. This also includes up to 25 pages of free printing to benefit our patrons who do not have access to a computer or printer at home. The computers have full internet access and are loaded with valuable software packages including Microsoft Office, Adobe Creative Suite, plus our full online library.

We are piloting these services to learn best practices before expanding to additional libraries later in October. For more information, visit scclld.org/informed



SCCLD Surpasses 1.3 Million Overdrive Checkouts in 2020

OverDrive

Borrow
eBooks &
audiobooks



While many library systems are struggling to offer any library services during the COVID-19 pandemic, SCCLD set a new record in the number of Overdrive digital checkouts in 2020. From 2018 to 2019, we saw a 67% increase, and this year, we've already broken the 1 Million checkout mark for the very first time with a 146% increase over 2019. At this pace, we may pass the 2 Million mark in online checkouts from Overdrive alone in 2020!

According to Overdrive, there are only 65 public library systems worldwide who have surpassed the 1 million checkout mark in 2020.

September by the Numbers

The Library District continues to serve our patrons in many ways and the numbers show just how much they are enjoying their local library:

- **266,881 physical items checked out and 261,892 items returned:** Items checked out show a 15% increase while items returned increased 26% from August to September.
- **78 Virtual Programs = 2,998 Live Views and over 5,193 Total Views:** SCCLD offers virtual programs for all ages Monday through Saturday, which patrons can enjoy from the safety and convenience of home.
- **130,006 eBooks circulated:** While holds on physical items are limited to 12, our patrons continue to enjoy their eBooks as these can be borrowed and renewed online (if eligible), and automatically returned when the due date arrives.

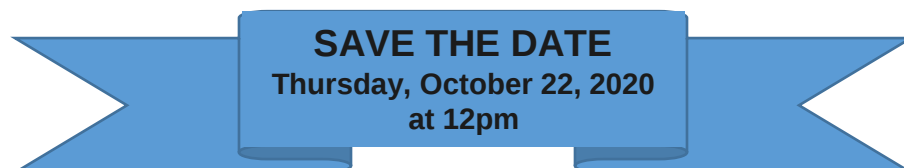
Your Vote Counts

SCCLD helped voters ahead of the November 3 Presidential Election by providing voter registration forms during curbside service hours the week of National Voter Registration Day. In addition, residents can find resources and information about voting and elections in California and the United States on our website at scclld.org/voting. Here you can find out if you are registered to vote, how to vote online, and more.



SCCLD is also offering ballot drop off boxes outside of the Campbell, Gilroy, Los Altos, Milpitas, Morgan Hill, Saratoga, and Woodland Libraries. There is also a ballot drop off box in the Cupertino Civic Plaza across from the Cupertino Library entrance. Click [here](#) to find your nearest ballot drop off location.

The Santa Clara County Registrar of Voters has information about voting centers, tracking your ballot, and ballot drop off locations. The ROV is still looking for Election Officers to help at Vote Centers leading up to Election Day. Paid stipends are offered. Learn more on their [website](#).



The next Library JPA Board Meeting will be held on October 22, 2020 at 12pm. The meeting will be held online. For more information, visit scclld.org/jpa

Library, Culture, and Arts Commission Report, October 6, 2020
Heather Geddes, Community Librarian

September Statistics

Checkouts: 10,240

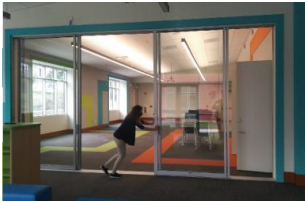
Patrons Served: 2500

Meals Served: 3949

Library News



SCCLD and the City of Morgan Hill have signed a contract with PGE to have the library act as a resource center during a Public Safety Power Shutoff (PSPS). In the event that PGE deems it necessary to shut off power to portions of the city of Morgan Hill due to severe weather, the library will retain power with a generator. PGE will operate a resource center out of the library where residents can access information, power to charge devices, restrooms and air conditioning.



The library is in the process of adding artwork to our new space. The artwork will be added to the 18ft sliding glass doors that separate the new program room from the children's area. The goal with the artwork is to add fun, whimsical elements to the room.



September Highlights

In accordance with the state's blueprint for reopening retail spaces, the library began piloting a re-opening of lobby services on September 21st. Patrons are now able to browse new materials, request children's book bundles, pick up requests, and use our self-check machines.

The COVID pandemic has also further called attention to the digital divide in Silicon Valley. To help our patrons and residents get connected, the library has extended free Wi-Fi in our parking lots. The Wi-Fi is available 24/7 for patrons to access from their vehicles or outdoors where they are able to socially distance.

Did you know?

That you can easily keep abreast of library news and events by signing up for our newsletter via email. Each week you'll receive district wide news about library services, events, and community resources.

Read the Latest Newsletter



Upcoming Virtual Library Events

Thurs October 8, 7pm	When Everything is a Battle Parenting Program
Tues October 13, 4pm	STEAM Club: Astronomy
Thurs October 15, 7pm	Virtual Film Discussion – 100 th Anniversary of the 19 th Amendment
Sat October 24, 6pm	Moya Art Presents Day of the Dead Virtual Paint Party

DRAFT



Meeting Minutes Library, Culture, and Arts Commission

<i>Poonam Chabra</i>	-	<i>Chair</i>
<i>Suman Ganapathy</i>	-	<i>Vice Chair</i>
<i>Jake Thompson</i>	-	<i>Commissioner</i>
<i>Paul Lake</i>	-	<i>Commissioner</i>
<i>Katie Khera</i>	-	<i>Commissioner</i>
<i>Emily Borchers</i>	-	<i>Commissioner</i>
<i>Patrice Lyn</i>	-	<i>Commissioner</i>

Tuesday, September 1, 2020 6:00 pm

**Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037**

MEETING INFORMATION

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WORKSHOP

Workshop for development of FY2020/21 Work Plan.

1. WORK PLAN UPDATES

Recommendation:

Commissioners to begin working on updating Work Plan items for the current Fiscal Year.

RESULT: ACCEPTED

REGULAR MEETING TO START AT 7PM

CALL TO ORDER

ROLL CALL ATTENDANCE

Attendee Name	Title	Status	Arrived
Poonam Chabra	Chair	Present	
Suman Ganapathy	Vice Chair	Present	
Jake Thompson	Commissioner	Present	
Paul Lake	Commissioner	Present	
Katie Khera	Commissioner	Present	
Emily Borchers	Commissioner	Present	
Patrice Lyn	Commissioner	Present	

DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

ADOPTION OF THE AGENDA

Motion Ganapathy, Second Lyn, Approved 7-0

REPORTS

2. COUNTY LIBRARIAN REPORT - JENNIFER WEEKS, COUNTY LIBRARIAN

Provided by Jennifer Weeks.

3. MORGAN HILL LIBRARY REPORT - HEATHER GEDDES, COMMUNITY LIBRARIAN

Provided by Heather Geddes.

4. FRIENDS OF THE MORGAN HILL LIBRARY - VICKY READER, FRIENDS PRESIDENT

No Report.

5. MORGAN HILL HISTORICAL SOCIETY - KATHY SULLIVAN, BOARD MEMBER

No Report.

6. CITY OF MORGAN HILL REPORT (VERBAL) - CHRIS GHIONE, PUBLIC SERVICES DIRECTOR

Provided by Chris Ghione

Minutes Acceptance: Minutes of Sep 1, 2020 6:00 PM (BUSINESS)

BUSINESS

7. MORGAN HILL PLACE BRANDING UPDATE

Received update.

8. APPROVE THE AUGUST 4, 2020 MEETING MINUTES

Recommendation:

Approve Minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Jake Thompson, Commissioner
SECONDER:	Suman Ganapathy, Vice Chair
AYES:	Chabra, Ganapathy, Thompson, Lake, Khera, Borchers, Lyn

ANNOUNCEMENTS

FUTURE COMMISSION AGENDA ITEMS:

ADJOURNMENT

7:54pm



LIBRARY, CULTURE, AND ARTS COMMISSION STAFF REPORT

MEETING DATE: October 6, 2020

PREPARED BY: Chris Ghione, Public Services Director

APPROVED BY: Chris Ghione, Public Services Director

DRAFT WORK PLAN APPROVAL

RECOMMENDATION(S)

Approve Draft Work Plan for 2019/20 Fiscal Year for review by the City Council.

REPORT NARRATIVE:

The Commission provided direction to staff on the development of the Draft 2020/21 Fiscal Year Work Plan. The Work Plan is attached for final review by the Commission. If the draft is approved by the Commission, it will be forwarded to the City Council for review on in October.

The Commission Work Plan is extensive as it has been in the last few years. Since most items on the plan are Commissioner led, it is not anticipated that the increased size of the Work Plan will impact City staff in supporting the Commission or other areas of work.

LINKS/ATTACHMENTS:

1. LCAC 2020-2021 Workplan Draft

Library, Culture & Arts Commission
FY 2020-2021 Work Plan
 Draft

Overall Mission: To assist the City Council in accomplishing its goals by fostering an environment conducive to and supportive of the arts, culture, and life-long learning in Morgan Hill, working with existing community groups to promote resources, and facilitate partnerships.

Project Area	City Council Goal Supported	Staff Resources Required	Specific Task / Commissioners Assigned
Community Outreach	Supporting our Youth, Seniors and Entire Community Enhancing Diversity and Inclusiveness Community Engagement and Messaging	PS Director (minimal) CS Supervisor (Moderate)	(1) Participate with other groups to support community outreach and support arts and culture in the community (including Valle del Sur, El Toro Arts, SV Creates, Poppy Jasper Film Festival, Morgan Hill Diwali Festival, Coyote Creek Music Festival, Morgan Hill Art School, DTA Wine Art and Music Stroll, SJMA Let's Look at Art, Movimiento de Arte y Cultura Latino Americana) (All) (2) Explore development of a calendar relating to library, culture and arts events (Khera/Thompson) (3) Explore opportunities for art programming in conjunction with the new Morgan Hill Magical Bridge Playground. (Khera/Thompson/Chabra) (4) Review City Commission website for opportunities for improvement and explore use of social media for promotion of Commission initiatives (Khera//Chabra/Borchers) (5) Explore opportunities for youth engagement in the arts (Khera) (6) Develop outreach program to the Latinx community through art programming (Lake/Lyn) (7) Develop open art studio program (Lake/Ganapathy/Borchers/Lyn)
Art and Culture Events	Supporting our Youth, Seniors and Entire Community Enhancing Diversity and Inclusiveness	PS Director (minimal) CS Coordinator (minimal) CS Supervisor (minimal)	(1) Facilitate the Art a la Carte event (Lake/Chabra are the leads/all members will support) (2) Explore opportunity to partner with artists on a children's art show (Khera/Chabra) (3) Evaluate the opportunity to create an international festival utilizing entertainment and food from various cultures (All)

Attachment: LCAC 2020-2021 Workplan Draft [Revision 1] (2858 : Draft Work Plan Approval)

Project Area	City Council Goal Supported	Staff Resources Required	Specific Task / Commissioners Assigned
Permanent and Proposed Public Art	Supporting our Youth, Seniors and Entire Community Preserving Our Cultural Heritage	PS Director (minimal) Maintenance Coordinator (minimal)	(1) Partner with local Artists to display their work. Review the possibility of implementing a utility box art program or other programs (doors, walls, etc.) (Ganapathy/Thompson/Chabra/Borchers/Lyn) (2) Form subcommittees as needed to support specific art requests that come forward (All) (3) Explore opportunities for developing a Commission Budget to fund arts and culture (Khera/Thompson) (4) Review art inventory and complete updates to historical items list (Borchers/Lyn) (5) Explore the options and feasibility of creating an artist registry (Ganapathy//Khera/Borchers/Lyn) (6) Develop google map of existing public art (Borchers)
Library Outreach and Support	Supporting our Youth, Seniors and Entire Community Enhancing Diversity and Inclusiveness	Library Staff (moderate)	(1) Support Library outreach and advocacy as needed (All) (2) Coordinate Commissioner's Corner in Library to provide book recommendations (Khera/Ganapathy/Lyn) (3) Participate in annual Library Commissioners Forum (All) (4) Support incorporation of Children's art into the Library (Lake/Chabra/Lyn) (5) Explore other opportunities for Library art contests in other media (examples: poetry, photography, literature) (Ganapathy/Borchers/Lyn)
Support of Historical Resources	Preserving our Cultural Heritage	PS Director (minimal)	(1) Explore opportunities for the Commission to support the Morgan Hill Historical Society partnership (Ganapathy/Lyn) (2) Support outreach and advocacy for the Historical Society as needed (All)

Staff Resources Required:

0-30 hours: Minimal; 31-60 hours: Moderate; 60+ hours: Significant

From: [Jess Alyse](#)
To: [Chris Ghione](#)
Subject: Teal Pumpkin Contest Inquiry
Date: Tuesday, September 29, 2020 1:01:46 PM

Hi Chris,

My name is Jessica Carrillo and I am emailing you wondering if the LCAC would be interested in sponsoring or partnering with me in the Teal Pumpkin Painting Contest that I hope to hold in the name of food allergy advocacy.

Before I go on, I want to explain what the Teal Pumpkin Project is. The Teal Pumpkin Project was created by Food Allergy Research and Education (FARE) as a way to help kids with food allergies feel supported during Halloween. According to FARE, there are roughly 32 million Americans with food allergies, and I happen to be one of them. Growing up with food allergies during Halloween often meant that I went out trick or treating, only to have to give away most of the candy I got because it wasn't safe for me to eat. Teal is the official color for food allergy awareness and that's why it's called the Teal Pumpkin Project. For the Teal Pumpkin project, all you have to do is paint a pumpkin teal and display it near the door. This symbolizes to those with food allergies that non-food treats like stickers or glow sticks are available instead of candy if they would like. It's honestly a HUGE thing in the online food allergy community, which I am apart of.

I am a Santa Clara University student and I have the allergy Instagram @nutfreementality and my blog www.nutfreementality.com where I spend time talking about food allergies and the anxiety that can come with it. I am passionate about spreading awareness for food allergies and last year I came up with the Teal Pumpkin Painting Party to help spread awareness locally.

Last year, I held a "Teal Pumpkin Painting Party" at the Morgan Hill Library, where everyone was welcomed to come in and paint pumpkins teal in honor of FARE's Teal Pumpkin Project. We had 102 people come in and paint with us and it was SO fun. I had originally hoped to continue on with this event this year, but because of the pandemic, it doesn't look like it's possible to do it in person. So, I came up with the idea to have a contest where everyone paints a pumpkin teal at home, and they are able to enter to win an allergy-friendly prize.

I can create all the marketing/graphic design material, all I really hoped to gain from you all was some exposure. Last year, the library helped me spread the word some by posting in the paper and such. This year, I realize that there is not as much time to get the word out.

The way I hope for the contest to go is that people are able to turn in picture submissions of their teal pumpkins to me by email from October 11th - 24th. I am going to break up the submissions by age group for the kids and have one adult group. I am working on getting the allergy-friendly company, Sweet Loren's to provide vouchers for a prize for those who win the contest. I will have voting for the best teal pumpkins to be done on October 25th - 30th. The winners will be announced on Halloween (October 31st). Voting will be done by visiting my website or social media where I will provide the pictures and ask the community to pick their favorites.

If you are interested in seeing what it looked like last year, here is my blog post I wrote with

pictures (I had signed permission to use the pictures):

<https://www.nutfreementality.com/post/teal-pumpkin-painting-party-2019>

Please let me know if this is something you could help me with! I would love all the support I could get.

Thank you for your time,
Jessica Carrillo

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