



# **MINUTES**

## **REGULAR MEETING**

**YOUTH COMMISSION  
CITY OF SOUTH SAN FRANCISCO**

**MONDAY, MEETING DATE  
6:30 PM**

**LIBRARY PARKS & RECREATION, YOUNG ADULT LIBRARY  
901 Civic Campus Way, South San Francisco, CA**

### **CALL TO ORDER**

Chair Julia Tsuei called the meeting to order at 6:33pm.

### **ROLL CALL**

Julia Tsuei, present  
Alejandra Ramirez, present  
Sania Gulati, present  
Jon Liangco, present  
Lorraine Yin, present  
Yunn Lee, present  
Saoirse Price, present  
Kunal Gulati, present

Ally Tunque, absent  
Nikaella Mariano, absent  
Nataly Quinteros, absent  
Ysabella Telentino, absent

Staff Present:  
Adam Elsholz, Assistant Library Director;  
Robert Leiva, Youth Services Librarian II;  
Jess Koshi-Lum, Youth Services Manager;  
Tina Zhen, Library Assistant;  
Gaby Rodriguez, Office Specialist

### **AGENDA REVIEW**

No changes made.

### **PUBLIC COMMENTS**

None.

### **ITEMS FROM STAFF**

- **Welcome to New Youth Commissioners Kunal Gulati and Ysabella Tolentino**

Adam Elsholz welcomed Commissioner Kunal Gulati to Youth Commission. Ysabella Tolentino will be introduced next meeting.

- **Poetry Reading from 2024-2025 SSF Youth Poet-in-Residence, Andrada Tomisinet**

Robert Leiva invited Andrada Tomisinet to read a selection of her original poems. Andrada was then presented with a check from the City for their time as Youth Poet-in Residence.

- **Introduction to Tina Zhen, Library Assistant**

Jess Koshi-Lum introduced Tina Zhen, who will be supporting with certain tasks regarding Youth Commission.

- **Discussion of Poetry Review Period for 2026 SSF Youth Poet Applicants**

Robert Leiva opened the discussion about the 2026 Youth Poet-in-Residence applicant review period. Submissions will be sent to Commissioners S. Gulati, Saoirse Price, Lorraine Yin, Yunn Lee, and Julia Tsuei, who expressed interest in being judges. After judging, the 2026 Youth Poet will be announced in February.

- **Discussion of Sister Cities Application Process**

Adam Elsholz will draft letters of recommendation for the Sister Cities representative to review. Commissioners S. Gulati, Yin, Lee, and Price expressed interest. Adam will seek clarification on how many commissioners can attend based on funding. The application for the Sister Cities Conference is due in February.

- **Library Events**

Jess Koshi-Lum shared upcoming events for the library and invited the Youth Commission to attend.

## **MATTERS FOR CONSIDERATION**

- **Nomination and Election of Officers to the Youth Commission**

The Youth Commission began the nomination and election of officers for the remainder of this term with the election of Chair. Commissioner Yin nominated Commissioner Tsuei for Chair, which was seconded by Commissioner S. Gulati. The nomination was accepted by Commissioner Tsuei. There were no other nominations, and Commissioner Tsuei was elected as Chair. Commissioner Yin motioned to approve the election, which was seconded by Commissioner Ramirez. All were in favor and the motion carried.

The Youth Commission continued with the election for Vice Chair. Commissioner S. Gulati nominated herself. Commissioner Lee nominated Commissioner Yin. Commissioner Liangco nominated Commissioner Ramirez. All nominees accepted the nomination. After voting, no nominee

received a majority of votes. Commissioner Lee motioned to approve an alternate process for this election of Vice Chair, to state that the candidate who receives the most votes during this meeting will serve as Vice Chair for the remainder of this term, thus electing Commissioner Yin as Vice Chair. Commissioner Tsuei seconded this motion. All were in favor and the motion carried.

- **Review and approval of draft minutes from the November 3, 2025 Youth Commission meeting**

Commissioner Ramirez motioned to approve the minutes from the previous meeting, which was seconded by Commissioner Price. All were in favor and the motion carried.

### **ITEMS FROM COMMISSIONERS**

- **Discussion of Letter Writing Event from Commissioner Sania Gulati**

Commissioner S. Gulati opened the discussion regarding the letter writing event taking place January 31<sup>st</sup> from 11am-1pm in the Social Hall at LPR for children undergoing cancer treatment at UCSF Benioff Children's Hospital. Commissioners Ramirez and Liangco will table for Youth Commission at this event.

- **Discussion of Peninsula Humane Society fundraising event on January 10<sup>th</sup>, 2026 from Commissioner Ramirez**

Commissioner Ramirez shared information to the Youth Commission about the Peninsula Humane Society fundraiser on January 10<sup>th</sup> and encouraged the other commissioners to attend and donate.

- **Discussion of Homework Club program proposal from Commissioner Lee**

Commissioner Lee shared updates regarding the Homework Club program, with March 4<sup>th</sup>, 2026 being the pilot date. Library staff will follow up with library administration regarding the volunteer tutor process and may connect with and consult Project Read.

- **Updates from Commissioners**

Civic engagement: The resolution proposed by Commissioner Yin in previous meetings is ready to be added to next meeting agenda to be voted on. Commissioner Yin proposed two possible Youth Commission projects – Community Clean Up Days and a Donuts for Democracy voter registration event. Adam confirmed that the library can provide donuts, however, he will check with the City Attorney to confirm whether it is appropriate to provide donuts as an incentive to register to vote.

Community Engagement: This subcommittee can prepare the first edition of the Youth Commission Column to be published in the library newsletter.

Social Media: Adam can share the password to the Youth Commission Instagram. The Social Media Subcommittee will soon create an introductory post and a post regarding the Youth Commission Column.

- **Agenda Building**

- Discussion of attendance policy and possibly adding member attendance report to agendas
- Subcommittee Structure Membership
- Resolution by Commissioner Yin
- Donuts for Democracy

### **ADJOURNMENT**

Being no further business, Commissioner Tsuei adjourned the Youth Commission meeting at 8:08pm.

Submitted by:

Approved by:

\_\_\_\_\_  
Gaby Rodriguez  
Office Specialist

\_\_\_\_\_  
Julia Tsuei  
Chair

Approved by the Youth Commission: \_\_\_\_ / \_\_\_\_ / \_\_\_\_