



# CITY OF MILPITAS

## Library and Education Advisory Commission

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### REGULAR MEETING

### AGENDA

7:00 P.M.  
MONDAY, JANUARY 13, 2025  
MILPITAS LIBRARY  
161 N. MAIN STREET, MILPITAS, CA 95035

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Seating of Alternates
5. Approval of Agenda: January 13, 2025
6. Approval of Meeting Minutes: November 18, 2024

7. **Public Forum**

*Members of the audience are invited to address the Commission on any subject not on the agenda. Speakers must state their name (address is optional) for the record, and limit their remarks to three minutes or less. For items not listed on the agenda, no response is required of City staff or Commissioners. However, Commissioners may ask staff to place the item on a future meeting agenda.*

8. Announcements
9. Business Items

a. **Chair and Vice Chair Elections – John Macon, City Staff**

Background: In accordance with the Bylaws, the Library and Education Advisory Commission is required to select annually at the first meeting of the calendar year, a Chair and Vice Chair from the appointed members for a term of one year.

Recommendation: Nominate and elect a Chair and Vice-Chair to serve through December 2025.

**b. County Commissions Forum – SCCLD Staff**

Background: The Library and Education Advisory Commission's Work Plan includes participation in the annual County Commissions Forum held in February.

Recommendation: Discuss details of this upcoming year's County Commissions Forum event to be held on Saturday, February 1, 2025, and gain agreement on the Commission's group participation.

**c. Youth Essay Writing Contest Event – John Macon, City Staff**

Background: The Library and Education Advisory Commission's Work Plan includes an annual essay writing contest. The last event was held on Saturday, August 24, 2024 and the Commission debriefed this event at the September 16, 2024 Commission meeting.

Recommendation: Begin discussion on the next event including confirming the event date and venue, submission and award format and the recruitment of volunteer judges

**d. Service Levels for Growing Populations – John Macon, City Staff**

Background: The Library and Education Advisory Commission's Work Plan includes the topic of service levels for growing populations. As part of this plan, the Commission is researching potential service level needs in response to the recent increase in Milpitas' population. Currently, the Commission is focused on examining and understanding the existing library service levels and access to library services in Milpitas.

Recommendation: Schedule a Special Meeting to receive a presentation from City and SCCLD staff on this topic.

**10. City Liaison Reports**

- a. Friends of the Milpitas Library Report
- b. County Librarian Report
- c. Community Librarian Report
- d. City Council Report
- e. City Staff Report

**11. Adjournment**

**KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review. For more information on your rights under the Open Government Ordinance or to report a violation, contact the City Attorney's office at Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035  
e-mail: [mmutalipassi@milpitas.gov](mailto:mmutalipassi@milpitas.gov) / Phone: 408-586-3040

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Materials related to an item on this agenda submitted to the Commission after initial distribution of the agenda packet are available for public inspection at the Milpitas Library at 160 N. Main Street., Milpitas and on the City website. Commission agendas and related materials can be viewed online: <https://ca-milpitas.civicplus.com/129/Agendas-Minutes> (select meeting type from drop down)

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Commission application forms are available online at [www.milpitas.gov](http://www.milpitas.gov) or at Milpitas City Hall. Contact the City Clerk's office at 408-586-3003 for more information.

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