



CITY OF MILPITAS

Library and Education Advisory Commission

REGULAR MEETING

AGENDA

7:00 P.M.
MONDAY, MARCH 17, 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: March 17, 2025
6. Approval of Meeting Minutes: January 13, 2025

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

Background: The Library and Education Advisory Commission's Work Plan includes an examination of service levels in response to the growing population of Milpitas. As part of this plan, the Commission is currently researching the existing library service levels and access to library services in the city.

Recommendation: Receive a presentation from City staff and the Santa Clara County Library District (SCCLD) on this topic.

b. Youth Essay Writing Contest Event – Yu-Lan Chou, Chair

Background: The Library and Education Advisory Commission’s Work Plan includes an annual Youth Essay Writing Contest. The most recent event took place on Saturday, August 24, 2024, and the Commission reviewed this event during their meeting on September 16, 2024.

Recommendation: Begin planning the next event to be held in the Fall of 2025. This includes confirming the event date, determining the submission and award format, recruiting volunteer judges, as well as marketing and promotion for the event.

10. City Liaison Reports

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

11. Adjournment

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e-mail: mmutalipassi@milpitas.gov / Phone: 408-586-3040

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CITY OF MILPITAS

Library and Education Advisory Commission

MEETING MINUTES
7:00 p.m.
Monday, January 13, 2025
Milpitas Library
160 N. Main St. Milpitas, CA 95035

- CALL TO ORDER** Chair Chou called the meeting to order at 6:59 p.m. Chair Chou called the roll.
- ROLL CALL**
- PRESENT:** Chair Yu-Lan Chou, Commissioners, Ann Anderson, Therese Hoang, Nonie McDonald, Councilmember Hon Lien
- ABSENT:** Commissioners Barbara Martens, Hellie Mateo, Naga Venkata Satya Sannidhi, Vice Chair Rekha Pardeshi
- Library Staff:** Kelly McKean – Community Librarian
Steve Fitzgerald – Deputy County Librarian
- City Staff:** John Macon – Recreation Supervisor
Amanda Ingua – Public Service Assistant II
- PLEDGE of ALLEGIANCE** Chair Chou led the pledge of allegiance.
- ALTERNATE SEATING** NA
- APPROVAL OF AGENDA** **Motion to approve the January 13, 2025 agenda.**
- M/S:** McDonald/Anderson **AYES:** All
- APPROVAL OF MINUTES** **Motion to approve the November 18, 2024 minutes.**
- M/S:** Hoang/Chou **AYES:** All **ABSTAIN:** Anderson, McDonald
- PUBLIC FORUM** NA
- ANNOUNCEMENTS** Chair Chou welcomed Councilmember Hon Lien to the Commission.
- BUSINESS ITEMS**
- A. Chair and Vice Chair Elections – John Macon, City Staff**
- Recommendation:** Nominate and elect a Chair and Vice Chair to serve through December 2025.
- Motion to appoint Yu-Lan Chou as Chair and Therese Hoang as Vice Chair to serve through December 2025.
- AYES:** All
- B. County Commissions Forum – SCCLD Staff**

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

Deputy County Librarian, Steve Fitzgerald briefed the Commission on the details of this year's County Commission Forum event.

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

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

The Commission will confirm the possible available dates for conflicting events with the Milpitas Unified School District calendar. Once they have a confirmed date, the Commission will inform Friends of the Milpitas Library to ensure there won't be a date and facility space conflict regarding their Book Sale.

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

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

The Commission will hold a Special Meeting at the Milpitas Community Center on Monday, February 10, 2025, at 5:30 p.m.

LIAISON REPORT

A. Friends of the Milpitas Library Report – Nonie McDonald

Shared with the commission the success of the previous sales and the dates of the next book sale at the Milpitas Library.

B. County Librarian Report – Steve Fitzgerald

Shared to the commission of ongoing programming at the county library.

C. Community Librarian Report – Kelly McKean

Shared to the commission of the programming at the local library.

D. City Council Liaison Report – Councilmember Hon Lien

Councilmember Hon Lien shared updates from the City Council.

E. Staff Liaison Report – John Macon

Provided updates to the commission of the upcoming city events.

UPCOMING AGENDA

N/A

ADJOURNMENT

Chair Chou adjourned the meeting at 8:12 p.m.

Motion to adjourn the meeting.

M/S: McDonald/Anderson

AYES: All