CITY OF MILPITAS
Library and Education Advisory Commission

REGULAR MEETING

Minutes: Regular Meeting of the Library and Education Advisory Commission

Date of Meeting: Monday, November 16, 2020

Place of Meeting: Zoom (Virtual Meeting)

I. Call to Order: Chair Chou called the meeting to order at 7:00 pm

II. Pledge of Allegiance: Chair Chou led the Commission in the Pledge of Allegiance.

III. Roll Call: Commissioners Present: Yu-Lan Chou, Ha Phan, Dana Arbaugh, Hellie Mateo, Nonie McDonald, Susan Loh, Theresa Hoang

Commissioners Absent: Elpidio Estioko.

City Council Liaison: Councilmember Montano

Library Staff Present: Kelly McKean, Chris Brown

City Staff Present: John Macon – Recreation Services Supervisor
David Sanchez – Public Services Assistant

Alternates Seated: Susan Loh

IV. Adoption of Agenda: Motion to approve Agenda for November 16, 2020, as submitted.
M/S: Arbaugh / Phan Ayes: All

V. Approval of Minutes: Motion to approve Minutes for September 14, 2020,, as submitted
M/S: Phan / Arbaugh Ayes: All

VI. Public Forum: None

VII. Announcements:

- Since March 17, the Senior Center has been serving lunch to seniors. Lunch service participation has grown and they are now serving an average of 95 lunches a day. With the ongoing pandemic, the Milpitas Recreation Department is offering many adapted programming. One example being the Drive-thru Senior Resource Fair that provided 132 cars with a reusable tote bag full of resources from various organizations and agencies in the community.

VIII. New Business

1**. Receive Presentation on the Parks and Recreation Master Plan Update (City Staff)**

Background: The City Parks and Recreation Master Plan Update is in the approved City 2020-2025 Capital Improvement Program. This project provides an update to the existing 2008 Parks and Recreation Master Plan document to include Transit Area Specific Plan Parks, Midtown Parks, and City recreational facilities.

Action: Commission received the City Parks and Recreation Master Plan Update presentation.

2. **Work Plan Projects – Yu-Lan Chou - Chair**

Background: The Commission's proposed Fiscal Year 2020-21 Work Plan identified goals, projects and ongoing tasks that the Commission can continue to work on and accomplish in Fiscal Year 2020-21.

Action: Commission reviewed proposed FY 2020/21 Work Plan projects to start the new year pending final approval by the City Council.

3. **Library Donor Program – Dana Arbaugh, Commissioner**

Background: The Commission's Fiscal Year 2020-21 Work Plan identified work related to the Library Donor Program. A LEAC subcommittee was established to lead this effort.

Action: Commission received an update regarding the Library Donor Brochure.

IX. Liaison Reports

- **Friends of the Milpitas Library Report**
  Sales continue to happen through the Amazon page. Donations are being taken on the 1st and 3rd Saturday of the month. The donation drop box is still available for any drop-off donations.

- **County Librarian Report**
  See attachments.

- **Community Librarian Report**
  See attachments.

- **City Council Report**
  The Milpitas City Council has approved Measure F, a quarter cent sales tax to help with the financial shortage due to Covid.

- **Future Agenda Items**
  Prioritization of workplan and choosing of subcommittees. Chair and Vice-Chair elections.

X. Adjournment:

With there being no further business, the meeting was adjourned at 8:28 PM to the next scheduled meeting on Jan 18, 2021.