



City of Milpitas

Library and Education Advisory Commission Meeting

SPECIAL MEETING AGENDA

5:30 p.m.

Monday, September 20, 2021

Via Teleconference (Virtual Meeting)

The Library and Education Advisory Commission meeting is held via teleconference/Zoom webinar only (no physical meeting space). You may watch the meeting without providing public comment by accessing it via links below:

Meeting shall be live streamed. Go to:

Facebook: <https://www.facebook.com/CityofMilpitas/>

YouTube: <https://www.ci.milpitas.ca.gov/youtube>

Web Streaming: <https://www.ci.milpitas.ca.gov/webstreaming>

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call & Seating of Alternates**
- IV. Approval of Agenda:** September 20, 2021
- V. Approval of Minutes:** May 17, 2021
- VI. Public Forum**

Oral public comments may be provided live during the Library and Education Advisory Commission meeting by first registering for the zoom meeting in advance by providing email address (not disclosed) and a name.

Register in advance for this webinar:

https://ci-milpitas-ca-gov.zoom.us/webinar/register/WN_KtHTUpkbTU6iewdKNknbew

After registering, you will receive a confirmation email containing information about joining the webinar.

A link will be sent to you to join the Library and Education Advisory Commission meeting in order to give comments. All registered meeting attendees who wish to speak must click on the “raise hand” icon when the meeting chair calls for public comments. If participating by

calling in, dial *9 to use the “raise hand” feature, and when you are called upon, hit *6 to unmute your phone. Your phone number will be displayed in the live meeting. Staff will call the speakers to begin.

All comments provided shall be limited to three minutes or less as determined by the meeting chair. All members of the public will be limited to one comment per agenda item, and one comment for non-agenda items. The online written comment form previously used is no longer available for public comment.

VII. Announcements/Correspondence

- Staff Announcements

VIII. New Business

1. **Debrief Youth Essay Writing Contest 2021 – Yu-Lan Chou, Commission Chair**
Background: The Commission’s Fiscal Year 2020-21 Work Plan included hosting its annual Essay Contest including judging and awards to both middle and high school-age youth residing in Milpitas. The event was held in late June 2021.

Recommendation: Debrief the Youth Essay Writing Contest event and identify areas that were positive to carry forward as well as areas of improvement for continued success.

2. **Work Plan Task (Library Donation Program) – Yu-Lan Chou, Commission Chair**
Background: The Library and Education Advisory Commission has identified seven target areas of focus related to their Work Plan. These target areas provide support and advocacy to programs, activities and events that align most positively to the Milpitas Library’s needs. During Library and Education Advisory Commission meetings, Commissioners regularly assess what area(s) related to the Work Plan should be prioritized at that time and plan accordingly.

Recommendation: Review Work Plan Topic area #7 (Library Donor Program) and discuss how the Commission can work collectively to meet the Work Plan goal for that program area.

IX. Staff, City Council and Liaison Reports

1. Library Donor Program
2. Friends of the Milpitas Library Report
3. County Librarian Report
4. Community Librarian Report
5. City Council Report
6. Future Agenda Items

X. 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, boards, councils 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.

Materials related to an item on this agenda submitted to the City Council or Veterans Commission after initial distribution of the agenda packet are available for public inspection at the Barbara Lee Senior Center 40 N. Milpitas Blvd., Milpitas during normal business hours.

For more information on your rights under the Open Government Ordinance or to report a violation of the ordinance, contact the City Attorney's office at Milpitas City Hall,
455 E. Calaveras Blvd, Milpitas, CA 95035 Phone : 408-586-3040 E-mail:
cdiaz@ci.milpitas.ca.gov

The Open Government Ordinance is codified in the Milpitas Municipal Code as Title I Chapter 310 and is available online at the City's website www.ci.milpitas.ca.gov by selecting from Online Services the link to Milpitas Municipal Code link.

If you need assistance, per the Americans with Disabilities Act, for any City of Milpitas public meeting, call John Macon at 408-586-3226 or send an email to jmacon@ci.milpitas.ca.gov prior to the meeting. You may request a larger font agenda or arrange for mobility assistance. For hearing assistance, headsets are available in the Council Chambers for all meetings.

