MEETING MINUTES

CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
Milpitas Public Library, Conference Room, 160 N. Main St.

September 18, 2017

I.	**Call to Order and Roll Call**	Chair Chou called the meeting to order at 7:07 PM Commissioners Present: Aoalin, Chou, Estioko, McDonald (alternate), Phan, Wang Absent: Mateo (excused), Cailles (alternate) Library Staff Present: Stephen Fitzgerald, Chris Brown City Staff: Councilmember Barbadillo, Tim Wong
II.	**Seating of Alternates**	Alternates seated: McDonald
III.	**Pledge of Allegiance**	Chair Chou led the Pledge of Allegiance
IV.	**Approval of Minutes**	**Motion** to approve the minutes of May 15, 2017 as submitted. M/S: Estioko/Aoalin Ayes: 6 Noes: 0
V.	**Announcements Correspondence**	Commissioner Estioko announced that the last meeting for the Citizen's Task Force for Water Rates was held last week. Their report contains five recommendations and will be presented to City Council on October 18.
VI.	**Public Forum**	No speakers
VII.	**Adoption of Agenda**	**Motion** to approve agenda for September 18, 2017 as submitted. M/S: Wang/Estioko Ayes: 6 Noes: 0

VIII. Business Items

1. <u>Make a Difference Day</u>

Last year the LAC voted to add Make a Difference Day to its work plan. This year's event is scheduled for October 28, 2017 in conjunction with the City's Pumpkins in the Park event. Mr. Wong will coordinate with the CAC and ensure the LAC has a table at the event.

The Library also participates and the Book Mobile will be present.

2. Luncheon with Friends of the Library and Community Advisory Commission

Chair Chou said she was open to suggestions regarding a luncheon with the Friends of the Library and the Community Advisory Commission (CAC). She asked for the commission's preference for a weekday or weekend, and the majority preferred to have lunch on a Sunday.

Stephen Fitzgerald will contact the Friends group, and Mr. Wong will contact the CAC.

3. LAC Budget

Mr. Wong purchased a banner and signs in late June and the charge appeared on his August credit card statement; therefore, the cost of the banners was paid from the 2017-18 budget. The commission's balance is now $386.23 as $563.77 was spent on the banner and signs and $50 used for the Friends of the Library membership fee.

The commission agreed to spend $250 on the CPLA membership fee and Mr. Wong will look into the possibility of purchasing polo shirts with the remaining funds. Mr. Wong also recommended that budget expenditures be determined earlier in the year.

4. Organization Outreach

Chair Chou encouraged commissioners to reach out to organizations to promote the library's services, and to report back to the commission with updates about outreach activities.

X. Other Business

1. Friends of the Milpitas Library Report

Commissioner McDonald said there is a book sale scheduled for September 23-24, and a small holiday sale on December 9.

2. County Librarian Report

Chris Brown reviewed the County Librarian's monthly report. He said participation in the Summer Reading Program increased 12% this year with over 24,000 people enrolled.

3. Community Librarian Report

Mr. Fitzgerald said adult circulation has gone down while children's has gone up. There was a large turnout for the libraries' eclipse events and a large demand for safety glasses.

There will be a California Grizzly exhibit be at the library from October 4 – December 15 and author Susan Snyder will discuss her research and the history of the grizzly bear.

4. Donations to the Milpitas Public Library

None

5. City Council Report

Councilmember Barbadillo was not present

6. City Staff Report

The City has 14 commissions and the City Council is reviewing them and how commissioners are nominated and selected. Mr. Wong will inform the commission of any changes.

7. Future Agenda Items

None

XI. Adjournment

The meeting was adjourned at 8:21 PM to the next scheduled meeting on November 20, 2017.