

MEETING MINUTES

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

May 15, 2017

- I. Call to Order and Roll Call** Chair Chou called the meeting to order at 7:00 PM
Commissioners Present: Chou, Estioko, Mateo, McDonald (alternate), Phan, Wang
Excused Absence: Pham
Absent: Aoalin, Cailles
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 March 20, 2017 as submitted.
M/S: Estioko/Phan
Ayes: 6
Noes: 0
- V. Announcements Correspondence** None
- VI. Public Forum** No speakers
- VII. Adoption of Agenda** Commissioner Estioko requested that Business Item 3 be titled Organization Outreach instead of Commission Outreach.
Motion to approve agenda for May 15, 2017 as amended.
M/S: Estioko/Mateo
Ayes: 6
Noes: 0
- VIII. Business Items**

1. Essay Contest Update

Community Librarian Stephen Fitzgerald said the subcommittee is still undecided about the contest. He recommended a random drawing, with simple questions related to the library, or an exhibit as an alternate way to attract people to the library. An eight week exhibit will cost approximately \$3,400 and is about the same cost of giveaways for a contest.

Commissioner McDonald said an exhibit is a good way to bring more people to the library over a longer period of time, instead of a one day event, and could include an interaction sheet, such as a questionnaire, with a small giveaway for each entry.

Commissioner Estioko said the essay contest was originally created in order to have student involvement and Mr. Fitzgerald said they will reach out to the schools.

There was discussion about the total cost of the exhibit, including shipping charges and giveaways, exceeding the budget and the possibility of cost sharing among the LAC, Library and Friends of the Library.

Mr. Fitzgerald suggested September 10 – November 5, 2017 as a good time frame for the exhibit in order to get student participation, as school will be in session, and he offered to contact the exhibit company to get more information and report back to the commission.

Commissioner Estioko motioned, and Vice Chair Phan seconded, to proceed with the proposal for an exhibit. If this cannot move forward, gift cards will be purchased for a future essay contest. Motion carried unanimously.

2. LAC Budget

Chair Chou reviewed budget expenditure recommendations. She said the CPLA membership is a group membership and can include city councilmembers. She inquired about the status of the last payment and was told the membership is paid through October 2017; therefore, the membership fee of \$250 is not needed from the current budget and can be used for something else.

Chair Chou announced that the CPLA Spring workshop scheduled for April 22 at the Mill Valley Library has been canceled, and she can get free exhibit passes for the commissioners for the 2017 American Library Association annual conference in Chicago.

The commission agreed to the following budget expenditures: membership fees for CPLA and Friends of the Library, a banner for events, and up to \$600 for promotional items at Mr. Fitzgerald's discretion.

Commissioner Mateo motioned, and Commissioner Estioko seconded, to approve the budget expenditures. Motion carried unanimously.

3. Commission Outreach

Chair Chou volunteered at the Chinese Cultural Center Library. Commissioner Estioko met with three teachers and their classrooms, approximately 75 students, and presented information about the Library's services. Vice Chair Phan will reach out to a Vietnamese school.

X. Other Business

1. Friends of the Milpitas Library Report

Commissioner McDonald said the next book sale is scheduled for June 2-4. Volunteers are appreciated as there are many boxes of books and she is short some of her regular volunteers.

2. County Librarian Report

Chris Brown reviewed the County Librarian's monthly report. The summer reading program, Reading by Design, kicks off on June 1 and the challenge is for participants to read at least five books this summer.

3. Community Librarian Report

Mr. Fitzgerald reviewed his monthly report. Library circulation numbers are going up, likely due to the extended library hours, and the World War I in America program was very good but, unfortunately, did not bring in a lot of people.

4. Donations to the Milpitas Public Library

None

5. City Council Report

Councilmember Barbadillo announced that Mr. Fitzgerald was awarded with an Excellence Award by the SCCLD Joint Powers Authority Board.

6. City Staff Report

Mr. Wong said the City Council will be reviewing the next fiscal year's budget on Thursday.

7. Future Agenda Items

Budget
Luncheon with Friends of the Library and the Community Advisory Commission

XI. Adjournment

The meeting was adjourned at 8:40 PM to the next scheduled meeting on September 18, 2017.