

MEETING MINUTES

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

March 19, 2018

- I. Call to Order and Roll Call** Chair Chou called the meeting to order at 7:01 PM
Commissioners Present: Chou, Estioko, Mateo, Phan, Wang
Absent: Aoalin, McDonald
Library Staff Present: Stephen Fitzgerald, Nancy Howe
City Staff: Councilmember Barbadillo, Tim Wong
- II. Seating of Alternates** None
- III. Pledge of Allegiance** Chair Chou led the Pledge of Allegiance
- IV. Approval of Minutes** **Motion** to approve the minutes of January 8, 2018 as submitted.
M/S: Wang/Estioko
Ayes: 5
Noes: 0
- V. Announcements Correspondence** Staff Liaison Tim Wong announced the annual Commissioner's Appreciation Luncheon scheduled for April 28. Tony Cailles has been removed from the commission, Nonie McDonald has become a regular member, and Dana Arbaugh and Theresa Hoang are new alternate members.
- VI. Public Forum** No speakers
- VII. Adoption of Agenda** **Motion** to approve agenda for March 19, 2018 as submitted.
M/S: Estioko/Phan
Ayes: 5
Noes: 0
- VIII. Business Items**

1. Election of Officers for 2018

Mr. Wong asked for nominations for Chairperson.

Commissioner Wang motioned, and Commissioner Estioko seconded, to nominate Yu-Lan Chou as Chair.

Commissioner Mateo motioned, and Commissioner Chou seconded, to nominate Ha Phan as Chair.

There were three votes for Yu-Lan Chou and two votes for Ha Phan, and Yu-Lan Chou was elected as Chairperson.

Mr. Wong asked for nominations for Vice Chairperson.

Commissioner Estioko motioned, and Commissioner Mateo seconded, to nominate Ha Phan as Vice Chairperson. Motion carried unanimously.

2. Little Free Libraries Proposal

Councilmember Barbadillo had expressed interest in having the commission present a proposal to the City Council for little, free libraries within the city.

Chair Chou researched what other cities offer, and has begun preparing a PowerPoint presentation. Mr. Wong will let the commission know when the item is placed on a city council agenda.

3. Essay Contest City Budget Item

The City Council approved a \$4,500 budget item for the Essay Contest. Mr. Fitzgerald said last year an exhibit was hosted instead of an essay contest, but there is not enough time to schedule as exhibit before June 30, when the funds need to be expended, and he feels this is a large amount for an essay contest.

There was interest in providing science and technology programs for children, and Mr. Fitzgerald recommended a traveling planetarium that provides 15 minute shows and would cost approximately \$1,000 for four hours. Opportunities for student interaction with the programs would be explored.

Commissioner Estioko motioned, and Commissioner Wang seconded, to direct the Community Librarian to select an event to be held in May or June. Motion carried unanimously.

4. LAC Budget

There is a balance of \$136.23 remaining in the LAC budget and Chair Chou proposed using the balance for business cards. Mr. Wong said the cost is approximately \$75 for a box of 250 personalized cards. Chair Chou will research options for more affordable business cards.

5. Organization Outreach

Commissioner Phan will work with Mr. Fitzgerald to arrange a presentation on March 31 to Boy Scouts to discuss services offered by the library. Mr. Wong will send the city's calendar of events to the commissioners, as there is interest in participating at the Make a Difference Day in October, as well as other events.

X. Other Business

1. Friends of the Milpitas Library Report

Commissioner McDonald was not present

2. County Librarian Report

Ms. Howe said they are excited to launch their new passport service which will begin on April 2. There were 25 appointments reserved within the first hour that online appointment services was available.

A new vending unit is coming to the senior center in May. This is a large case of books that is opened with a library card and allows users to take what they want and close the door when done.

3. Community Librarian Report

Mr. Fitzgerald said there were over 5,000 new library cards in February, because they worked with the school district and all MUSD students now have library cards.

4. Donations to the Milpitas Public Library

None

5. City Council Report

Councilmember Barbadillo was not present

6. City Staff Report

None

7. Future Agenda Items

None

XI. Adjournment

The meeting was adjourned at 8:12 PM to the next scheduled meeting on May 21, 2018.