CITY OF MILPITAS
Library and Education Advisory Commission

REGULAR MEETING

Minutes: Regular Meeting of the Library and Education Advisory Commission

Date of Meeting: Monday, January 13, 2020

Place of Meeting: Milpitas Public Library, Conference Room, 160 N. Main St.

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

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

Commissioners Absent: Elpidio Estioko

City Council Liaison: Councilmember Montano

Library Staff Present: Linda Arbaugh, Chris Brown

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

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

3. Alternates Seated: None Seated

4. Adoption of Agenda: Motion to approve Agenda for January 13, 2020, as submitted.
M/S: Arbaugh / Phan Ayes: All

5. Approval of Minutes: Motion to approve Minutes for November 18, 2019, as submitted
M/S: Phan / Arbaugh Ayes: All

6. Public Forum: None

7. Announcements: Acknowledgement of Dana Arbaugh and Theresa Hoang as newly appointed Commissioners and Susan Loh as Alternate Commissioner.

8. Business Items

a. Election of Officers – John Macon, City Staff Liaison

Background: Each year, the Library and Education Advisory Commission is required to elect a Chair and Vice Chair to serve through December 2020.

Action: Nominate Yu-Lan Chou as Commission Chair

M/S: Arbaugh / Phan **Ayes:** All

Action: Nominate Ha Phan as Commission Vice Chair

M/S: Chou / Mateo **Ayes:** All

b. Upcoming Work Plan Projects – LEAC Chair

Background: Commissioners have discussed identifying upcoming Work Plan projects and creating an action plan in preparation for events and activities that are approaching.

Action: Commissioners reviewed upcoming Work Plan projects (first three months of calendar year), prioritized tasks, discussed specific actions required, as well as identified required resources that were needed to accomplish set goals.

M/S: Arbaugh / Phan **Ayes:** All

9. Liaison Reports

- **City Council Report**
  None

- **City Staff Report**
  - Annual Milpitas Lunar New Year event will be held Saturday, January 18, 2020
  - Milpitas Annual MLK Essay Contest is approaching. Request for a LEAC Commissioner as one of the judges was made.

- **County Librarian Report**
  See attachments

- **Community Librarian Report**
  See attachments

- **Donations to the Library**
  - December Holiday mini book sale made $1,150.00 in sales.
  - January Book Sale broke a new record with close to $9,000.00 in sales

10. Future Agenda Items

- Commissioner discussion on future outreach projects to help generate more donations to the library.

X. Adjournment:

With there being no further business, the meeting was adjourned at 8:00 PM to the next scheduled meeting on March 16, 2020.