

MEETING MINUTES

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

January 9, 2017

- I. Call to Order and Roll Call** Chair Pham called the meeting to order at 7:00 PM
Commissioners Present: Aoalin, Chou, Estioko, McDonald (alternate), Pham, Phan
Absent: Cailles, Mateo, Wang
Library Staff Present: Stephen Fitzgerald, Chris Brown
City Staff: Councilmember Barbadillo, Tim Wong
- II. Seating of Alternates** Alternates seated: McDonald
- III. Pledge of Allegiance** Linda Arbaugh led the Pledge of Allegiance
- IV. Approval of Minutes** Commissioner Estioko requested that text be added to the Announcements section stating that he was appointed by the Mayor to serve on the 11 member Citizens Task Force for Water Rates.
Motion to approve the minutes of November 21, 2016 as amended.
M/S: Estioko/Aoalin
Ayes: 6
Noes: 0
- V. Announcements Correspondence** Councilmember Barbadillo is the new Council Liaison to the LAC and said this commission is important to the community and he is supportive of it.
- VI. Public Forum** Evelyn Chua said she has been approached by students who wish to hold a student fair with the theme "Create a Better World." Ms. Chua asked that the LAC sponsor the event by allowing the use of space in the Library to display art work and hold a small celebration.
- VII. Adoption of Agenda** Mr. Wong said there was a request that Business Item 2 be heard first.
Motion to approve agenda for January 9, 2017 as amended.
M/S: Aoalin/Estioko
Ayes: 6
Noes: 0
- VIII. Business Items**

1. **Santa Clara County Library District Foundation Presentation** (This item was heard first based on LAC's approval of the agenda, as amended)

Linda Arbaugh of the Santa Clara County Library District Foundation was present to discuss the Foundation. Ms. Arbaugh said the Foundation has been in existence for about one year and has decided to concentrate their support this year on the Book Mobile and the Reading Program.

It currently takes the Reading Program 4-6 weeks to team someone up with a tutor and they have a goal to shorten that time frame. The Book Mobile will partner with Second Harvest Food Bank and visit their sites, and its outreach program has already been funded.

The Foundation plans to raise money by applying for grants, approaching corporations who have a history of philanthropy, and they are on the list for the United Way combined giving campaign.

2. **Election of Officers**

Mr. Wong asked for nominations for the positions of Chairperson and Vice Chairperson.

Commissioner Estioko motioned, and Chair Pham seconded, to nominate Yu-Lan Chou as Chair. Motion carried unanimously.

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

3. **2017 LAC Budget**

The commission's annual budget is \$1,000 and it was requested that staff provide information about potential budget expenses. Suggestions included the annual CPLA membership, a banner for events, and giveaways such as bags or pens.

Commissioner Pham recommended paying for the membership of Friends of the Library and ordering shopping bags that can be given to people who sign up for a library card. It was agreed the library has plenty of bags available and there is no need to order more.

Chair Chou suggested using some of the funds for CPLA trainings and field trips for the commissioners. She asked that items be itemized and the budget be agendaized again for the March meeting for a final decision.

4. **Review of LAC Tasks**

Stephen Fitzgerald said the former mayor had recommended the LAC gather more input from the community and they have various outreach events each year.

Chair Chou encouraged each commissioner to reach out to at least one organization to promote the libraries services.

5. **Friends of the Library Book Sales**

Commissioner McDonald said there was a one day book sale on December 12, 2016 which brought in over \$1,000. Pictures with Santa were being held at the same time and kids and parents browsed the books while they waited for their assigned time slots.

X. Other Business

1. Friends of the Milpitas Library Report

Commissioner McDonald said the next book sale is scheduled for January 25, 2017 and volunteers are appreciated.

2. County Librarian Report

Deputy County Librarian Chris Brown reviewed Nancy Howe's January report. One of the items he discussed was Lynda.com, a free, online learning resource offering many high quality courses.

3. Community Librarian Report

Mr. Fitzgerald reviewed his monthly report, and announced that the Library is now operating with its new hours.

He met with the Essay Contest subcommittee and one of the items they discussed was the questions they will ask the students to answer, and he asked the commissioners to think of one or two questions that can be asked related to WW1 in America.

4. Donations to the Milpitas Public Library

None

5. City Council Report

Councilmember Barbadillo recommended that outreach be done through NextDoor, Facebook, and Home Owner Associations. It was also suggested that the City marquee sign on Calaveras help promote such events as the books sales and Essay Contest.

6. City Staff Report

Mr. Wong said the City receives approximately \$400,000 a year in federal funding for CDBG grants, and applications are being received through February 6, 2017 if the commissioners know of organizations that may be interested in applying.

7. Future Agenda Items

Budget, Student Fair sponsorship, Outreach

XI. Adjournment

The meeting was adjourned at 8:16 PM to the next scheduled meeting on March 20, 2017.