

MEETING MINUTES

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

January 8, 2018

- I. Call to Order and Roll Call** Chair Chou called the meeting to order at 7:00 PM
Commissioners Present: Aolin, Chou, Estioko, McDonald (alternate), Wang
Absent: Mateo, Cailles
Phan was absent at roll call and arrived at 7:10
Library Staff Present: Stephen Fitzgerald, Nancy Howe
City Staff: Councilmember Barbadillo, Hang Huynh
- II. Seating of Alternates** McDonald
- III. Pledge of Allegiance** Chair Chou led the Pledge of Allegiance
- IV. Approval of Minutes** Meeting minutes were corrected to show commissioner Cailles absent, and a correction was made to item X3 showing that library visits are up 7,000 visitors per month.
Motion to approve the minutes of November 20, 2017 as amended.
M/S: Estioko/Wang
Ayes: 6
Noes: 0
- V. Announcements Correspondence** Chair Chou attended the city's Budget Focus Group on December 21, 2017 hosted by the finance department.
- VI. Public Forum** Dana Arbaugh said book sale volunteers are needed at 10:00 AM on Friday January 26 to help set up books, and at 4:00 PM on Sunday January 28 for clean-up. He resigned from the Veteran's Commission and was interested in serving on the LAC but was told subcommittees are being reviewed, and changes are being made to how commissioners are appointed.
- VII. Adoption of Agenda** **Motion** to approve agenda for January 8, 2018 as submitted.
M/S: Phan/Estioko
Ayes: 6
Noes: 0
- VIII. Business Items**
- 1. Election of Officers**

Commissioner Estioko motioned, and Commissioner McDonald seconded, to defer this item to the next meeting. Motion carried unanimously.

2. Pop Up Libraries

Councilmember Barbadillo came across a small library and said he would support them in Milpitas if the LAC finds them beneficial. Chair Chou said there are three of these in Milpitas and an app that helps find their locations.

Nancy Howe said those are little, free libraries that work on an honor system and if it encourages reading she supports it. The district is going in a different direction and have purchased a mobile, pop up library. The difference is it packs up and can be brought to events, set up in a park for example, and does not use an honor system but is stocked with library materials that are checked out.

In an effort to bring library materials to the community, they also have an electric car library that is filled with materials and driven to neighborhoods, and have commissioned vending units. Users open these with their library cards, take out what is wanted, close up and walk away. It is an efficient checkout process in that the library card records what was taken and there is no need to physically check out items.

Commissioner Estioko suggested creating a subcommittee to conceptualize a plan and study the feasibility of more little, free libraries in the city. Chair Chou will send concept and funding ideas to Councilmember Barbadillo by January 24.

3. LAC Budget

The balance of the LAC budget is \$136.23. The cost of the annual Friends of the Library membership is \$5 per person. The commission agreed to purchase a one year membership and, if possible, would like to purchase a two year membership.

4. Organization Outreach

Commissioner Estioko made a presentation to his class, and has a new student government advisor who will visit nearby libraries.

X. Other Business

1. Friends of the Milpitas Library Report

Commissioner McDonald said the mini book sale on December 9 raised \$1,006.70. 245 coupons were handed out at the Make a Difference Day and the library got back about 40 of them at this sale.

There is another book sale scheduled from January 26-28 and she will need extra help with this event as she will be unavailable.

2. County Librarian Report

Nancy Howe reminded the commissioners that they are all invited to the annual Friend, Commissioners and Board Forum on Saturday, February 3 from 9:00 - 12:30.

Ms. Howe reviewed her monthly report and said student e-library card updates were just finished with Saratoga and Campbell and, in Campbell alone, 7,000 new student cards were received. They will begin working with the MUSD this month to get every student a card.

3. Community Librarian Report

Mr. Fitzgerald reviewed multiple upcoming events, and said there were over 500 patrons that showed up to see Santa Claus.

4. Donations to the Milpitas Public Library

None

5. City Council Report

Councilmember Barbadillo said he proposed more commercial and retail spaces on Main Street, and hopes the library will benefit from increased customers from these spaces and restaurants.

6. City Staff Report

Hang Huynh said that every year the City receives between \$300-500,000 for Community Development Block Grants (CDBG) for nonprofit organizations that serve low income persons. Applications are being accepted until February 2 and are available on the City's website.

7. Future Agenda Items

Little Free Library proposal

XI. Adjournment

The meeting was adjourned at 8:45 PM to the next scheduled meeting on March 19, 2018.