

MEETING MINUTES

CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS PUBLIC LIBRARY, CONFERENCE ROOM, 160 N. MAIN ST.

7:00 PM – September 19, 2016

- I. Call to Order and Roll Call** Chair Pham called the meeting to order at 7:09 PM
Commissioners Present: Aoalin, Cailles (alternate), Chou, Estioko, Mateo, McDonald (alternate), Pham, Phan, Wang
Absent: All commissioners were present
Library Staff Present: Stephen Fitzgerald, Nancy Howe
City Staff: Vice Mayor Montano, Tim Wong
- II. Seating of Alternates** Alternates seated: none
- III. Pledge of Allegiance** Commissioner McDonald led the Pledge of Allegiance
- IV. Approval of Minutes** **Motion** to approve the minutes of May 16, 2016 as submitted.
M/S: Aoalin/Mateo
Ayes: 7
Noes: 0
- V. Announcements Correspondence** Tim Wong said the City is updating the General Plan and holding a meeting to gather community input at 6:30 PM on Thursday at the Barbara Lee Senior Center.
- The City is also updating its Consolidated Plan, which sets the priorities on how CDBG funding is spent. Staff is holding four community meetings to solicit input and he will send information to the commissioners regarding the meeting dates and locations.
- Chair Pham said she emailed the Mayor requesting a standing flag, which he approved, and the City Manager will contact Stephen Fitzgerald regarding placement of the flag.
- Mr. Wong congratulated Stephen Fitzgerald for being recognized with an Employee Excellence Award by the Santa Clara County Board of Supervisors.
- VI. Public Forum** No speakers
- VII. Adoption of Agenda** Mr. Wong corrected two items on the agenda. Item VIII-2 Essay Contest should read that the Community Librarian will present, not County Librarian, and Item IX-1 Town Hall Meeting incorrectly states the meeting date of October 28. The correct date is September 28.

Motion to approve agenda for September 19, 2016 as amended.

M/S: Chou/Estioko

Ayes: 7

Noes: 0

VIII. Unfinished Business

1. Make a Difference Day

This year's Make a Difference Day has been scheduled for October 22. The location is tentative, at Seafood City, but the Community Advisory Commission would like to partner with other City events taking place that day. Mr. Wong will notify the commissioners of the location once it is confirmed.

2. Essay Contest

Mr. Fitzgerald said last year's contest was timed to coincide with the Human Origins exhibition and also allowed for entries to be submitted within a time frame rather than holding a one day event.

The event was originally scheduled for October but that is not possible at this time, and he would like to tie it in with a World War I in America event in April or May 2017.

Commissioner Phan motioned, and Commissioner Chou seconded, to hold the contest in April or May and to form a subcommittee. Motion carried unanimously.

IX. New Business

1. Town Hall Meeting

The Emergency Preparedness and Community Advisory Commissions are sponsoring a Town Hall meeting on September 28. Although the focus is on emergency preparedness, information tables will be available for other City commissions and departments. There will be a table for the LAC if they wish to distribute brochures or giveaways.

Chair Pham and Commissioners Phan and McDonald volunteered to man the table and Mr. Fitzgerald will also be present.

2. Council Presentation

Every commission is presenting their 2016 accomplishments and 2017 work plan to the City Council. The commission edited the work plan and moved the Essay Contest from October to April, and accomplishments included the Essay Writing Contest, Summer Reading Program, and expanded Library hours.

X. Other Business

1. Friends of the Milpitas Library Report

Commissioner McDonald said the June book sale broke all of their previous records and brought in \$8,400. She can use help preparing for the next book sale this Wednesday any time from 9:00 am to 9:00 pm.

2. County Librarian Report

Nancy Howe announced that all libraries will be closed for a staff development day on October 14. She also thanked the City Council for funding additional library hours, restoring the hours that were cut in 2012 and also increasing the weekly hours.

3. Community Librarian Report

Mr. Fitzgerald reviewed his monthly report.

4. Donations to the Milpitas Public Library

None

5. City Council Report

Vice Mayor Montano said she was thankful the Mayor and City Council approved funding for additional library hours.

6. City Staff Report

No discussion

7. Budget

Jackets were purchased and membership dues were paid for the CPLA and Friends of the Library. Mr. Wong recommended the commissioners think about how they wish to spend next year's money, and suggested giveaways or a banner.

8. Future Agenda Items

Mr. Fitzgerald suggested adding Essay Contest Subcommittee to the next meeting agenda, and Mr. Wong reminded the LAC about the commendation for Commissioner Stephens.

XI. Adjournment

The meeting was adjourned at 8:05 PM to the next meeting scheduled on November 21, 2016.