

MEETING MINUTES

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

7:00 PM – March 16, 2015

- I. **Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.
Commissioners Present: Chou, Estioko, McDonald, Phan, Stephens, Wang
Absent: Aoalin, Mateo, Pham
Library Staff Present: Stephen Fitzgerald
City Staff Present: Mark Ruffing
Council Member Present: Montano
- II. **Seating of Alternates** Alternates seated: McDonald
- III. **Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. **Approval of Minutes** **Motion** to approve the minutes of January 12, 2015 as submitted.
M/S: Chou/Phan
Ayes: 6
Noes: 0
- V. **Announcements Correspondence** None
- VI. **Public Forum** Evelyn Chua, Emergency Preparedness Commissioner, announced the SAFE (Strategic Actions for Emergencies) training dates as the first three Saturdays in August, and said a BBQ lunch will be provided by the Fire Department on the last day.

She also announced a Special Olympics event being held on April 25th at the Milpitas Sports Center from 2:00 – 5:00 pm.
- VII. **Adoption of Agenda** **Motion** to approve agenda as submitted for March 16, 2015
M/S: Wang/Stephens
Ayes: 6
Noes: 0
- VIII. **Unfinished Business**
 - 1. **2015 Essay Writing Contest**

Subcommittee members are Phan and Chou and they have been discussing the event but said they wish to wait for Stephen Fitzgerald to present his budget plan.

Mr. Fitzgerald announced that the library received the Human Origins grant and

it will show from November 25 – December 22. He believes it would be a good idea to have a multi-day event and pair the writing contest and the exhibit to encourage interest in both events. He is proposing that the contest questions be specific to the exhibit, similar to “After visiting the exhibit at the library, what did you learn?” or “What does it mean to be human?”

Mr. Fitzgerald presented a timeline and said the budget will be the same as last year. There was discussion about the number and types of prizes (i.e. gift cards, cash, electronic devices, etc.).

Motion to approve the proposal as submitted by Stephen Fitzgerald, with an amendment that the contest be open to students enrolled in the Milpitas Unified School District and home-schooled in the city, with the same budget amount as last year (\$3,200.), and final funding details provided by the subcommittee.

M/S: Chou/Wang

Ayes: 6

Noes: 0

2. Restoration of Library Hours

Chuck Griffin, the Library’s Chief Financial Officer, discussed Library revenues and expenses. He said he is close to finalizing the 2015-16 budget and it does not appear there is enough money to have extra hours for any library in the system.

IX. New Business

1. Donations to Milpitas Public Library

Mr. Fitzgerald provided a spending plan for the Arbaugh’s \$1000 donation, recommending that the entire \$1,000 go to materials (\$500 for adult and \$500 for children).

Motion to approve the spending plan as submitted by Stephen Fitzgerald and recommend it to City Council for adoption.

M/S: Stephens/McDonald

Ayes: 6

Noes: 0

X. Other Business

1. Friends of the Milpitas Library Report

There will be a small one-day book sale on April 18 from 10:00 am – 4:00 pm and staff is seeking volunteers to help set up on the 17th and assist with the sale and tear down on the day of the event.

2. County Librarian Report

Carol Frost reviewed the County Librarian written report which included information on the California Public Library Advocates Workshop being held at the Saratoga Library on March 28 and the Reading Program which improves adult

literacy levels and is seeking tutors.

3. Community Librarian Report

Mr. Fitzgerald summarized his written report. Program evaluation surveys were distributed in January to attendees of Library events and over 200 evaluations have been returned. A majority of the responses were positive and Mr. Fitzgerald is happy with the results.

4. City Council Report

Vice Mayor Montano announced that two new hotels were approved at the last City Council meeting, as well as a feasibility study for a skate park at the sports center.

5. City Staff Report

Mark Ruffing said he will put together the recommendation to City Council to formally accept the Arbaugh donation, and will also generate a staff report for the Essay Writing Contest recommending that City Council approve a budget of \$3,200.

6. Future Agenda Items

No items

XI. Adjournment

There being no further business, Chair Estioko adjourned the meeting at 8:25 p.m. to the next regularly scheduled meeting on May 18, 2015 at 7:00 p.m.