

**APPROVED MINUTES**

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

**November 16, 2009**

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.  
Commissioners Present: Aoalin, Chou, Estioko, Hay, Montano, Pham, Phan, Stephens, and Wang  
City Council Liaison Absent: Councilmember Giordano  
County Staff Present: Linda Arbaugh, Melinda Cervantes, and Derek E. Wolfgram  
City Staff Present: Yvonne Andrade, Steve Erickson, and Toby Librande
- II. Seating of Alternates** Alternate seated: None
- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. Presentation** Commissioner Margie Stephens was presented with an award and commendation from the California Association of Library Trustees and Commissioners (CALTAC) and from the Mayor's Office for her involvement with the Milpitas Library Commission.
- V. Approval of Minutes** **Motion** to approve the minutes of September 21, 2009 as submitted.  
M/S: Hay, Wang Ayes: 7
- VI. Announcements and Correspondence** There were no announcements or correspondence from the Commission or Staff.
- VII. Public Forum** **Frank De Smidt, Rotary Club and Chamber of Commerce**, spoke about the Leo B. Murphy honors plaque proposal for a permanent installation to be displayed at the new library to honor the public school teachers from MUSD who have been selected for the annual award.
- VIII. Adoption of Agenda** **Motion** to approve agenda as submitted.  
M/S: Hay, Montano Ayes: 7

## **IX. Unfinished Business**

### **1. Donor Board Update**

Steve Erickson, Engineering Department, gave an update on the Donor Board. City Council approved the donor board on October 6, 2009. Mr. Erickson stated currently they are updating the specifications for bidding. He stated the bidding will be sometime in January 2010. Fabrication and installation will be sometime in March 2010.

### **2. Education Subcommittee Update**

Vice-Chair Montano gave an update from the Education Subcommittee. She stated the Subcommittee met in September and discussed some ideas on the format for a brochure to solicit funds for the library.

### **3. Grants Subcommittee Update**

None

## **X. New Business**

### **1. Meeting Location Change**

Chair Estioko stated that there is the opportunity to move the Library Advisory Commission meetings to the Conference Room or the Auditorium at the Library. If the Commission votes on moving the meeting location, staff will make the necessary arrangements.

**Motion** to continue to have the LAC meetings at the library.

M/S: Montano, Stephens

Ayes: 7

**Motion** to have the LAC meetings in the Conference Room at the library.

M/S: Hay, Aoalin

Ayes: 7

### **2. Santa Clara County Library Strategic Goals and Strategies for 2008-2013 Plan Review**

Melinda Cervantes, County Librarian, gave a presentation on Strategic Goals and Strategies for 2008-2013. Ms. Cervantes handed out a brochure with the outline and goals. The brochure focuses on three areas which are Convenience, Public Awareness, and Information Literacy. Surveys will be conducted and the results will be completed by the end of January 2010.

## **XI. Other Business**

### **1. Friends of the Milpitas Library Report**

Continue selling of books and videos. Christmas books are almost gone.

### **2. County Librarian Report**

A survey of service area residents who do not have library cards will begin in November. Results will help to identify target audiences by community and the best way to deliver library services.

The first installation of RFID is up and running at the Los Altos Library; as the pilot program for the district, feedback from staff and patrons will be invaluable to the success of the entire project.

The Library computer network issues have been resolved with the addition of new hardware and software and the installation of additional T1 lines. A longer term redesign and replacement of the computer network is underway.

The Annual Library Friends and Commissioners Forum will be held on Saturday, January 30, 2010 from 8:30 am – 12 noon at the Santa Clara County Library Administration Offices. Please save the date!

The next meeting of the Library JPA Board will be January 28, 2010 at 1:30 pm at the Library Administration Offices, 14600 Winchester Blvd., Los Gatos.

### **3. Community Librarian Report**

**Programs and Services – Some Highlights:** The children’s librarians have added three (3) weekly story times to their regular programming bringing the total to six (6). They added a story time for school age children on Tuesday evening, and on Thursday mornings we now have preschool story time and baby lapsit. Our computer tutoring sessions are also doing very well. Teen librarian Don Phillips coordinates this event. Teens serve as tutors and are available to help people with whatever computer skills they want to learn. We had a wizard rock concert in October, and yesterday we had Chef Suzanne teaching the audience how to make hummus. We continue to see the benefit of offering a wide variety of programs as we see new faces at each event.

**Technology:** We are making good progress getting our collection tagged in preparation for going up on RFID (Radio Frequency Identification). The crew has tagged all of the collections in the building and is now catching materials as they are being returned. They estimate that at least 80% of it has been completed. We will be getting new security gates and new self-checkout machines and are making arrangements for this change-over.

**Building:** There have been some issues with the lights in Teenopolis and in the teen homework center. The City has replaced many of the ballasts in this part of the building with good results. We recently had the carpets cleaned and the windows washed. The City has installed “No Skateboarding” signs in the garage; since that happened I have had no reports of skateboarders on the ramps.

**Staff:** One of our children’s librarians, Diana Lara, is going to have a baby. The baby is due on December 31<sup>st</sup>. Diana will be out on maternity leave starting on December 16<sup>th</sup>.

**Holidays:** We will be closed November 26<sup>th</sup> and 27<sup>th</sup> for the Thanksgiving holiday. We will close at 5:00 pm on Thursday, December 24<sup>th</sup> and will be closed Christmas Day, December 25<sup>th</sup>. Likewise, we will close at 5:00 pm on Thursday, December 31<sup>st</sup> and will be closed on January 1, 2010.

### **4. City Council Report**

None

### **5. City Staff Report**

**Current LAC Issues:** Margie Stephens commendation will be presented at the City Council meeting on December 1<sup>st</sup> all Commissioners are invited to attend. Ola’s Coffee Shop Request October 22, 2009 (no activity to report).

**Child Care Program/HNP:** County Preschool Planning Initiative continuing, report will be released early spring. April art show theme will be “Me” children’s self portraits.

Milpitas Alliance for Better Child Care held two meetings since the last LAC; topics were using classroom plays to teach, and Community Care Licensing. Considering a 2009 meeting where we bring child care providers into the library to refresh their book reading skills and tour the resources for providers and young children.

**Special Events:** Rainbow Theater – Babes in Toyland Performances are November 13<sup>th</sup> – 21<sup>st</sup> Fridays at 7:30 pm and Saturdays at 2:30 pm and 7:30 pm. City of Milpitas Annual Tree Lighting and Holiday Open House will be held November 30<sup>th</sup> at 7:00 pm. Breakfast with Santa will be held December 5<sup>th</sup> at 8:30 am and 10:30 am; tickets are now on sale.

**Holidays:** City facilities will be closed on the following dates: November 26<sup>th</sup> and 27<sup>th</sup>; December 24<sup>th</sup> and 25<sup>th</sup>; and January 1, 2010 and January 18, 2010.

**Other:** Next LAC meeting will be the second Monday of the Month (January 11, 2010) due to the holiday on January 18, 2010. Review of terms, elections will not be held in January as they were held January 2009 for 2 year terms for Chair and Vice-Chair.

**6. Future Agenda Items**

Education Subcommittee Report  
Grants Subcommittee Report  
Leo B. Murphy Award  
Children's Art Show

**XII. Adjournment**

There being no further business, Chair Estioko adjourned the meeting at 8:10 p.m. to the next regularly scheduled meeting on January 11, 2010 at 7:00 p.m. at the Milpitas Library Conference Room.