

APPROVED MINUTES

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

March 15, 2010

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.
Commissioners Present: Aoalin, Chou, Estioko, Pham, Phan, Stephens, and Wang
Absent: Hay and Montano
City Council Liaison Present: Councilmember Giordano
County Staff Present: Linda Arbaugh and Derek E. Wolfgram
County Staff Absent: Melinda Cervantes
City Staff Present: Yvonne Andrade, Steve Erickson, and Toby Librande
- II. Seating of Alternates** Alternate seated: Marie Pham
- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. Approval of Minutes** **Motion** to approve the minutes of January 11, 2010 with the amended changes by Commissioner Stephens.
M/S: Aoalin, Pham Ayes: 6
- V. Announcements and Correspondence** Commissioner Aoalin stated former LAC Commissioner Lynn Escandante has passed away. Chair Estioko stated he and Vice-Chair Montano attended the Annual Library Friends and Commissioners Forum.
- VI. Public Forum** There were no speakers from the audience.
- VII. Adoption of Agenda** **Motion** to approve agenda as submitted.
M/S: Stephens, Chou Ayes: 6
- VIII. Unfinished Business**
- 1. Donor Board Update**
- Steve Erickson, Engineering Department, gave a brief update on the donor board. He stated they received one bid for \$9,651. The City Council awarded the project to VKK Signs on February 16, 2010. Staff is working with VKK on the contract. The board will be installed by May or June 2010.

2. **Education Subcommittee Update**

Vice-Chair Montano was not present at the meeting.

3. **Grants Subcommittee Update**

Commissioner Chou had no update.

IX. New Business

1. **JPA Survey Report**

Deputy County Librarian Derek Wolfgram gave a presentation on the JPA Survey Report. Mr. Wolfgram stated a survey of service area residents without library cards was initiated in November 2009. The results are intended to identify target audiences by community and the best way to deliver library services. The 2nd stage is an online survey.

2. **Library Advisory Commission New Commissioner Orientation and Reference Materials**

The Commission discussed how new Commissioners have been welcomed in the past and suggested ways for updating the new Commissioner Orientation and reference materials. The Commission suggested the binder to include by-laws, library services, donation goals, and hours of operation. Staff will update the draft binder and return to the Commission for review.

3. **Bylaws Review**

Toby Librande, Staff Liaison, read the bylaws to the Commission. The most recent bylaw was adopted June 2, 2009 and included the membership clarification that "All members and alternates shall be Milpitas residents or residents within the boundaries of the Milpitas Unified School District".

X. Other Business

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

There was a large book sale in January over 6,000 books sold. The next book sale is scheduled for June 4, 5, and 6.

2. **County Librarian Report**

Santa Clara County Library launched two new services: BiblioCommons, the new catalog with discovery search tools, ratings, reviews and other sharing/social networking capabilities and Boopsie, the new mobile phone app for the Library. Nearly 50,000 library users have registered for the new catalog since December.

The Woodland Branch and the Gilroy Temporary Library have or soon will reopen for service. On Saturday, February 27th, the City of Gilroy hosted a grand opening for their temporary library located at 7652 Monterey Street that boasts a complete remodel of a 10,000 sf commercial building. The new Gilroy Library is projected to open in late summer 2012. Staff is moving materials, computers, equipment and furniture back into the newly remodeled Woodland Branch Library that is projected to reopen by the end of March 2010. Ribbon cutting TBA.

Melinda Cervantes will be presenting twice at the Public Library Association Conference in Portland, OR, March 24 – 29. Presentation on the Santa Clara County Library Strategic Plan and Survey and on low cost solutions to increasing library services (Morgan Hill Lobby – only service increased hours of operation 156 hours per year).

California Library Association's Day in the District meetings with state legislators in their local offices will be held on Friday, April 16, 2010. More information will be available soon on CLA's website, www.cla-net.org.

The next meeting of the Library JPA Board will be Thursday, April 22, 2010 at 1:30 p.m. at the Library Administration Offices, 14600 Winchester Blvd., Los Gatos.

Four new community librarians have been hired at Los Altos, Cupertino, Morgan Hill and Saratoga.

3. Community Librarian Report

Programs and Services: The past two months have been very busy with programs on various health issues, native plants, cooking with master chef Martin Yan, our Silicon Valley Reads presentation with Dr. Preston Maring talking about why it is best to buy locally grown food, and musical offerings. Our weekly tai chi classes continue to be very popular with 35 people this past Thursday. VITA is going strong and attracting a good number of clients every Saturday. We have a strong slate of children's programs with six regular story times every week.

Volunteers: We have an active volunteer program involving both teens and adults. The younger folks are led by Don Phillips, our teen librarian. He currently has 26 volunteers; each works between one and three hours a week, generally after school and on Saturdays. One of their regular jobs is tutoring in the computer lab on Tuesday afternoons. Don pairs the teens with members of the public; a lot of seniors have been attracted to this program. The teen helps with whatever it is the person wants to learn, such as setting up an email account, word processing, or searching the Internet. This is a very popular program. The volunteers also help with children's programs, pull books requested at other libraries, straighten magazines, and do other jobs that the regular staff doesn't have time for. Each student at Milpitas High must perform at least 20 hours of volunteer work as a graduation requirement, but many of Don's volunteers put in many more hours than that, which of course, is great for the library.

Robert coordinates our adult volunteers. Interest from adults has mushroomed since the opening of the new building and also as a result of Michelle Obama's push at the national level. We now have 19 active volunteers. They search for holds, help with story times, and perform other tasks as needed.

We have averaged over 300 volunteer hours per month since last July.

Technology: Our new self-check machines and gates for RFID were installed the week of February 15th. Also, we are now on fiber instead of T1 lines so our computer speed is much faster. The self-check machines, AMHS, circulation system and Internet for the public are all faster. All of this is making our patrons very happy. There are still some challenges with wireless speed which will soon be addressed.

Special Events: Ilea Crawford, our volunteer book mender, will be recognized by Mayor Livengood as part of his State of the Community speech on Wednesday, April 21, 2010. The other special event was that I was interviewed by Debbie Giordano and

Todd Flesner for Channel 26. The program will show this Wednesday, March 17, 2010 at 6:30 p.m.

Holidays: We will be closed on Wednesday, March 31, 2010 in honor of Cesar Chavez' birthday. We will also be closed on Sunday, April 4, 2010 for Easter. This is not a holiday for staff.

4. City Council Report

Councilmember Debbie Giordano shared general business from the last Council meeting. She mentioned there is 12.5% unemployment rate in Milpitas. County rate is 12.1%. City Council requested proposal to refit Police Department windows with Smart Windows. The Sports Center fitness class has over 715 participants. The new Senior Center will open August 2010. Art in the Park is scheduled for Saturday, March 20, 2010 in Pinewood Park at 9:00 a.m. The Commissioners Brunch is on Saturday, April 10, 2010 at Dave and Busters at 9:00 a.m. The Mayor's State of Community Address is Wednesday, April 21, 2010 at 5:30 p.m.

5. City Staff Report

Current LAC Issues: None

Child Care Program / HNP:

- **Art Selection Night** – Volunteers included Ha Phan, Sonny Wang, Claudia Wang, Veronica Wang, and Kelly Tang. 635 pieces were submitted; 45 selected that evening, 60 total will be shown. Program/individuals submitting art totaled 33. Ages in the show range from 4 months to 12 years; gallery card to distribute. Children's Art Reception at the Library is Sunday, March 28, 2010 at 3:30 p.m. The art show runs Monday, March, 29, 2010 – Monday, June 7, 2010.
- **April Events** – At the April 6, 2010 City Council meeting, the City Council will proclaim April as month of the Young Child and Child Abuse Prevention. As part of that outreach a lapel pin is given out. Also in April, Early Education Teacher Appreciation Certificates will be given out. Child Welfare League of America Flag Presentation will be presented at the April 6th City Council meeting.

Special Events: The Commissioner Brunch will be Saturday, April 10, 2010 at 9:00 a.m. Please RSVP by Thursday, March 25, 2010; the Milpitas Community Center Playgrounds Open House will be on Saturday, April 24, 2010; Milpitas Community Concert Band will perform Friday, March 19, 2010 at 7:30 p.m.; Milpitas Alliance for the Arts, Literary Luncheon, will be on Sunday, March 21, 2010 at 12:00 p.m.; and the Summer 2010 Activity Guide will be mailed to Milpitas Residents on Monday, April 5, 2010.

Holidays: City Buildings will be closed Monday, May 31, 2010, in observance of Memorial Day.

Other: None

6. Future Agenda Items

Education Subcommittee Report

Grants Subcommittee Report

Brown Act Training by Deputy City Attorney Bronwen Lacey

Open Government Training by Deputy City Attorney Bronwen Lacey

I. Adjournment

There being no further business, Chair Estioko adjourned the meeting at 8:35 p.m. to the next regularly scheduled meeting on May 17, 2010 at 7:00 p.m. at the Milpitas Library Conference Room.