

**CITY OF MILPITAS
LIBRARY ADVISORY COMMISSION
MILPITAS PUBLIC LIBRARY – CONFERENCE ROOM
160 N. MAIN ST.
7:00 PM – November 21, 2011**

AGENDA

- I. ROLL CALL** Chairperson Elpidio Estioko, Trinidad Aolin, Margie Stephens, Sonny Wang, Yu-Lan Chou, Carmen Montano, Marilyn Hay
Alternates: Ha Phan, Marie Pham
- II. SEATING OF ALTERNATES**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES** September 19, 2011
- V. ANNOUNCEMENTS/CORRESPONDENCE**
- VI. PUBLIC FORUM**
Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must stand, state their name and address for the record, and limit their remarks to no more than three minutes. As a unagendized item, no response is required of the Commission or City Staff; however, the Commission may agendize the item for a future meeting.
- VII. ADOPTION OF AGENDA** November 21, 2011
- VIII. UNFINISHED BUSINESS**
1. Education Subcommittee Report – Chair Elpidio Estioko/Vice-Chair Carmen Montano
 - a. Letter request for the \$2,500 cash prizes for winners.
 - b. Update for the 2012 Essay Contest preparations – Commissioner T. Aolin.
 2. Grants Subcommittee Report – Commissioner Yu-Lan Chou
 3. Commissioner Photos Report – Commissioner Sonny Wang
 - a. Thank you letter
 - b. Gift Card
 4. CALTAC Membership
 - a. Membership Application Status – Commissioner Yu-Lan Chou
 5. Transient Occupancy Tax
 - a. “Cartwheels” Carla Moss Statue relocation or new sculpture for the library
 - b. Manual crank system for raising fire door with automatic (Fire Department Estimate)
 6. Memorial Project
 - a. Updates from Commissioners
 7. Community Service of San Jose Job Corps Students
 - a. Library Internships – Identify projects, dates, other requirements

IX. NEW BUSINESS

1. Review of Interior Maintenance and Cleanliness of Milpitas Public Library

On November 2, 2011, Milpitas City Manager forwarded a letter to Melinda Cervantes, County Librarian, regarding the lack of required maintenance and janitorial services at Milpitas Public Library. Over the past month, the City Manager on several occasions has visited the library and found that janitorial services and general maintenance pursuant to the City's contractual lease agreement with the County were deficient. Specifically, the City Manager observed the following: 1) Glass doors were very dirty with hand and finger smudges, 2) Floors were not clean, 3) Carpeting and seating areas were dirty, 4) Trash cans were overflowing and appeared not to have been serviced in several days, and 5) Bathrooms were filthy.

Included in the Commissioner's agenda packet are a copy of the letter from the City Manager to the County Librarian and a copy of the lease agreement between the City and County of Santa Clara. The City Manger will be attending this meeting to further address this matter.

Recommendation: Direct the Library to comply with Lease Agreement terms to properly maintain a clean and well kept library.

2. Donation to Milpitas Public Library

On November 8, 2011, Community Librarian Linda Arbaugh received a donation from David Hufton in the amount of \$5,000 to the Milpitas Public Library. Librarian Arbaugh has accepted the check on behalf of the LAC and has requested staff to agendize this item to discuss the manner in which the donation should be spend by the LAC. Librarian Arbaugh will provide an oral presentation to the LAC on a spending plan for the donation.

Recommendation: Consider Community Librarian Arbaugh's proposal on the spending of the \$5,000 donation to the Milpitas Public Library and forward the recommendation to the City Council to accept the gift and spending plan.

X. OTHER BUSINESS

1. Friends of the Milpitas Library Report
2. County Librarian Report
3. Community Librarian Report
4. City Council Report
5. City Staff Report
6. Future Agenda items

XI. ADJOURNMENT to scheduled meeting on January 9, 2012 at 7:00 p.m.

Public comment is allowed on agenda items that are of public interest. A recorded agenda or minutes on standard cassette or printed in large type is available upon request by the Neighborhood Services Division or City Clerk's Office for the visually impaired.

In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify the Neighborhood Services Division 48 hours prior to the meeting at (408) 586-3077, TDD (408) 586-3013.

KNOW YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and the City operations are open to the people's review.

Materials related to an item on this agenda submitted to the Neighborhood Services Division after initial distribution of the agenda packet are available for public inspection at the Neighborhood Services Division, 455 E. Calaveras Blvd, Milpitas during normal business hours.

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The Open Government Ordinance is codified in the Milpitas Municipal Code as Title I Chapter 310 and is available online at the City's website www.ci.milpitas.ca.gov by selecting the Milpitas Municipal Code link.