

APPROVED MINUTES

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

November 21, 2011

- 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: Mayor Esteves
County Staff Present: Linda Arbaugh and Melinda Cervantes
City Staff Present: Sheldon Ah Sing, Felix Reliford, and Tom Williams
- II. Seating of Alternates** Alternates seated: Marie Pham and Ha Phan
- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. Approval of Minutes** **Motion** to approve the minutes of September 19, 2011 as amended.
M/S: Aoalin, Phan Ayes: 7
- V. Announcements and Correspondence** Mr. Reliford stated this is his last meeting with the LAC. Chair Estioko announced the presence of the City Manager.
- VI. Public Forum** There were no speakers from the audience.
- VII. Adoption of Agenda** Commissioner Aoalin requested adding an item to VIII-1. Sonny Wang presentation on the drawing contest. On Item VIII, move #1 to #7.
Motion to move Item VIII-1 to #7.
M/S: Wang, Phan Ayes: 7
Motion to approve agenda as amended.
M/S: Aoalin, Wang Ayes: 7
- VIII. Unfinished Business**
- 1. Grants Subcommittee Report**
There were no updates to report.

2. Commissioner Photos Report

Job well done in coordinating with the photographer. Letter was signed by the Chair and it was recommended that gift card to be given to the photographer pending the amount decided by the Friends of the Library.

Motion to provide a gift card in an amount decided by the Friends of the Library to the photographer.

M/S: Wang, Aoalin

Ayes: 7

3. CALTAC Membership

Commissioner Chou stated CALTAC has not received the membership application for the LAC. Mr. Reliford asked Commissioner Chou to forward him the information so he can forward to Finance for invoicing.

4. Transient Occupancy Tax

Tom Williams, City Manager, stated that the Transient Occupancy Tax is being used to its entirety for the additional operating hours of the library. He also stated that the City is waiting for the Arts Commission to approve the art piece to replace the “Cartwheels” statue. Mr. Williams stated he spoke to the City Engineer and because of the savings in construction of the library; they can allocate money for the updating of the manual crank system.

5. Community Service of San Jose Job Corps Students

Ms. Cervantes stated these would be considered volunteers at the library. They would more information about the work that is being done. Ms. Cervantes stated they would need to speak to the coordinator of the program. Chair Estioko stated this program is free to the students.

6. Memorial Project

Mayor Esteves stated he thought the LAC was going to bring this item to the JPA Board first and then present it to the City Council. Ms. Cervantes felt they did not have enough information to bring it to the JPA board. She is concerned with it going in the Teen space. Chair Estioko stated that the action is for Ms. Cervantes to present it to the JPA board and then forward it to the City Council.

7. Education Subcommittee Report

Chair Estioko stated the letter request was forwarded to the Mayor and City Council. Commissioner Aoalin stated they were unable to meet with the rest of the subcommittee members due to scheduling. She stated the subcommittee will meet at a future meeting. Commissioner Wang stated instead of having a writing contest they suggested having a drawing contest. He suggested the title to be “I Love Milpitas Library”. Instead of giving monetary prizes the idea was to give out trophies instead. Commissioner Wang suggested having the Youth Commission work with the LAC on this project. Chair Estioko thought this is a very good project. Chair Estioko thought making the drawing contest a separate contest from the Essay writing contest. Commissioner Pham suggested having the drawing contest for the younger group and the essay contest for the older group. Mr. Williams suggested having two separate contests and sending a letter to the City Council for separate funds for the drawing contest.

Motion to have to two separate projects (drawing contest and essay contest).

M/S: Aoalin, Pham

Ayes: 7

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.

Mr. Williams stated he has noticed some maintenance needs at the library. Mr. Williams stated the City is working with Engineering on replacing the urinals in the restrooms. Ms. Cervantes stated the library has two full time janitors. The library has a lot of customer behavioral issues. There will be a check list in the restrooms as to when each maintenance was done. Mayor Esteves feels this is a very important issue. Ms. Cervantes stated safety and cleanliness are two of the library's high standards. Mayor Esteves stated the library to give a report on status of cleanliness.

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 spent by the LAC.

Motion to recommend to City Council the proposal on the spending of the \$5,000 donation to the Milpitas Public Library.

M/S: Chou, Pham

Ayes: 7

X. Other Business

1. Friends of the Milpitas Library Report

There was a book sale in September.

2. County Librarian Report

The Library has greatly expanded our electronic book collection with the recent addition of Kindle eBooks. In September, Overdrive and Amazon launched Kindle compatibility to approximately 11,000 United States Public and school libraries in its network. On a related note, circulation of eBooks for children and adults increased by well over 1,000 percent from 2008 to 2010.

The Santa Clara County Library JPA Board discussed several aspects of the non-District resident library card fee at their October meeting, including concerns expressed in letters from Los Altos and Los Altos Hills city councils. At the next meeting of the Library JPA Board on January 26, 2012 at 1:30 p.m. at the Library Administration Offices, 14600 Winchester Blvd., Los Gatos, staff will present recommendations to:

- Provide free WiFi services to all visitors
- Establish a fee for daily use of the Library's networked computers
- Exempt Library volunteers who meet certain eligibility guidelines from paying

- the non-District resident fee
- Review the funding formula in the JPA Agreement, which received its last comprehensive review in 2001

JPA agendas and minutes will be posted on the Library website the Friday before each meeting. www.santaclaracountylib.org

Administrative Services Manager Gay Strand will be retiring effective December 2, 2011 after thirteen years of service to the Library. Recruitment for her successor will be initiated very soon.

During the past two months, both Campbell and Los Altos libraries have undergone renovations to update furniture, enhance computer and electrical wiring, install new carpeting, and paint interior walls.

Over the summer, the Library implemented online credit and debit card payment of fines and fees, which has been very well-received. Over the next several months, SCCL will also be installing cash/credit/debit self-payment stations in each library.

At the California Library Association's (CLA) Annual Conference in Pasadena on November 11, 2011 – November 13, 2011, Patricia Lorenzo, the Santa Clara County Library Service Manager for Outreach and Public Awareness, will receive the prestigious Outstanding Librarian in Support of Literacy Award for her work managing the Reading Program. In addition, at the same conference, Deputy County Librarian Derek Wolfgram will be sworn in as Vice-President/President-Elect of CLA.

Silicon Valley Reads celebrates its 10th Anniversary in 2012 kicking off on Wednesday, January 25, 2012 at 7:30 p.m. at the Campbell Heritage Theater in Campbell. Two authors, Sumbul Ali-Karamali and G. Willow Wilson, whose books on what it is like to be both Muslim and American have been selected for Silicon Valley Reads 2012, the regional program that asks everyone in Santa Clara County to read the same books, at the same time, and talk about them. Santa Clara County Library is one of three co-sponsors along with the San Jose Public Library Foundation and the Santa Clara County Office of Education.

The Muslim Next Door by Sumbul Ali-Karamali and *The Butterfly Mosque* by G. Willow Wilson present two perspectives on their experiences as young American women who are also Muslim. Their stories provide insight into Islam including misconceptions about the faith and cultural traditions.

Silicon Valley Reads companion books for younger readers are: *It's OK to Be Different*, a picture book by Todd Parr, *One Green Apple* by Eve Bunting (K-2), *My Name is Bilal* by Asma Mobin-Uddin (grades 3-6) and *Skunk Girl* by Sheba Karim (grades 7 and up).

3. Community Librarian Report

Special Events: On November 2, 2011, the library hosted a reception welcoming Santa Clara County Poet Laureate Sally Ashton. Live music was presented by Eddie Mininfield on saxophone and Bill Hampton on guitar. Sally spoke about what it means to be a poet laureate and read some of her poetry. There were about 70 people at the reception and no one seemed in a hurry to leave.

Gift to the Library: John Schmidt, who is the father-in-law of one of our clerks, designed and built a donation box to replace the one that was stolen about 10 months ago. The new box, which is securely cabled in place, is quite attractive.

Holidays: The library was closed on Veterans Day and will be closed on Thanksgiving and the day after. Thanksgiving is a holiday, but the day after is a closed day with nearly

all staff being required to take a furlough day.

4. City Council Report

Mayor Esteves stated there will be more housing developments in Milpitas. The campaign finance reform is a big accomplishment. December 1, 2011 is the tree lighting event at the City.

5. City Staff Report

There were no updates to report.

6. Future Agenda Items

Education Subcommittee Report
Grants Subcommittee Report
Memorial Project
Essay Contest
Library Maintenance and Cleanliness

XI. Adjournment

There being no further business, Chair Estioko adjourned the meeting at 9:04 p.m. to the next regularly scheduled meeting on January 9, 2012 at 7:00 p.m. at the Milpitas Library Conference Room.