

**APPROVED MINUTES**

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

**January 9, 2012**

- I. Call to Order and Roll Call**      Chair Estioko called the meeting to order at 7:05 p.m.  
Commissioners Present: Chou, Estioko, Montano, Phan, and Wang (7:30 p.m.)  
Absent: Aoalin, Hay, Pham, and Stephens  
City Council Liaison Absent: Mayor Esteves  
County Staff Present: Linda Arbaugh and Nancy Howe  
City Staff Present: Sheldon Ah Sing
- II. Seating of Alternates**      Alternates seated: Ha Phan
- III. Pledge of Allegiance**      Chair Estioko led the Pledge of Allegiance.
- IV. Approval of Minutes**      **Motion** to approve the minutes of November 21, 2011.  
M/S: Chou, Phan  
Ayes: 4  
Abstain: 1 (Carmen Montano)
- V. Announcements and Correspondence**      There were no announcements or correspondence from staff or the Commission.
- VI. Public Forum**      **Larry Voellger, 689 Cardiff Place, Milpitas, Public Arts Commission,** presented some models being proposed to replace the “Cartwheels” in front of City Hall. The budget for this project is \$200,000.00. Due to the RDA funding there may not be funding available for this project.
- VII. Adoption of Agenda**      **Motion** to approve agenda as amended.  
M/S: Montano, Chou  
Ayes: 5
- VIII. Unfinished Business**
- 1. Grants Subcommittee Report**

There were no updates to report.

**2. CALTAC Membership Update**

CALTAC membership was forwarded to CALTAC Chair and there has not been any response yet.

**3. Library Capital Improvements**

- a. “Cartwheels” – This item was discussed earlier.
- b. Manual Crank System – This project will be added to the proposed 5 year CIP.

**4. Memorial Project**

JPA to hear proposal.

**5. Community Service of San Jose Job Corps Students**

Linda Arbaugh, Community Librarian, gave a report on the San Jose Job Corps.

**6. Education Subcommittee Report**

Commissioner Wang stated the Essay Writing Contest will be held during National Library Week. He suggested changing the prizes to 10 Kindle Fire. Chair Estioko had a concern with the changing of the prizes. Commissioner Wang suggested advertising in the Milpitas Post, post and distribute flyers within the schools, library, and around the community. Commissioner Chou suggested a revision of the itemized budget.

**Motion** to revise the format of the Essay Writing Contest and forward to the City Council for approval.

M/S: Chou, Montano

Ayes: 4

Abstain: 1 (Elpidio Estioko)

**7. Commissioner Photos Report**

Commissioner Wang stated a Thank You letter was sent to Mr. Armstrong with a \$50.00 gift card.

**IX. New Business**

**1. Proposed Procedure for Donation Check Tracking**

Sheldon Ah Sing, Senior Planner, stated from time to time people donate money to the library. It is important that a system is in place to keep track of donations. Mr. Ah Sing recommended the following procedure to ensure the checks are processed in a timely manner:

1. The donation is addressed to the Community Librarian.
2. The donation and copy of the paperwork is hand delivered or picked up in person to/by the LAC staff liaison to ensure delivery of the paperwork and check.
3. The staff liaison submits donation to City Finance Department for deposit.
4. Community Librarian drafts spending plan and reports to LAC at next available meeting.

**Motion** to approve procedure for donation check tracking.

M/S: Chou, Phan

Ayes: 5

## **X. Other Business**

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

The next book sale is at the end of January. The Friends of the Library is doing very well with on-line book sales.

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

The 2012 Library Friends and Commissioners Forum will be held on February 4, 2012, 8:30 a.m. to 12 noon at the Library Administration Offices. Senator Simitian will be the keynote speaker.

On December 13, 2011, Governor Brown announced that the “budget trigger” enacted as part of the 2011-12 State budget would be pulled. Included in the cuts was the remaining \$16 million the State provided to public libraries through three programs: Public Library Foundation (per capita funding for all service area residents), Transaction Based Reimbursement (support for libraries loaning their materials to residents of other jurisdictions), and California Library Literacy Services (programs to teach adults to read). Santa Clara County Library had already factored the cuts into its 2011-12 budget, so there will be no further operational impacts from the cut.

Silicon Valley Reads celebrates its 10<sup>th</sup> Anniversary in 2012, kicking off on Wednesday, January 25, 2012 at 7:30 p.m. at the Campbell Heritage Theater in Campbell. See the Silicon Valley Reads 2012 booklet or [www.siliconvalleyreads.org](http://www.siliconvalleyreads.org) for information on over 100 other programs to be offered this year.

The next meeting of the Santa Clara County Library Joint Powers Authority Board on January 26, 2012 at 1:30 p.m. at the Library Administration Offices, 14600 Winchester Blvd., Los Gatos. JPA agendas and minutes will be posted on the library website the Friday before each meeting: [www.sccl.org](http://www.sccl.org). Agenda items to be discussed will include free wireless access for visitors without library cards, daily access fees for visitors without cards to use library computers, criteria for free library cards for non-district residents who are library volunteers, and a review of the Library Funding Formula.

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

**Special Programming:** The library held two workshops designed to help the public with their eReaders. We knew a lot of people would be receiving them as Christmas gifts so the timing was ideal. A total of 25 people attended the workshop this past Saturday. We also had a sock hop for the pre-school crowd just before the holidays. The children’s librarians had the auditorium all decorated and played some music designed to get everyone in the mood to dance. The kids loved it. Last Friday we started a weekly ESL conversation club led by Jenny Robinson, our new adult librarian. This is a new venture for us and obviously a timely one as we had 28 people show up for it.

We have some nice programs coming up. This Thursday there will be a presentation on pruning your garden. The speaker is a master gardener. On Saturday, January 21, 2012 the Firebird Youth Chinese Orchestra will present a performance. This group has been here several times before and they always put on a very nice program.

**Exhibits and Displays:** The library has a “Growing Up Asian” display at the library for the month of January. In February we will have a special display featuring the life and

accomplishments of Paul Robeson to mark the 100<sup>th</sup> anniversary of his birth. In March we will have an exhibit of photos which were produced as part of a project to mark the 15<sup>th</sup> anniversary of the collaboration of Milpitas with its sister city in Japan, Tsukba. Photos of both cities will be shown.

**Holidays:** The library will be closed on Monday, January 16, 2012 in honor of the Martin Luther King holiday.

**4. City Council Report**

There were no updates to report.

**5. City Staff Report**

Staff mentioned RDA was dissolved by State Supreme Court action.

**6. Future Agenda Items**

Education Subcommittee Report  
Grants Subcommittee Report  
Essay Contest

**XI. Adjournment**

There being no further business, Chair Estioko adjourned the meeting at 8:55 p.m. to the next regularly scheduled meeting on March 19, 2012 at 7:00 p.m. at the Milpitas Library Conference Room.