

APPROVED MINUTES

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

May 21, 2012

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.
Commissioners Present: Chou, Estioko, Hay (Left at 7:50 P.M.), Pham ,Stephens ,Phan and Wang
Absent: Aoalin and Montano
City Council Liaison Present: Mayor Esteves
County Staff Present: Linda Arbaugh and Derek Wolfgram
City Staff Present: Sheldon Ah Sing
- 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 January 9, 2012.
M/S: Hay, Wang
Ayes: 7
- V. Announcements and Correspondence** Commissioner Wang attended the March 25, 2012 Friends of the Library recognition lunch and thanked the organizers.
Staff to check on Filipino Memorial Mural for the library to see if the the City Council needs to approve it.
- VI. Public Forum** None
- VII. Adoption of Agenda** **Motion** to approve agenda as submitted.
M/S: Montano, Aoalin
Ayes: 7
- VIII. Unfinished Business**
- 1. Education Subcommittee Report (2012 Library Week Essay Writing Contest)**
Commissioner Hay reviewed the time line and suggested changing the October 20 set up time to 11-12. Suggested wearing blue shirts and name tags to identify volunteers however not all commissioners have one so name tags will be sufficient. The format description does not need to mention lined paper as pre-lined paper will be provided. Chairperson Estioko asked the members of the Committee to discuss the contest, it was

confirmed that the essay is on one page, pre-lined no electronic devices allowed.

Flyer: Would like to finish the flyer so it can be distributed, there was a discussion on when to hand out the flyer. Publicity was discussed, it was suggested that the flyers be in the library in August but distributed to students at the end of September. Possibly put a picture of the Kindle on the flyer. Rules need to be on the back of the flyer and that participants must be Milpitas resident between the grades 4 -12, specific rules including contact information for questions. Maybe the City Council should be recognized for donating; however, the Mayor stated this was not necessary. Encouragement is for creative writing because of the varied age group- the title of the contest should be "Writing Contest", the technical skills of the writer will be a minor consideration.

Task list, each group of the Commission will recruit the Judges.

Commissioner Chou- grades 4-6 (Friends of the Library)

Commissioner Montano- grades 7-8 (School District)

Chair Estioko- grades 9-12 (Library)

Staff, Sheldon Ah Sing, mentioned that the Kindles will be purchased before the end of the fiscal year and be stored in a safe. The refreshment and decorations will be a budget request for next fiscal year.

Photographs: Chair Estioko volunteered his son, Paul, to take the pictures for the event and will follow up with the Mayor if there will be a fee.

Motion : To have a special meeting on Tuesday September 4, 2012 at 7PM.

M/S: Wang,Phan

AYES: 7

NOES: 0

2. Grants Subcommittee Report

There were no updates to report.

IX. New Business

Donation to Milpitas Public Library: Community Librarian Linda Arbaugh received a second donation for \$5,000 from the David Hufton Foundation. She proposed the following spending plan.

In accordance with the guidelines, the Milpitas Public Library is hereby submitting the following proposed spending plan to the Milpitas Library Advisory Commission for consideration for recommendation to the Milpitas City Council.

Re-upholstery for six (6) chairs and two (2) loveseats in the Children's area: \$3,800
Two additional wingback chairs for the reading court: \$1,200

Total: \$5,000

It was asked if the County should pay for this, Ms. Arbaugh stated that due to budget constraints there are no funds for this. The Mayor asked if we will need to re-upholster every two years, if so he would not want to approve this. It was mentioned that the fabric

being selected would be stronger and should last much longer.

Motion: To recommend the Donation Spending Plan as presented by Linda Arbaugh to the City Council.

M/S: Stephens, Chou

AYES: 7

NOES: 0

MCTV 26

Chairperson Elpidio Estioko received an invitation from Debra Lax; she proposes a magazine program for all commissions. To start the project she needs commitments from eight (8) commissions, four (4), 30-minute episodes in each session. It was asked if there are any volunteers, Marie Pham and Ha Phan volunteered. The Mayor asked what the goal of the program is. Chairperson Estioko replied that it is informational; the Mayor stated there needs to be a higher goal. Chairperson Estioko stated he will provide further information. Commissioner Wang stated that TV is not necessary when all meetings are accessible to the public. The Mayor mentioned that promoting the Commission is also good, staff member Sheldon Ah Sing agreed.

X. Other Business

1. Friends of the Milpitas Library Report

On June 1,2 & 3rd there will be a book sale, the best deal is Friday night.

2. County Librarian Report

The grand opening of the new 53,000 square foot Gilroy Library was held on April 28 at the new library, 350 W. 6th Street in Gilroy, with about 7,000 visitors on the first day

Silicon Valley Reads event attendance had already topped 6,200 people before the end of March, far surpassing the record of 4,900 set in 2010. Events still continue through April, including programs with each of the two main authors. See the Silicon Valley Reads 2012 booklet or www.siliconvalleyreads.org for information on over 100 programs offered this year.

County Librarian Melinda Cervantes has accepted a position as the Director of the Pima County Public Library serving Tucson, Arizona and the surrounding communities. Her last day with Santa Clara County Library was April 28, the Grand Opening of the Gilroy Library.

County Executive Jeff Smith has appointed Nancy Howe as the Acting County Librarian for the Santa Clara County Library District. A national recruitment for a new County Librarian will be conducted over the next few months.

The Library is pleased to welcome our new Financial and Administrative Services Manager, Chuck Griffen, who began his new assignment on May 7. Chuck brings 20 years of experience, of which 13 years involved managing complex departments within the City of San Jose, including his most recent assignment as the Administrative Officer and member of the executive management team for the San Jose Public Library.

The Library has recently completed the upgrade to new public and staff computers running Windows 7 and including the Microsoft Office 2010 suite of programs. 290 new staff computers and over 500 new public computers have been deployed over the last two months.

Two new short youtube videos have been created by library staff to promote Santa Clara County Library services:

- Santa Clara County Libraries – Welcome!
http://www.youtube.com/watch?v=Sif3Dq_d_VA
- Kids Love Santa Clara County Libraries!

<http://www.youtube.com/watch?v=vpjwwXdmuPo&feature=relmfu>

A much more elaborate promotional video will have its world premiere at the Library's Staff Development Day on May 11, and will be widely shared later in the month.

At its March 15 meeting, the Santa Clara County Library District Joint Powers Authority Board approved an additional budget transfer of \$2.8 million from undesignated fund balance for remodeling costs and site improvements for the Library Administration, Service Center, and Warehouse Operations facility on Dell Avenue in Campbell. At the JPA Board meeting on April 26, the Board reviewed the Fiscal Year 2013 Recommended Budget, which will be agenzized for final approval at the next JPA meeting.

The Santa Clara County Library District Joint Powers Authority Board will hold its next regular meeting on June 7, 2012 at 1:30 pm. Agendas and minutes for the JPA Board and the Finance Committee will be posted on the Library website the Friday before each meeting: www.sccl.org.

3. **Community Librarian Report**

Reduced Hours: The patrons and staff are adjusting to our new schedule of reduced hours. Thanks to the Friends, we had large ads in four consecutive issues of the Milpitas Post announcing the changes. We also had flyers, bookmarks, and an announcement on our electronic bulletin board. Considering how many people use the library, we have had very few patrons show up before it was time to open.

Staff Changes: Long-time clerk Carol Emmons is retiring. She had worked for the library system since the early 1980's. We will miss her.

Exhibits and displays: From the middle of April until mid-May we had a sculpture by Diana Mihalakis on display in the Reading Court. She created this lovely pieced, which is called "Tally". Right now we have an exhibit of photos produced by members of the Milpitas Camera Club which will be up through the end of the month. On June 11 another exhibit comes in , "Why Taiwan Matters."

Outreach: As you know the library has launched a campaign to get library cards into the hands of as many residents of the district as possible. Our outreach efforts are paying off. There was a 21.1% increase in card-holding residents of our service area between 2010 and today.

Special Events: The Friends hosted their second annual volunteer appreciation luncheon on Mayor 25. About 60 people attended, including Mayor Esteves. It was a very nice event.

Holidays: We will be closed on Monday, May 28 in honor of Memorial Day, and on Wednesday July 4 for Independence Day.

11 City Council Report

Mayor Esteves asked staff if the Mural has been approved, Sheldon Ah Sing stated that he was waiting to hear from the City Managers Office. Mayor Esteves mentioned that the budget process has been completed and 52 employees were layed off and some are being contracted out which is painful but necessary. This is very serious and every penny counts. Mayor Esteves also stated that the City was able to save Rainbow Theatre through contract, some police programs have been cut due to no concessions from their association. Mayor Esteves stated that the City will maintain services; there will be no impact to public. As far as the teen center the City is still looking for someone to take it over. Development continues, about 3,000 homes are in the pipeline, BART continues, the Asia Pacific Mall is coming to McCarthy Ranch with a 5 star hotel. The Serra shopping center is also starting to move forward. The Walmart expansion is on because they won the lawsuit. Anything that you see that is not wise spending please let us know.

5. City Staff Report

The Council did adopt the 2012-2017 CIP improvement plan that includes the automatic fire alarm, there is no time line but it is in the plan.

The Mayor added that there is a Memorial Day Celebration at 9AM at City Hall.

6. Future Agenda Items

XI. Adjournment

There being no further business, Chair Estioko adjourned the meeting at 8:50 p.m. to the next regularly scheduled meeting on September 4, 2012 at 7:00 p.m. at the Milpitas Library Conference Room.