

UNAPPROVED MINUTES

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

January 14, 2013

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.
Commissioners Present: Aoalin, Estioko, Mateo, Pham, Phan, Stephens and Chou (arrived at 7:03 p.m.)
Absent: Wang
City Council Liaison Present: Montano
County Staff Present: Linda Arbaugh and Nancy Howe
City Staff Present: Sheldon Ah Sing
- II. Seating of Alternates** Alternates seated: Hellie Mateo and Marie Pham
- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. Approval of Minutes** **Motion** to approve the minutes of November 19, 2012.
M/S: Stephens/Aoalin
Ayes: 7
- V. Announcements and Correspondence** Commissioner Pham mentioned that the Milpitas Executive Lions Club seeks high school students for a speaking contest set for February. A Toastmaster representative will coach the participants. An another contest is the peace poster where children submit a poster on what peace means to them.

Councilmember Montano mentioned that on February 9 at the library the Hispanic Development Corporation will host an event with author Roxana Ocampo between 10 am and noon.

Chair Estioko mentioned that work is being done on a documentary regarding human trafficking.
- VI. Public Forum** None
- VII. Adoption of Agenda** **Motion** to approve agenda as submitted.
M/S: Aoalin/Stephens
Ayes: 7

VIII. Election of Officers

There was some discussion on deferral of voting for chairperson. However, nominations for chair were Commissioner Wang and Commissioner Estioko. Votes were as follows:

Estioko: 5
Wang: 2

Commissioner Estioko was voted as Chairperson for a two year term.

There was a motion to defer the vice chair election until the next meeting:

M/S: Aoalin/Chou

Ayes: 7

IX. Unfinished Business

1. Development of Commission Work Plan for 2013

There were a number of suggestions for the Commission's work plan. Chair Estioko distributed blank calendars to assist with scheduling.

County Librarian Howe mentioned the Friends, Foundations, Endowments & Commissioners Forum theme with training for commissioners with library staff to let the public know what services are offered by the library. The Forum will be held on February 9 at the District's headquarters. The idea is that commissioners can make people aware of the library services, which would be included on a 3-5 minute video.

Commissioner Chou asked if the presentation will be available as a kit.

County Librarian Howe replied that the video will be placed on "thumb-drives" and on "You Tube".

Commissioner Chou suggested that each of the commissioners present the video to their neighborhoods throughout the year. Commissioner Pham liked the suggested by Commissioner Chou. Councilmember Montano also thought that because of the local access television station there are many opportunities make the public aware of the library services.

Commissioner Pham mentioned National Night Out, which is held on August 8 and the video could be shown to the neighborhoods then.

Chair Estioko mentioned the Relay for Life at the end of June.

Discussion included the annual Essay Contest to be held again in October, possibly on the 12th. Commissioner Chou mentioned that the contest should check with the school calendar to avoid conflicts.

Chair Estioko suggested that the commissioners at the next meeting bring forward their ideas for the work plan.

X. New Business**1. Donation to the Milpitas Public Library**

None.

XI. Other Business**1. Friends of the Milpitas Library Report**

Commissioner Stephens mentioned that the next book sale will be held on January 25-27. The best choice is on Friday; however, you have to be a member of the Friends of the Milpitas Library. Children's books, DVDs go quickly.

2. County Librarian Report**Carol Frost, new Deputy County Librarian, joins staff**

Please join me in welcoming Carol Frost to our staff as Deputy County Librarian, Information Technology and Collection. Carol has worked at the San Jose Public Library as a Division Manager and Senior Librarian where she was responsible for technical services, information technology, web and digital services, and co-management of the King Library units with San Jose State University. In addition, Carol had oversight for multiple branches, adult literacy, youth services, early literacy, and circulation services. Prior to joining the San Jose Public Library, Carol was the Technology Program Manager and Computer Operations Coordinator for the Peninsula Library System and Technical Services and Support Librarian at San Bruno Public Library.

Friends and Commissioners Forum

All commissioners are invited to the 10th Annual Friends and Commissioners Forum, to be held Saturday, February 9th, 8:45 – Noon. The keynote speaker will be Deborah Doyle, President of the California Public Library Advocates (formerly CALTAC), past chair of the Friends and Foundation of the San Francisco Public Library, and President-elect of the California Library Association. Deborah is a well-known passionate and eloquent advocate for public libraries. In addition, there will be the premiere of a Santa Clara County Library District video that can be used by commissioners and staff when making presentations about the Library in the community. Small group discussion options include new digital resources, library funding, tips on telling the library story in the community, and a visit from one of the Silicon Valley Reads authors. Invitations will be mailed and emailed to you.

Silicon Valley Reads

Silicon Valley Reads 2013, "Invisible Wounds of War" kicks off on January 30th at 7:30 p.m. at the Campbell Heritage Theatre and will include over 100 free events January through April throughout Santa Clara County. All of our libraries have copies of the selected books and we encourage you to come to several of the events.

Joint Powers Authority Board (JPA) Upcoming Meeting

The JPA will meet on Thursday, January 24th, at 1:30 at Library headquarters. The

Finance Committee will not meet this month.

3. **Community Librarian Report**

Staff news: We expect to be able to interview for our four vacant coded page positions within the next month. Human Resources received a huge number of applications for this position and gave the test to over 600 of them. Once all of this is sorted out, they will create a list and we can hire from that list.

Outreach: This coming Saturday we will have a table at the city's 'Better Bodies Small & Tall' exercise class at the Sports Center. We will have our laptop and be able to register people for library cards. We will have a list of library resources on health and fitness and we will also have some healthy snacks for the class.

We are reaching out to the school district to explore ways we can better market our summer reading clubs. Early next month Karen, Don and I will meet with Kathy Lincoln, who is the reading specialist for the school district, to talk about this.

We also are working on a project to have our bookmobile stop at the city's two day camps that they will run for 8 weeks next summer. We will get as many of the children as possible registered for library cards ahead of time. Hopes are that the bookmobile can visit camp every other week. This is a possibility because the bookmobile goes to Foothill School during the school year but not in the summer.

Programming: Every week our children's librarians produce six story times for children of all ages. We also have three sessions of computer tutoring which are very popular. Other weekly programs are our ESL conversation club, tai chi and yoga. Last month we had several special presentations: an Ikebana flower show and demonstration, 'A Christmas Carol' presented by Broadway and film actor Duffy Hudson, 'Three Billy Goats Gruff' presented by Opera San Jose, a sock hop for pre-schoolers, a Christmas carol sing-along and a movie marathon day, complete with popcorn. This month we are offering 'eReader Drop In' sessions, a program on garden pests, and another one on Ayurveda, which is an age old Hindu system of traditional medicine.

Special project: Yesterday I met with two people involved in the project to have a painting produced for the library honoring the Filipino contribution to the grape strike of the 1960's. We agreed that the finished piece would be 12 feet wide by 4 feet tall. Their goal is to have it completed and hung by October of 2013 as October is Filipino American History Month.

Library closed days: We will be closed on Monday, January 21 in honor of Martin Luther King, Jr.'s birthday. After that the next closed days are March 31, which is Easter, followed the next day by Cesar Chavez' birthday, this year being celebrated on April 1.

4. **City Council Report**

Councilmember Montano mentioned that the Council approved a high density residential project near the future BART station. Her assignments are: City/School Communication Committee with MUSD, Economic Development Commission, Liaison Library Advisory Commission, Liaison Recycling and Source Reduction Advisory Commission, Liaison San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC), Alternate Santa Clara County Cities Legislative Action Committee, Alternate Santa Clara County Library Joint Powers Authority Santa Clara Valley Water District's Coyote Flood Protection and Watershed Advisory Committee.

Sister Cities Commission, Liaison

5. City Staff Report

Staff mentioned that there are many construction projects occurring throughout the City and that future development is proposed.

6. Future Agenda Items

None.

XII. Adjournment

There being no further business, Chair Estioko adjourned the meeting at 8:22 p.m. to the next regularly scheduled meeting on March 18, 2013 at 7:00 p.m. at the Milpitas Library Conference Room.

Library Commission Report
 Nancy Howe, County Librarian
 March 2013

Joint Powers Authority (JPA) actions

The Joint Powers Authority (JPA) met on February 28, 2013 and approved the recommendation of the Election Subcommittee to start a public education program in anticipation of the renewal of the special library tax that will expire in June 30, 2015. The total revenue from this tax is over 17% of the Library budget and exclusively funds staffing for open hours and materials. In addition to the public education program, the JPA will need to establish a new Community Facilities District (CFD) which allows for the Library to collect such a tax. The JPA noted that polling supported a renewal of the tax that has been in existence for nearly 20 years, but not an increase of the amount. The date of the election and other election details are not yet determined.

The JPA also accepted the Five-Year Financial Forecast for Fiscal Years 2012-2013 to 2016-2017. Modest increases in property tax are anticipated and renewal of the special tax is also assumed. A reduction in lease costs for the Winchester office is anticipated. It also assumes the State will not be in a financial position to reinstate support for either Public Library Foundation or Transactional Based Reimbursement.

FISCAL YEAR	Projected REVENUE	Projected EXPENSE	Net Surplus/ (Deficit)
2012-13	31,979,511	32,400,827	*(421,316)
2013-14	32,575,219	32,509,980	65,239
2014-15	33,189,533	32,838,389	351,144
2015-16	33,829,449	33,467,906	361,544
2016-17	34,485,356	34,110,185	375,171

* The current year shows a deficit due to the approved transfer from Reserves to fund the Integrated Library System (ILS) replacement project.

The JPA welcomed new member Courtenay Corrigan from Los Altos Hills.

Vice-Chair Jason Baker reported that Los Altos City Council voted on February 26, 4-1, not to ratify a task force to study alternative library management options other than being part of the Santa Clara County Library District.

The JPA also heard a brief report on the upcoming March soft opening of the Tech Tool Bar pilot at the Cupertino Library. The Tech Tool Bar, supported by the Cupertino Library Foundation as a District pilot, will display a variety of e-readers and tablets on which you can access free library content. The counter includes a large screen display and trained volunteers that can answer basic questions while library patrons experiment with the new devices and learn more about library digital services. The volunteers are trained to refer questions to reference librarians who will continue to assist library patrons. Based on the pilot, the Library will determine if this is a model of service that can be replicated at other locations. National studies show even library the majority of library customers do not realize that most public libraries offer free e-books. And library staff acknowledge technical interfaces can be hard to use so we are looking for friendly ways to help our patrons.