

APPROVED MINUTES

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

May 20, 2013

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.
Commissioners Present:, Estioko , Pham, Phan, Aoalin, Stephens, Chou, Mateo and McDonald
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: Mateo
- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. Approval of Minutes** **Motion** to approve the minutes of March 18, 2013.
M/S: Pham/Phan
Ayes: 7
- V. Announcements and Correspondence** Commissioner Phan mentioned an event for the Phil-Am Association of Milpitas to be on held on June 8 at 2PM.
Chair Estioko welcomed new Commissioner McDonald.
- VI. Public Forum** None.
- VII. Adoption of Agenda** **Motion** to approve agenda of May 20, 2013.
M/S: Aoalin/Chou
- VIII. Election of Officer (Vice Chair)**

Nominations included Commissioner Pham, Commissioner Aoalin and Commissioner Chou. Commissioners Aoalin and Chou declined the nomination.

Commissioner Pham elected to the position of Vice Chair.
- IX. Unfinished Business**
1. Development of Commission Work Plan for 2013/2014

The commission discussed potential activities to work on during the year.

These included: Regular meetings, essay contest (April), Library conferences (November), Commissions forum (January) and the Library Fair (March/April).

Discussion included the proposed parcel tax. Staff is to come back with a list of activities for the work plan at the next meeting.

X. New Business

1. Public Art Piece Location for “Cartwheel Kids” at Milpitas Library

Renee Lorentzen, Program Coordinator summarized the project that would move the art piece from City Hall to the Library. There were three options for the Commission to recommend. The first would split the three cartwheelers on opposite sides of the entryway to the grammar school; the second option includes all three cartwheelers near the entranceway (left side) on concrete; and the third option places all three cartwheelers near the entranceway (right side) on the grass.

Five of the commissioners preferred the second option, while two of the commissioners preferred the third.

2. Library Advisory Commission By-laws for Officers

Chair Estioko provided background on the item. Staff explained the recommendation that the positions of Chair and Vice Chair would be limited to one year terms and that an elected officer may only serve two consecutive terms with a one year term lapse between the last terms served.

Motion was to adopt staff’s recommendation.

M/S: Chou/Pham

Ayes: 7

Discussions ensued on the effective date of the change.

Motion was to make the change effective with the next election in January 2015.

M/S: Chou/Mateo

Ayes: 7

3. Essay Contest for 2013

Discussion included getting the contest in sync with Library Week in April 2014. A subcommittee comprising Commissioners Chou, Phan and Wang.

Motion to move the Essay Contest to April 2014 and begin planning.

M/S: Chou/Stephens

4. Membership for Friends of the Library

Staff provided background on the Commission’s budget, which includes \$400 for conference related items and \$128 for non-conference related items. The annual membership for the Friends of the Library is \$5. Staff recommended that there was sufficient budget to reimburse those for membership costs not to exceed \$5.

5. **Polo Shirts for Commissioners**

Vice Chair Pham provided background on the item. Library staff to provide catalog with choices. Further discussion for future meetings.

6. **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 is on June 8 through 9.

2. **County Librarian Report**

The Santa Clara County Library Joint Powers Authority (JPA) met on April 25th and unanimously passed a Resolution of Intention to establish a Community Facilities District to authorize the levy of special taxes. These are preliminary steps required in order to hold a special election in August 2013 to renew the existing special tax. Formation of a Community Facilities District and calling a public hearing are the first actions needed to proceed with setting the tax rate, term, and method. There will be a special meeting of the JPA Board on Tuesday, May 28, 2013 at 1:30 p.m., at Library Administration at which time the public hearing will be held.

3. **Community Librarian Report**

Staff news: We now have two vacancies for half-time coded page and one vacancy for a half-time coded clerk. We will be going through the process to fill these positions this summer. One of our children's librarians, Diana Lara, will be going on maternity leave in August.

Outreach: On April 16, which was during National Library Week, Marie Pham and I attended the city council meeting and showed the video clip, 'Sharing Starts Here' and I encouraged everyone to get a library card. The council seemed to really enjoy the video, and hopefully lots of people at home saw it as well. I also recently showed the video to a class of 4th graders at Van Lang Institute and shared information about the upcoming ballot measure at a meeting of the Milpitas Rotary Club.

Programming: We have had a lot of really great programs lately. Folk guitarist Christopher Dean was here last month, and we had 52 people come to that concert; Martin Yan put on quite a show demonstrating how to prepare Chinese food and attracted an audience of over 100; weekly poetry programs celebrated April as being National Poetry Month; and we continued with our usual slate of six story times each week, three computer tutoring sessions, tai chi, yoga, and eReader help by appointment. We are going to try something new: we have booked the auditorium for several days toward the end of May and will turn it into a study hall for students needing a quiet place to prepare for finals.

Database of the Month: As you probably know, the library subscribes to a large number of databases. Almost all of them are accessible remotely, although a couple of them may be accessed only from within the library. I would like to tell you a bit about one of them, Small Business Resource Center. This tool is for those who are looking for practical, real-world resources on starting and operating a business. Here you can find sample business plans and information on accounting, finance, human resources, management, marketing, and taxes. To get started, visit www.scccl.org/business.

Library closed days: We will be closed on Monday, May 27 in honor of Memorial Day, Thursday, July 4 for Independence Day, and on Monday, September 2 for Labor Day.

4. City Council Report

Councilmember Montano mentioned that the Cartwheel art piece was moving from the City Hall to the Library. The 60th anniversary of the city incorporating will be in January 2014. A minuteman statute is proposed outside of the City Hall. The City Manager has embarked on a strategic plan for the City's organization, which includes a vision for the City Council. The budget was adopted for the next fiscal year and as part of that budget, crossing guards got a raise.

5. City Staff Report

Staff mentioned that the Mayor's State of the City address is to be held on May 30 at 6.30 pm in the Community Center.

6. Future Agenda Items

1. Polo shirts
2. Essay Contest

XII. Adjournment

There being no further business, Chair Estioko adjourned the meeting at 8:32 p.m. to the next regularly scheduled meeting on September 16, 2013 at 7:00 p.m. at the Milpitas Library Conference Room.