

## MEETING MINUTES

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

**7:00 PM – November 16, 2015**

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.  
Commissioners Present: Aoalin, Estioko, Mateo (alternate), McDonald (alternate), Phan  
Absent: Chou, Pham, Wang  
Library Staff Present: Stephen Fitzgerald, Nancy Howe  
City Staff Present: Tim Wong  
Vice Mayor Montano was not present
- II. Seating of Alternates** Alternates seated: Mateo, McDonald
- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. Approval of Minutes** **Motion** to approve the minutes of September 21, 2015 as submitted.  
M/S: Aoalin/Phan  
Ayes: 5  
Noes: 0
- V. Announcements Correspondence** Chair Estioko attended the annual Christmas Tree Lighting ceremony at Seafood City and Mayor Esteves, Councilmember Barbadillo and Commissioner Chua also attended.
- VI. Public Forum** Jenny Berryhill of the Senior Advisory Commission discussed a community assessment survey of Milpitas senior citizens. There have been close to 400 responses since launching the survey in September. In Phase I, commissioners promoted the surveys by attending citywide events, including National Night Out, and in Phase II they would like to partner with the community and are partnering with the Boy Scouts for a food drive. Ms. Berryhill requested permission to leave survey forms and a survey box at the library.
- VII. Adoption of Agenda** **Motion** to approve agenda for November 16, 2015.  
M/S: McDonald/Aoalin  
Ayes: 5  
Noes: 0
- VIII. Unfinished Business**
- 1. 2015 Essay Writing Contest**

Commissioner Phan said everything is finalized for the writing contest and that documents have been sent to the subcommittee.

Mr. Fitzgerald said everything is ready, 10 judges are confirmed, and there has been good press about the event including an article published in the San Jose Mercury News.

On Tuesday, November 24 at 10:00 am there will be an unveiling event for the press to take a look behind the scenes at the exhibit. The closing event will be held on Sunday, December 20 at 2:00 pm and the Mayor will present the awards.

**2. 2016 Council Presentation**

Chair Estioko said he and Mr. Fitzgerald gave an oral presentation to the City Council on October 20<sup>th</sup> reviewing the LAC's 2015 accomplishments and 2016 work plan. Mr. Fitzgerald said it went well and was also an opportunity to talk to the Council about the Human Origins exhibit.

**IX. New Business**

**1. Discussion for 2016 Library Advisory Commission Budget**

Mr. Wong said the City Council increased each commission's budget to \$1,000 and this item is on the agenda because the commission wanted to discuss possible budget expenditures. There was discussion about ordering business cards and polo shirts. This item will be included on the next meeting agenda so that the commission can review suggestions and staff can bring back cost estimates for some items.

**X. Other Business**

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

Commissioner McDonald said the library held a three day book sale and earned \$8,073. Another one day book sale will be held on December 12 with children's books and holiday items.

**2. County Librarian Report**

Nancy Howe said all county libraries are designated drop off points through the end of the year for Second Harvest Food Bank donations. She summarized her monthly report and announced the Friends and Commissioners Annual Forum on Saturday, January 30, 2016.

**3. Community Librarian Report**

Mr. Fitzgerald summarized his report and reviewed upcoming events, including a SF Shakespeare performance of Hamlet on November 14<sup>th</sup>.

**4. Donations to the Milpitas Public Library**

None

**5. City Council Report**

None

**6. City Staff Report**

Tim Wong said that Margie Stephens resigned as a commissioner and a vacancy notice has been distributed.

**7. Future Agenda Items**

Essay Debrief and Budget Expenditures Suggestions

**XI. Adjournment**

There being no further business, Chair Estioko adjourned the meeting at 7:45 p.m. to the next regularly scheduled meeting on January 11, 2016 at 7:00 p.m.