

MEETING MINUTES

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

7:00 PM – January 11, 2016

- I. Call to Order and Roll Call** Chair Estioko called the meeting to order at 7:00 p.m.
Commissioners Present: Estioko, Chou, Mateo, McDonald (alternate), Phan, Wang
Absent: Aolin, Pham, Cailles
Library Staff Present: Stephen Fitzgerald, Nancy Howe
City Staff Present: Vice Mayor Montano, Tim Wong
- II. Seating of Alternates** Alternates seated: McDonald
- III. Pledge of Allegiance** Chair Estioko led the Pledge of Allegiance.
- IV. Approval of Minutes** **Chair Estioko** called for approval of the November 16, 2015 meeting minutes and requested that the word ‘said’ in the Announcements section be removed.
- Motion** to approve meeting minutes as amended.
M/S: Mateo/McDonald
Ayes: 6
Noes: 0
- V. Announcements Correspondence** No announcements
- VI. Public Forum** No speakers
- VII. Adoption of Agenda** **Motion** to approve agenda for January 11, 2016.
M/S: Wang/Mateo
Ayes: 6
Noes: 0
- VIII. Unfinished Business**
- 1. Summary of 2015 Essay Writing Contest**
- Stephen Fitzgerald thanked Vice Mayor Montano and Commissioner McDonald for participating as judges for the contest. There were a total of 160 entries but only one entry in the high school category, and 100 people attended the closing ceremony.

The commissioners had suggestions for improvement, including conducting a

survey, having better high school recruitment, and selecting a date that does not conflict with high school final exams.

There was discussion about replacing the next essay writing contest with another event.

2. 2016 LAC Budget

Staff Liaison Tim Wong said that at the last meeting the commissioners expressed interest in discussing potential budget expenses for the commission's \$1,000 budget and said all expenditures must be completed by June 30th.

Mr. Wong said expenses could include shirts, business cards, attendance at conferences, and annual memberships. Commissioner's suggestions included membership of California Public Library Advocates (CPLA) at \$25 per member, Friends of the Library memberships at \$10 each, jackets at \$75 each, polo shirts at approximately \$50 each, and business cards for \$60 per box.

Motion to approve budget expenses for CPLA and Friends of the Library memberships and discuss further expenses at a later date.

M/S: Wang/Chou

Ayes: 6

Noes: 0

Mr. Wong said that if the commission wishes to pursue a budget request for the essay writing contest on an annual basis, then the Finance department has suggested rolling the costs into the city's annual budget rather than it being a separate request.

Motion to increase the LAC annual budget to \$3,200 to include expenses for the essay writing contest.

M/S: Chou/Wang

Ayes: 6

Noes: 0

IX. New Business

1. Friends of the Library Book Sales

The Friends of the Library held a one day book sale on December 12, 2015 which raised \$1,057 and they have another book sale scheduled for January 27, 2016. They could always use volunteers to help set up before the event clean up after the event.

X. Other Business

1. Friends of the Milpitas Library Report

No items

2. County Librarian Report

Nancy Howe distributed brochures for Silicon Valley Reads. She said the next JPA meeting is January 28 at 1:30 PM and the annual Forum will be held on Saturday, January 30 from 9:00 AM to 12:30 PM.

3. Community Librarian Report

Mr. Fitzgerald summarized his monthly report.

4. Donations to the Milpitas Public Library

None

5. City Council Report

Vice Mayor Montano announced a special meeting on January 12 regarding the Request for Proposal for Solid Waste Disposal.

6. City Staff Report

Mr. Wong said the City receives approximately \$400,000 annually from HUD which is primarily used on housing but there is a service component for non-profit organizations.

7. Future Agenda Items

Proclamation for Margie Stephens

XI. Adjournment

There being no further business, Chair Estioko adjourned the meeting at 8:07 PM to the next regularly scheduled meeting on March 21, 2016 at 7:00 PM.