



# City of Santa Clara

## Meeting Agenda

### Board of Library Trustees

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**Monday, November 2, 2020**

**6:00 PM**

**Virtual Meeting**

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Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

Via Zoom:

- <https://santaclaraca.zoom.us/j/91850194151>

Meeting ID: 918 5019 4151 or

- Phone: 1(669) 900-6833

**PUBLIC PARTICIPATION IN ZOOM WEBINAR:** Please follow the guidelines below when participating in a Zoom Webinar:

- The meeting will be recorded so you must choose 'continue' to accept and stay in the meeting.
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#### **CALL TO ORDER AND ROLL CALL**

#### **CONSENT CALENDAR**

- 1.A 20-938** Board of Library Trustees Minutes of September 14, 2020  
**Recommendation:** Approve September 14, 2020 meeting minutes.
- 1.B 20-1123** Board of Library Trustees Minutes of October 5, 2020  
**Recommendation:** Approve October 5, 2020 meeting minutes.

**PUBLIC PRESENTATIONS****GENERAL BUSINESS**

2.     **20-1121**   [Election of a Board of Library Trustees Liaison to the Santa Clara City Library Foundation and Friends Board of Directors \(Council Pillar: Enhance Community Engagement and Transparency\)](#)

**Recommendation:** Nominate and elect a Liaison from the Board of Library Trustees to the Santa Clara City Library Foundation & Friends for the remainder of FY2020-2021.

**STAFF REPORT**

3.     **20-1122**   Presentation on the City Charter Provisions Related to the Roles and Responsibilities of the Board of Library Trustees, Brown Act, and Conflict of Interest

**Recommendation:** Note and File the Report from the City Attorney's Office.

4.     **20-977**     [Discussion and Recommendation on Desired Attributes and Community Priorities for the Next City Librarian \(Council Pillar: Enhance Community Engagement and Transparency\)](#)

**Recommendation:** Review and discuss additional attributes and desired characteristics of the next City Librarian for recommendation to the City Manager

5.     **20-1120**   [Verbal Report on Library Programs and Activities \(Council Pillar: Enhance Community Engagement and Transparency\)](#)

**Recommendation:** Note and file the monthly update on Library activities.

**TRUSTEES REPORT****ADJOURNMENT**

*The Board of Library Trustees Meeting is adjourned to December 7, 2020.*



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

09/14/2020

6:00 PM

Central Park Library, Board Room,  
2635 Homestead Rd.  
Santa Clara, CA 95051

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#### **CALL TO ORDER AND ROLL CALL**

Chair Broughman called the meeting to order at 6:05 PM.

**A motion was made by Trustee Hintermeister, seconded by Trustee Ricossa to move Staff presentation 20-864 to the beginning of the agenda.**

**Aye:** 5 - Chair Broughman, Vice Chair Tryforos, Member Hintermeister, Member Ricossa, and Member Briefman

## **STAFF REPORT**

[20-864](#)

Verbal Update from the City Manager on the Recruitment Process for the City Librarian (Council Pillar: Enhance Community Engagement and Transparency)

**Recommendation:** There is no staff recommendation.

**City Manager Santana** informed the Board that a serial communications violation of the Brown Act had occurred when an email had been sent to the Board of Library Trustees regarding an item on the agenda. **Ms. Santana** noted that the Board should have received notification of the violation from the City Attorney's office and that additional training on the Brown Act would be scheduled for an upcoming Board meeting.

**City Manager Santana** thanked retiring **City Librarian Keith** for her service and contributions to the Library. **Ms. Santana** also informed the Board that COVID-19 had delayed the scheduled recruitment and that the search to replace **Ms. Keith** would be re-launched in the new calendar year. In response to the Board's request to provide additional input on the desired attributes of the next City Librarian, **City Manager Santana** invited the Board to have that discussion at an upcoming meeting and to submit their input. **City Manager Santana** announced that **Assistant City Manager Cynthia Bojorquez** would be assuming the additional responsibilities of Acting City Librarian and provided a brief overview of her prior experience as a Library Director and as an experienced public sector executive.

## **CONSENT CALENDAR**

### **Approved Staff Recommendation**

**Aye:** 4 - Chair Broughman, Vice Chair Tryforos, Member Hintermeister, and Member Ricossa

**Abstained:** 1 - Member Briefman

1.A 20-856 Board of Library Trustees Minutes of March 2, 2020

**Recommendation:** Approve March 2, 2020 meeting minutes.

2.A 20-866 Board of Library Trustees Minutes of March 9, 2020

**Recommendation:** Approve March 9, 2020 meeting minutes.

## **PUBLIC PRESENTATIONS**

JoAnn Davis, Executive Director (Library Foundation and Friends) gave an update on Foundation activities

## **GENERAL BUSINESS**

### **STAFF REPORT**

[20-865](#)

Staff Report: Library Reports and Updates (Council Pillar: Enhance Community Engagement and Transparency)

**City Librarian Keith** gave an update on library activities including curbside services as well as on-going and upcoming programs.

**Trustee Ricossa**, seconded by **Trustee Hintermeister** made a motion to thank retiring **Hilary Keith, City Librarian**, for her work and dedication including her work with the Board of Library Trustees.

### **TRUSTEES REPORT**

Roles and responsibilities to be discussed at October meeting including discussion regarding Liaison to the Foundation and Friends.

**Trustee Tryforos** suggested purchasing additional copies of *The Successful Library Trustee Handbook* for new Trustees.

**Trustee Hintermeister** asked about the change in qualifications in the City Librarian classification and suggested that it be added as a topic for discussion at a future meeting.

**ADJOURNMENT**

The meeting was adjourned at 7:09 PM.

**A motion was made by Trustee Hintermeister seconded by Trustee Tryforos to adjourn the meeting.**

**Aye:** 5 - Chair Broughman, Vice Chair Tryforos, Member Hintermeister, Member Ricossa, and Member Briefman



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

10/05/2020

6:00 PM

Virtual Meeting

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

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#### **CALL TO ORDER AND ROLL CALL**

Chair Broughman called the meeting to order at 6:05PM.

**Present** 4 - Chair Leonne Broughman, Vice Chair Debbie Tryforos, Member Jan Hintermeister, and Member Stephen Ricossa

**Excused** 1 - Member Joshua Briefman

#### **PUBLIC PRESENTATIONS**

**GENERAL BUSINESS**

1. [20-934](#) Action on a Resolution Amending in Part Resolution No. 19-8767, Setting the Number of Regular Meetings of the Board of Library Trustees and Approving the 2021 Board of Library Trustees Calendar of Meetings (Council Pillar: Enhance Community Engagement and Transparency)

**Recommendation:** Adopt a Resolution amending in part Resolution No. 19-8767, setting the number of regular Board of Library Trustees meetings and approving the 2021 Board of Library Trustees Calendar of Meetings.

**A motion was made by Trustee Ricossa that this item be approved on the condition that the draft calendar indicate the cancellation of meetings in January and July and a special meeting on September 13th, the Monday following the Labor Day holiday.**

**Aye:** 4 - Chair Broughman, Vice Chair Tryforos, Member Hintermeister, and Member Ricossa

**Excused:** 1 - Member Briefman

2. [20-935](#) Election of a Chair and Vice Chair for the Board of Library Trustees (Council Pillar: Enhance Community Engagement and Transparency)

**Recommendation:** Nominate and elect a Chair and Vice Chair of the Board of Library Trustees for the remainder of FY2020-2021.

**Trustee Ricossa was elected as Chair and Trustee Hintermeister was elected as Vice Chair.**

**Aye:** 4 - Chair Broughman, Vice Chair Tryforos, Member Hintermeister, and Member Ricossa

**Excused:** 1 - Member Briefman

**STAFF REPORT**

3. [20-932](#) Review and Update Work List (Council Pillar: Enhance Community Engagement and Transparency)

**Assistant City Librarian Sims gave an update on the Patrick Henry development and the solar project taking place at the Northside Branch Library.**

4. [20-933](#) Verbal Report on Library Programs and Activities (Council Pillar: Enhance Community Engagement and Transparency)

**Acting City Librarian Bojorquez gave a presentation and verbal report on some Library projects and activities.**

**COMMISSIONERS REPORT**

**ADJOURNMENT**



## Agenda Report

20-1121

Agenda Date: 11/2/2020

### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Election of a Board of Library Trustees Liaison to the Santa Clara City Library Foundation and Friends Board of Directors (Council Pillar: Enhance Community Engagement and Transparency)

#### **BACKGROUND**

The Santa Clara City Library Foundation and Friends (SCCLFF) is a non-profit organization dedicated to supplementing public funding to expand and enhance the Library's programs & services. It has been the practice of the Board of Library Trustees to elect a Trustee to serve as a Liaison to the Santa Clara City Library Foundation and Friends.

#### **DISCUSSION**

The role of the Board of Library Trustees Liaison is to provide updates and information to the Santa Clara City Library Foundation & Friends Board of Directors about Board of Library Trustees actions and activities. The Liaison participates in monthly Foundation & Friends Board of Director Meetings and serves ex officio and is non-voting member of the Foundation & Friends Board.

The Board of Library Trustees may nominate any individual Trustee to serve. Individuals nominated can either accept or decline the nomination. Trustees shall vote for one candidate to serve in the role. The Trustee receiving the most votes shall assume the responsibilities as Trustee Liaison for the role for which they were elected for the remainder of Fiscal Year 2020-2021 or until a vacancy occurs if sooner than the end of the fiscal year or until the next elections are held if the term is extended.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Action ("CEQA") pursuant to CEQA guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact associated with this action.

#### **PUBLIC CONTACT**

Public contact was made by posting the Board agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Nominate and elect a Liaison from the Board of Library Trustees to the Santa Clara City Library Foundation & Friends for the remainder of FY2020-2021.

Approved by: Cynthia Bojorquez, Acting City Librarian



## Agenda Report

20-1122

Agenda Date: 11/2/2020

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Presentation on the City Charter Provisions Related to the Roles and Responsibilities of the Board of Library Trustees, Brown Act, and Conflict of Interest

#### **BACKGROUND**

During the September 2020 Board of Library Trustee's meeting, it was suggested that a refresher training on the Brown Act from the City Attorney's Office would be helpful, especially in light of recent changes to the Act.

Also at the September meeting, the Board asked questions regarding the roles and responsibilities of the Board of Library Trustees. The Board requested copies of the provisions. City Librarian Keith provided copies to the Board.

At the October 2020 meeting, it was noted that the current liaison to the Library Foundation was under consideration for appointment to the Board of the Library Foundation. This generated questions regarding conflict of interest. As the Board of Library Trustees is scheduled to consider appointment of a new liaison at its November 2020 meeting, the City Attorney's office has been asked to provide an overview on this issue as well.

#### **DISCUSSION**

The City Attorney's Office will provide an overview of the charter provisions related to the roles and responsibilities of the Board of Library Trustees, Brown Act (including recent changes), and conflict of interest. As an advisory body of the City, it is important that the Board of Library Trustees be provided with training that will allow them to execute their responsibilities with transparency and compliance with the law and City Charter requirements.

This training is intended to serve this purpose.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact associated with this report.

#### **COORDINATION**

This item has been coordinated with the City Attorney's office.

**PUBLIC CONTACT**

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**RECOMMENDATION**

Note and File the Report from the City Attorney's Office.

Approved by: Cynthia Bojorquez, Assistant City Manager/City Librarian



## Agenda Report

20-977

Agenda Date: 11/2/2020

### REPORT TO LIBRARY BOARD OF TRUSTEES

#### SUBJECT

Discussion and Recommendation on Desired Attributes and Community Priorities for the Next City Librarian (Council Pillar: Enhance Community Engagement and Transparency)

#### BACKGROUND

In January 2020, City Librarian Hilary Keith announced her intention to retire in July 2020. City Manager Santana attended the March Board of Library Trustees meeting to provide an overview of the recruitment process and to solicit input from the Board regarding the desired characteristics and attributes the Manager should consider when selecting a new City Librarian.

On March 11, the City declared a local emergency in response to the COVID-19 pandemic. City Librarian Keith agreed to continue with the City through September and the recruitment was suspended. Ms. Keith retired from the City in September. At the September meeting, City Manager Santana returned to the Board of Trustees to provide an update on the recruitment process. At that time, the Board expressed interest in providing additional input into the desired characteristics and attributes for the City Manager's consideration. The purpose of this item is to allow a forum for the Board to discuss and recommend to the City Manager any additional attributes for her consideration.

#### DISCUSSION

At the March 9 Board meeting, City Manager Santana gave a presentation on the process for the City Librarian recruitment. The Board was updated on the recruiter, recruitment period, tentative candidate interview timeline and tentative appointment date. The Board discussed recruitment questions for the interview process.

City Manager Santana also led the group in a discussion on desired attributes and community priorities for the next City Librarian. The Board discussed that they would want the new City Librarian to embrace innovation, implement new programs, be open to new ideas and stay on trends. Desired attributes included that the new City Librarian comes from a multi-branch system, have experience working with a Board/Committee and be experienced in handling emergency situations.

Chair Leone Broughman, Member Jan Hintermeister, and Member Stephen Ricossa were in attendance at the meeting. Due to COVID-19, City Librarian Keith agreed to delay her retirement through September and the recruitment process was suspended.

In September, the City Manager returned to the Board to provide another update on the recruitment indicating that due to COVID and the upcoming holidays, the recruitment for a permanent City Librarian would resume at the start of the calendar year. The Board expressed a desire to submit additional input for the City Manager's consideration and she invited the Board to do so. This information would be factored into the recruitment process as it proceeds forward.

It is recommended that the Board review and discuss any additional input on desired attributes and characteristics of a future City Librarian for recommendation to the City Manager.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **FISCAL IMPACT**

There is no fiscal impact associated with this item.

### **COORDINATION**

This item has been coordinated with the City Manager's office.

### **PUBLIC CONTACT**

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### **ALTERNATIVES**

1. Review and discuss additional attributes and desired characteristics of the next City Librarian for recommendation to the City Manager
2. Note and file the report

### **RECOMMENDATION**

Review and discuss additional attributes and desired characteristics of the next City Librarian for recommendation to the City Manager

Approved by: Cynthia Bojorquez, Assistant City Manager/Interim City Librarian



## Agenda Report

20-1120

Agenda Date: 11/2/2020

### **REPORT TO BOARD OF LIBRARY TRUSTEES**

#### **SUBJECT**

Verbal Report on Library Programs and Activities (Council Pillar: Enhance Community Engagement and Transparency)

#### **BACKGROUND**

To help the Board of Library Trustees keep apprised of issues affecting the Library, staff will provide a recap of the previous month's activities as well as an overview of upcoming activities for the following month.

#### **DISCUSSION**

At the November Board of Library Trustees meeting, Library staff will provide an update on current and upcoming library activities including an overview of curbside services, COVID-19 testing, use of the library as a voting center and adult and children's programming for the month of November.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA guidelines section 15378(b)(5) in that it is a governmental, organizational or administrative active that will not result in direct or indirect changes in the environment.

#### **FISCAL IMPACT**

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#### **RECOMMENDATION**

Note and file the monthly update on Library activities.

Approved by: Cynthia Bojorquez, Acting City Librarian