



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, November 3, 2025

6:00 PM

**Hybrid Meeting, Board Room
Central Park Library
2635 Homestead Road
Santa Clara, CA 95051**

The City of Santa Clara is conducting the Board of Library Trustees meeting in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

- Via Zoom:
- o <https://santaclaraca-gov.zoom.us/j/85864257230>

Meeting ID: 858 6425 7230 or

- o 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

The items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Board, staff, or public.

1 25-1009 [Action on the Board of Library Trustees Meeting Minutes of October 6, 2025](#)

Recommendation: Approve the Board of Library Trustees Meeting Minutes of October 6, 2025

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

City Attorney Glen Googins will provide a presentation about the Charter Review process.

2 25-1562 [Action on Scheduling and Agenda Setting for Joint Meeting with Santa Clara City Library Foundation and Friends Board](#)

Recommendation: Request staff to prepare an agenda, incorporating input from the Trustees' discussion and using staff discretion as needed, for the discussion with the Santa Clara City Library Foundation and Friends Board at the December 1, 2025 regular Board of Library Trustees meeting.

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to December 1, 2025, at 6:00 PM, at Mission Branch Library.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

25-1009

Agenda Date: 11/3/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Board of Library Trustees Meeting Minutes of October 6, 2025

COUNCIL PILLAR

Enhance Community Engagement and Transparency

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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the Board of Library Trustees Meeting Minutes of October 6, 2025

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - October 6, 2025 Minutes - Draft



City of Santa Clara

Meeting Minutes

Board of Library Trustees

10/06/2025

6:00 PM

Hybrid Meeting, Program Room
Northside Branch Library
695 Moreland Way
Santa Clara, CA 95054

The City of Santa Clara is conducting the Board of Library Trustees meeting in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

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CALL TO ORDER AND ROLL CALL

Vice-Chair Tryforos called the meeting to order at 6:20 PM.

Present 4 - Trustee Daniel Huynh, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Vice Chair Debbie Tryforos

Excused 1 - Chair Jonathon Evans

Vice-Chair Tryforos announced that **Trustee Ricossa** would be participating remotely under the provision of AB2449 just cause to care for a temporarily disabled family member.

A motion was made by Trustee Huynh, seconded by Trustee Mohammed, to excuse Chair Evans from this meeting and allow Trustee Ricossa to participate remotely.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

Excused: 1 - Chair Evans

CONSENT CALENDAR

A motion was made by Trustee Mohammed, seconded by Trustee Huynh, to approve the Consent Calendar.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

Excused: 1 - Chair Evans

- 1 [25-779](#) Action to Recommend Council to Approve FY 2025-26 California Library Literacy Services (CLLS) Adult and Family Literacy Grant Award for the Read Santa Clara Program and Approve the Related Budget Amendment

Recommendation: That the Board of Library Trustees recommend that the City Council Accept the FY 2025/26 California Library Literacy Services (CLLS) Grant Award in the Amount of \$115,361 for Read Santa Clara, the Library's Adult and Family Literacy Program and the Related Budget Amendment as described in this Report.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh, to recommend that the City Council Accept the FY 2025/26 California Library Literacy Services (CLLS) Grant Award in the Amount of \$115,361 for Read Santa Clara, the Library's Adult and Family Literacy Program and the Related Budget Amendment as described in this Report.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

Excused: 1 - Chair Evans

- 2 [25-1123](#) Action on the Board of Library Trustees Meeting Minutes of September 8, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of September 8, 2025

A motion was made by Trustee Mohammed, seconded by Trustee Huynh, to approve the Board of Library Trustees Meeting Minutes of September 8, 2025.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

Excused: 1 - Chair Evans

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends (SCCLFF), shared that there would not be a patio sale at the next upcoming Friday and Saturday due to concrete work at Central Park Library. She shared that **SCCLFF** would be assisting Mission Branch Library with their 70th Anniversary event on November 1, 2025, at which the mayor and community groups are anticipated to attend. Instead of a book sale that day, **SCCLFF** will be giving away free books. **SCCLFF** is also considering starting regular book sales at Mission Branch Library in the spring. It was also reported that **SCCLFF** had done tabling and held a book sale at the Art and Wine Festival that took place September 13-14, 2025. They saw more traffic than they had seen in many years. It was shared that at the last weekend patio sale, **SCCLFF** raised approximately \$1,500, more than three times the usual. They believe this increase was due to the Library's inclusion in the Art and Wine and the advertising from the **Parks and Recreation Department**, which was very helpful.

GENERAL BUSINESS

- [25-1088](#) Informational Report to the Board - Read Santa Clara

Recommendation: Note and file informational report.

Shanti Bhaskaran, Program Coordinator for the Library's **Read Santa Clara** program, provided an informational report on the literacy services made available through the Library for the community, their outcomes, and their impact. Discussion was held on the upcoming Career Online High School (COHS) graduation ceremony as well as the loss of grant funding for ESL services and its direct impact on the community.

- 3 [25-1089](#) Action to Review and Recommend the City Council to Approve the Library Facilities Master Plan

Recommendation: Recommend that the City Council approve the Library Facilities Master Plan.

Patty Wong, City Librarian introduced the **Board** to the Library's Facilities Master Plan. She shared that the recommendations represent guidance rather than requirements, and provide data-based recommendations for Measure I bond spending and ongoing maintenance and growth needs, as well as language for incorporation into the General Plan. She shared that the Facilities Master Plan would be scheduled to review with Council in November. The **Board** reviewed and discussed the plan. They confirmed with **City Librarian Wong** that the Facilities Master Plan would be approved by the **Board** in concept, and was not a commitment of funds to specific recommendations. Specific actionable renovations and their costs would be identified and addressed during the design phase, informed by the recommendations in the Facilities Master Plan. The **Board** requested an update on the litigation at Northside Branch Library to understand its impact on Facilities Master Plan recommendations. **Deputy City Attorney Huyen Nguyen** indicated an update could be provided at the next **Board** meeting.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh to recommend Council take action to approve the Library Facilities Master Plan.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

Excused: 1 - Chair Evans

STAFF REPORT

City Librarian Wong informed the **Board** of concrete work in progress to fix the front sidewalk at Central Park Library where it was sinking, and that the work was scheduled to be done by October 22, 2025, just prior to the vote center at Central Park Library opening for the upcoming special election. The schedule for the vote center was shared, opening October 25, 2025 through election day on November 4, 2025 at Central Park Library only, with ballot boxes placed outside at all Library locations.

She informed the **Board** that the Library was participating in a countywide program with Dolly Parton's Imagination Library, providing eligibility for families with children under 5 years old to sign up to receive a free book every month for their child up until the age of 5. The **Board** was invited to the **Career Online High School (COHS)** graduation on October 25, 2025, and were reminded that **SCCLFF** would be celebrating their 25th anniversary on May 16, 2025. The city slogan for 2026 sporting events was shared, Where the Mission Meets the Moment. STEM program planning for an event to be held at the Convention Center was shared with the **Board**, with Library playing a support role.

TRUSTEES REPORT

Trustee Huynh shared that as liaison to the **Youth Commission** he had made a long list of notes from their last brainstorming session, and would save it to review with the **Board** at the next meeting.

ADJOURNMENT

The meeting was adjourned at 8:24 PM.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh to adjourn the meeting.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

Excused: 1 - Chair Evans

The Board of Library Trustees Meeting is adjourned to November 3, 2025 at 6:00 PM.

MEETING DISCLOSURES

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Agenda Report

25-1562

Agenda Date: 11/3/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on Scheduling and Agenda Setting for Joint Meeting with Santa Clara City Library Foundation and Friends Board

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees and the Board of the Santa Clara City Library Foundation and Friends (SCCLFF) are natural collaborators in their missions to support the Library and its good work in the community. The Boards held their first joint meeting on June 2, 2025, to introduce themselves and establish a foundation for ongoing collaboration and support. The Boards both shared information on their history, current work, roles and responsibilities, fundraising and recent planning efforts. It was agreed to hold regular joint meetings of the Boards to support communication and coordination, and to further shared goals.

DISCUSSION

The Board will hold discussion to confirm the next proposed joint meeting date with the SCCLFF Board at the December 1, 2025 regular meeting of the Board, to be held at Mission Branch Library.

A proposed schedule would be:

6:00 PM - 7:00 PM: Meet and Greet, followed by Joint Meeting of Board of Library Trustees and SCCLFF Board

7:00 PM - 8:00 PM: Regular Board of Library Trustees meeting agenda

After confirming the date of December 1 for the joint meeting, the Board will hold discussion to determine the agenda. The discussion will take into account the length, approximately one hour, of the joint session and identify key topics that the Trustees would like to prioritize. The agenda topics will address ideal near-term next steps and long-term institutional goals and how the Board can collaborate with the SCCLFF Board to further those objectives.

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 other than staff time.

COORDINATION

This report was coordinated with the Board of the Santa Clara City Library Foundation and Friends.

PUBLIC CONTACT

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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 or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Request staff to prepare an agenda, incorporating input from the Trustees' discussion and using staff discretion as needed, for the discussion with the Santa Clara City Library Foundation and Friends Board at the December 1, 2025 regular Board of Library Trustees meeting.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian