



City of Santa Clara

Meeting Minutes

Board of Library Trustees

01/06/2022

7:00 PM

Special Meeting - Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 21-9013, the Board of Library Trustees meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to have methods for the public to participate remotely:

- Via Zoom:

- o <https://santaclaraca-gov.zoom.us/j/97255938995>

Webinar ID: 972 5593 8995 or

- o Phone: 1(669) 900-6833

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chair calls for a Special Meeting of the Board of Library Trustees to commence and convene on January 6, 2022, 7:00 PM for a Special Meeting held virtually via Zoom, to consider the following matter(s) and to potentially take action with respect to them.

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.
- If there is an option to change the phone number to your name when you enter the meeting, please do so as your name will be visible online and will be used to notify you that it is your turn to speak.
- Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
- Use the raise your hand feature in Zoom when you would like to speak on an item and lower when finished speaking. Press *9 to raise your hand if you are calling in by phone only.
- Identify yourself by name before speaking on an item.
- Unmute when called on to speak and mute when done speaking. If there is background noise coming from a participant, they will be muted by the host. Press *6 if you are participating by phone to unmute.
- If you no longer wish to stay in the meeting once your item has been heard, please exit the meeting.

CALL TO ORDER AND ROLL CALL

Chair Ricossa called the special meeting to order at 7:00 p.m.

Present 5 - Trustee Leonne Broughman, Trustee Debbie Tryforos, Trustee Jan Hintermeister, Chair Stephen Ricossa, and Vice Chair Jonathon Evans

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 1 [22-75](#) Board of Library Trustees Communication Plan for Patrick Henry Specific Plan Advocacy

Recommendation: Create a communication plan for Patrick Henry Specific Plan related advocacy.

City Librarian Wong gave a synopsis of the study session for the Patrick Henry Specific Plan presented by **Director of Community Development, Andrew Crabtree**, at the December 7, 2021 City Council meeting. During the planning session, a council member suggested that the library could potentially partner with Mission College to pursue a joint-use facility on their campus rather than include a joint-use facility for the Library and the Parks and Recreation department in the Patrick Henry Specific Plan. **Director Crabtree** communicated to **City Librarian Wong** that **the Board of Library Trustees (the Board)** is welcome to provide public comment in relation to the inclusion of Library service in the Patrick Henry Specific Plan during the Planning Commission meeting on January 10, 2022.

Vice Chair Evans stated a preference for the City to directly provide library services to their constituents in the Patrick Henry Specific Plan and to maintain a placeholder for the Library if funding was currently insufficient.

Trustee Tryforos composed a letter addressed to the Planning Commission expressing her concerns for the idea of a joint-use library with Mission College. This letter was shared with **the Board** and **Trustee Tryforos** elaborated on the points she made.

The Board decided it would speak as a body at the January 10, 2022 Planning Commission meeting to advocate for the inclusion of library services in the Patrick Henry Specific Plan.

Vice Chair Evans requested staff provide a list of vital library services to help inform **the Board's** statement. **City Librarian Wong** will provide this list to **Chair Ricossa**.

Trustee Hintermeister and **Vice Chair Evans** will work as a subcommittee to compose a letter stating the Board's position on the inclusion of library services in the Patrick Henry Specific Plan. The letter will be submitted to the Planning Commission to be read into the record of its January 10, 2022 meeting.

Trustee Hintermeister requested the February 7, 2022 Board of Library Trustees meeting include an agenda item to develop a communication plan around the creation of a Library strategic plan.

Trustee Hintermeister suggests that **the Board** advocate for future environmental impact reports to include the consideration of library services.

The Board requests that the communication plan for advocacy be added to its work plan.

Due to technical difficulties, **Trustee Broughman** was disconnected from the meeting and was unable to vote on the motion on this item.

Vice Chair Evans made a motion, seconded by **Trustee Tryforos**, that a subcommittee consisting of **Trustee Hintermeister** and **Vice Chair Evans** will compose a letter with the Board of Library Trustees' conclusions regarding library services in the Partick Henry Specific Plan to be read at the Planning Commission's January 10, 2022 meeting by **Trustee Tryforos** should it not be read into the record by commission staff. The motion passed 4 to 0.

ADJOURNMENT

A motion was made by **Trustee Tryforos**, seconded by **Vice Chair Evans**, to adjourn a 8:13 p.m. The vote passes 4 to 0.

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

Absent: 1 - **Member Broughman**

The next regular scheduled Board of Library Trustees meeting is February 7, 2022 at 6:00 PM.

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.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.