



City of Santa Clara

Meeting Minutes

Board of Library Trustees

09/12/2022

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 22-9135, 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/86889471097>

- Webinar ID: 868 8947 1097 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.
- 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 Evans called the meeting to order at 6:00pm.

Read into the record

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

A motion was made by Trustee Broughman, seconded by Trustee Ricossa to move the Staff Report in front of General Business. The motion passes 5-0.

Aye: 5 - Trustee Broughman, Trustee Tryforos, Vice Chair Hintermeister, Trustee Ricossa, and Chair Evans

CONSENT CALENDAR

A motion was made by Trustee Broughman, seconded by Trustee Tryforos to approve the consent calendar. The motion passes 5-0.

Aye: 5 - Trustee Broughman, Trustee Tryforos, Vice Chair Hintermeister, Trustee Ricossa, and Chair Evans

1.A [22-1139](#) Action on the Meeting Minutes of August 17, 2022

Recommendation: Approve meeting minutes of August 17, 2022

PUBLIC PRESENTATIONS

Santa Clara City Library Foundation and Friends Executive Director, JoAnn Davis, announced book sales occurring at the Central Park Library on Saturday, September 17th from 10am-2pm during the Santa Clara Art and Wine and Festival. The annual news letter will be sent within the next two weeks.

The Santa Clara County Historical and Genealogical Society requested permission to hold a small fundraising raffle at their speaker event in March 2023. The Board requested a presentation be made to formally request permission. They would like the presentation to include what the funds raised will be used for and how it will affect or benefit the Library. **SCCHGS Program Chair, Linda Sanders** agreed to present at the October 3, 2022 Board Meeting.

A motion was made by Trustee Ricossa, seconded by Trustee Broughman to add a SCCHGS presentation requesting permission to fundraise in a Library meeting room to the October 3, 2022 Agenda.

Aye: 5 - Trustee Broughman, Trustee Tryforos, Vice Chair Hintermeister, Trustee Ricossa, and Chair Evans

GENERAL BUSINESS

- 2 [22-1141](#) Review of Board of Library Trustees' Work Plan

Recommendation: Review and approve work plan

City Librarian, Wong informed the Board that the Library is still in the process of working through the final offer with the 2 agencies that are proponents of the Strategic Master Plan. The Facilities Master Plan will be brought back to the Board before we reissue. The Board agreed to the clean-up language added to the Policy for Use of Library Community Rooms.

- 3 [22-1142](#) Board Development and Engagement

Recommendation: This item is informational only, there is no recommendation.

Chapter 1 of The Successful Library Trustee Handbook was reviewed. The Santa Clara City Library Board of Library Trustees is made up of 5 members that may serve up to two four-year terms. A member must be a resident of Santa Clara and a registered voter. Board Members are appointed by the City Council. The Board is an advisory body that makes and enforces by-laws, rules and regulations for the administration of the public library. The Board approves the appointment of the City Librarian. The Board accepts donations into the library fund (with approval of City Council). Contracts with other governmental agencies to render or receive library services (with Council approval). The link to the California Library Laws was shared. <<https://www.library.ca.gov/wp-content/uploads/2021/12/CaliforniaLibraryLaws2022.pdf>>

The Board of Library Trustee Job Description was reviewed. The Board would like to have a subcommittee that creates a list of Board expectations and roles and training resources for new Trustees.

- 4 [22-1143](#) Call for Agenda Items

Recommendation: Suggest topics for future agenda items

Vice Chair Hintermeister would like to Agendize a subcommittee for on boarding new Trustees including a list of expectations and roles.

STAFF REPORT

[22-1147](#)

Library Comic Con Update

Recommendation: This item is informational only, there is no recommendation.

Assistant City Librarian, Dolly Goyal introduced **Adult Services Program Coordinator, Theresa Campos** and **Librarian, Danny Le** to the Board with an update on what to expect for Library Comic Con 2022.

Theresa Campos is co-lead along with **John Schlosser** for Library Comic Con taking place October 22, 2022 from 10am - 3pm at the Central Park Library. Participation in Comic Con is 100% free. It's a day to celebrate different parts of comic books and fan fiction, celebrating comic books as literature. Attendees will be able to see a wide variety of mediums including art and vendors. The last in person Comic Con was in 2019 where the Library had 8,000 attendees. Comic Con is one of city's most popular events.

Librarian, Danny Le updated the Board with the current RSVP count of 2,500. The event will include free comics, artists, vendors, programming, character storytime, crafts, photos, food trucks city departments, giveaways, Friends book sale & raffle, table top gaming, costume groups, signings. The headliners for Comic Con 2022 are **Nidhi Chanani** and **Henry Barajas**. **Nidhi Chanani** is an illustrator and author of YA and Children's Graphic Novels. One of her graphic novels will be adapted into a Netflix animated film. **Henry Barajas** is a Latinx author who writes comics about the Latinx experience. His latest 6 issue comic series is Helm Greycastle which combines Aztec and Fantasy. The Board was invited to attend and volunteer if they so desired.

City Librarian, Patty Wong mentioned that the Café will be open and will be offering grab and go items.

Chair Evans asked how many speakers and vendors will be present at Comic Con. **Librarian, Danny Le** shared that in addition to the 2 headliners, there will be 8 panel programs, and 12-13 local artisans in the artist alley.

Trustee Ricossa asked if **Illusive Comics** will be a vendor this year. **Illusive Comics** is a sponsor and supporter once again this year.

Friends & Foundation Executive Director, JoAnn Davis has been putting books aside specifically for the book sale that will occur during Comic Con.

Trustee Broughman mentioned Disney Princesses will be present, as always, for children at Comic Con.

[22-1148](#)

Introduction to the new Northside Library Program Coordinator.

Recommendation: This item is informational only, there is no recommendation.

The Board was introduced to the new **Northside Program Coordinator, Patricia Zeider** who started on July 25, 2022. She comes to Santa Clara from Mountain View Public Library where she was a Teen and Cataloging Librarian. She was born and raised in Mountain View and has spent a lot of time doing outreach there.

Chair Evans asked what kind of programs she'll bring to Northside. **Zeider** stated Northside did a lot of programming in the past and it's going to take some time to evaluate what worked. She will spend time engaging with the community to see what type of programming they are interested in post-pandemic. Storytime has been very successful bringing in crowds of 150-200 people.

Vice Chair Hintermeister asked if storytimes are coordinated so that they occur at different times at the branches. Mission has Storytime on Mondays and Northside and Central Storytime occurs at the same time on Fridays.

Chair Evans asked what kind of outreach **Zeider** is doing and if there is a timeline to expand programming. Zeider is getting to know community members during programming. Programming expansion will coincide with Library hour expansion.

[22-1149](#)

City Librarian Report on Library Programs and Activities.

Recommendation: Note and file monthly update on Library activities.

City Librarian, Wong thanked staff for their work on Library Comic Con.

The Cooling Center numbers were reviewed along with how appreciative patrons were.

The deficit, staffing, and hours were discussed. The Library has been asked by City Leadership to halt recruitment for as-needed staff. The only as-needed staff hired at this time will be for Read Santa Clara because they are entirely Grant funded positions. The Library had planned to hire 29 as-needed staff and were only be able to hire 3. There are 2 Coded Library Assistant positions that are unfilled. We cannot take advantage of the salary savings for those positions prior to eliminating as-needed positions as stated in the MOU. This has impacted plans to expand hours. We need to plan new hours with existing staff. The Library will add hours sometime after Comic Con at a lesser amount than originally intended. The Library is currently only moving forward with the Coded Management Analyst position to help with the budget. We will know more about the budget once we are given a reduction target by the City Manager's Office. The Board agreed that it is within their duties to communicate with the City Council by advocating for the Library and making them aware of the Library's status.

Chair Evans asked if statistics are kept for when the community asks for expansion of hours. **City Librarian, Wong** stated that we plan on conducting more outreach within the community, finding out needs/hours, not with an expectation that we will fulfill those needs, but that we are able to approximate some of those needs. We need to plan around what we can do.

City Librarian, Wong understands the request to meet in person. We would need to have hybrid meetings. Library Meeting Rooms will receive upgrades in the future which will allow this. The upgrades are funded by the PEG fund which is specific to public education and access.

Chair Evans asked if the Board could use the Council Chambers to hold meetings. **City Librarian, Wong** said she could ask. **Chair Evans** agreed that the moment the most economical way to hold BOLT meetings would be to continue to hold Zoom meetings.

Trustees volunteered for Library Comic Con. Library staff will contact the Board.

TRUSTEES REPORT

Vice Chair Hintermeister attended a poetry reading where **Librarian, Danny Le** performed poems that he wrote as a result of his Vietnam trip. **Danny** is a very well respected member of the poetry community who is promoting literacy. **Vice Chair Hintermeister** would like to recognize him and is thankful he's a part of our community as well.

ADJOURNMENT

The meeting was adjourned at 8:04pm.

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos to adjourn.

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

Absent: 1 - Trustee Broughman

The Board of Library Trustees Meeting is adjourned to October 3, 2022, at 6:00pm.

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.

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.

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