



Board
Approved

City of Santa Clara

Meeting Minutes

Board of Library Trustees

08/19/2024

5:30 PM

Hybrid Meeting, Edinger Room
Central Park Library
2635 Homestead Rd, Santa Clara, CA 95051

Special Meeting

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 August 19, 2024 at 5:30 PM for a Special Meeting held in person/hybrid to consider the following matter(s) and to potentially take action with respect to them.

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.
- 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 5:54 PM.

CONSENT CALENDAR

PUBLIC PRESENTATIONS

GENERAL BUSINESS

[24-807](#)

Review and Approve the Santa Clara City Library Draft Strategic Plan

Recommendation: Review and Approve the Santa Clara City Library Draft Strategic Plan.

City Librarian Wong reviewed with the **Board** updates to the content of the Library Strategic Plan. The **Board** reviewed the Mission and Vision statements, Goals, Objectives, and examples of Activities to be undertaken to achieve the Goals and Objectives. The **Board** held discussion and provided suggestions and insights. **City Librarian Wong** informed the **Board** that the Library will continue to engage staff in refining the plan, and will provide an update at the next regular meeting of the **Board of Library Trustees** on September 16, 2024.

STAFF REPORT

City Librarian Wong informed the **Board** that **Acting Assistant City Manager Michelle Templeton** will be departing Santa Clara for a new position as **Assistant City Manager** in Santa Cruz, and that **Assistant City Attorney Elizabeth Klotz** has been asked to assume her role. When the decision is finalized as to which member of the **City Manager's Office** team the Library will report to, the **Board** will be updated.

Discussion was held on the Facilities Master Plan project, with an update that the consultants will be attending the Santa Clara Art & Wine Festival on September 14-15, 2024. The consultants will have boards to display, to communicate to and collect data from the public at this event. The boards were reviewed with the **Board** and feedback was shared. There was a call for volunteers for the Art & Wine Festival, as well as for Comic Con, scheduled for October 12, 2024 at Central Park Library.

City Librarian Wong thanked **Trustee Huynh** for attending the 10th Anniversary celebration for Northside Branch Library, and shared an update on the strong attendance at the event.

TRUSTEES REPORT

Trustee Huynh shared that he spoke to a Library customer at National Night Out. The customer sought technology assistance at the Tech Center at Central Park Library. They mentioned that staff seemed overworked assisting so many Library customers, and that the Library used to partner with **Santa Clara High School** to have teens volunteer to help community members with their technology questions. This feedback was shared with staff, who received the suggestion and discussed service and capacity needs.

ADJOURNMENT

The meeting was adjourned at 7:33 PM.

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

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Trustee Tryforos

The Board of Library Trustees Special Meeting is adjourned to September 16, 2024 at 6:00 PM, to be held at Central Park 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.

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.