



City of Santa Clara

Meeting Minutes

Board of Library Trustees

10/03/2022

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 22-9142, 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/85328142394>
Webinar ID: 853 2814 2394 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 6:01pm.

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

CONSENT CALENDAR

Literacy Program Supervisor, Shanti Bhaskaran gave an overview of the California Library Literacy Grants for the 2022-2023 fiscal year that were awarded to the Santa Clara City Library.

The Board thanked **Ms. Bhaskaran** for all of her work over the years in helping the community.

A motion was made by Trustee Broughman, seconded by Trustee Ricossa 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** [22-1208](#) Action to Accept Appropriation of the FY 2022/23 California Library Literacy Services (CLLS) Grant Awards for Read Santa Clara, the Library's Adult and Family Literacy Program and Related Budget Amendment

Recommendation: Recommend to accept the total California Library Literacy Services grant awards of \$147,266 for Read Santa Clara and approve a FY 2022/23 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$147,266 and increase the FY 2022/23 Read Santa Clara appropriation by \$147,266.

- 1.B** [22-1225](#) Action on the Meeting Minutes of September 12, 2022

Recommendation: Approve meeting minutes of September 12, 2022

PUBLIC PRESENTATIONS

Trustee Ricossa was asked by the **Foundation and Friends Executive Director JoAnn Davis** to announce the Book Sale on October 15, 2022 from 10am-2pm at the Central Park Library. JoAnn is currently on vacation. The Foundation, along with the Library, will be closed on October 10, 2022 due to Indigenous Peoples' Day.

GENERAL BUSINESS

2 [22-1235](#) Board Development and Engagement

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

Chapter 6 - Strategic Planning of, "The Successful Library Trustee Handbook" was reviewed and discussed. There is funding available this FY to obtain a consultant. Due to the Brown Act, Theresa Porter can only consult with 2 Trustees on hiring a consultant. Once a consultant is hired they will work with staff and the Board representatives to review data sets and plan for the future. It has been almost 10 years since the last Strategic Plan. There will be much needed guidance with implementation from the consultant.

STAFF REPORT[22-1236](#) City Librarian Report on Library Programs and Activities.

Recommendation: Note and file monthly update on Library activities.

City Librarian, Wong and **Assistant City Librarian, Dolly Goyal** shared the proposed operating hours. The hours will expand from 64 hours total to 86 hours total across the three branches. We will retain the same level of staffing we have now. We could operate on the new schedule without any as-needed employees, if necessary. There may be programming minimizations in order to allow us to accommodate more open hours. The City Manager's Office and City Council is reviewing the proposed schedule. These extended hours will accommodate some of the needs of the community. The new schedule will be implemented on the last day in October. The garage will be open during Library hours. Café Sarah will not be reopened until contracts have been negotiated with the City. Staff is considering holding Comic Con bi-annually rather than annually due to the cost and time of preparation of the program.

City Librarian, Wong reviewed the STAR Library ranking process. The Santa Clara City Library falls in the \$10-\$29.9 million dollar expenditure range. A STAR Library is composed of a combination of factors including how much money is in the budget, population size, and a number of factors, the largest being circulation by capita. Per person/capita we have a lot of use. Our entire service area would be included in the data set, not necessarily only residents. The ranking is based on the State Library Report information. The data set for 2021 is compiled using the 2019 numbers. The figures are always two years in arrears. Right now staff is completing the 2021 report which will not be reviewed until 2023. **Technical Services Program Coordinator, Yu-Lan Chou** is heading the data committee that is ensuring data is collected and complete.

Staff will be sharing every Grant we receive with the Board going forward. As we get closer to the Strategic Plan we will consult with the Board about any stakeholders so no one is forgotten. Comic Con is coming up October 22, 2022.

TRUSTEES REPORT

Vice Chair Hintermeister would like to see more statistics. The Library budget is 1% to 4% of the City budget depending on if your looking at the full budget or just the general fund. The Library has taken a disproportionate hit to hours. In terms of expenditure, the City of Santa Clara spends about 60% of what the County spends. **Vice Chair Hintermister** reiterated his desire for a subcommittee for on boarding new trustees to be formed.

ADJOURNMENT

The meeting was adjourned at 7:42pm.

A motion was made by Trustee Broughman, seconded by Trustee Ricossa to adjourn the meeting. The motion passes 5-0.

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

The Board of Library Trustees Meeting is adjourned to November 7, 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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