



City of Santa Clara

Meeting Minutes

Board of Library Trustees

03/07/2022

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 22-9051, 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

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

Vice Chair Evans called the meeting to order at 6:02 pm. Trustee Tryforos made a motion, seconded by Trustee Hintermeister, to excuse Trustee Broughman from the meeting. The motion passed 4-0.

Present 4 - Trustee Debbie Tryforos, Trustee Jan Hintermeister, Chair Stephen Ricossa, and Vice Chair Jonathon Evans

Excused 1 - Trustee Leonne Broughman

CONSENT CALENDAR

1 [22-368](#) Action on the Meeting Minutes of February 7, 2022

Recommendation: Approve meeting minutes of February 7, 2022

A motion was made by Trustee Tryforos, seconded by Chair Ricossa, to approve the meeting minutes of February 7, 2022. The motion passed 4-0.

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

Excused: 1 - Trustee Broughman

PUBLIC PRESENTATIONS

Executive Director of the Santa Clara City Library Foundation and Friends, JoAnn Davis, provided a brief report on the recent and upcoming activities of the Foundation and Friends.

GENERAL BUSINESS

2 [22-369](#) Board Report on February 8, 2022 City Council Priority Setting Session

Recommendation: No recommendation for this item

City Librarian Patty Wong provided a brief summary of the City Council Priority Setting Session on February 8, 2022.

Chair Ricossa thanked all members of the **Board of Library Trustees (the Board)** for their work on crafting an advocacy message to be used during the meeting. **City Librarian Wong** extended additional thanks to **Trustee Tryforos** for providing the original letter the work was based upon. **Chair Ricossa** discussed his submission of an email to be read into the record.

City Librarian Wong spoke of how the comments provided by **the Board** were well-received by City Council.

3 [22-370](#) Review of Board of Library Trustees' Work Plan

Recommendation: Review, update, and approve the attached workplan dated 3-7-2022.

City Librarian Wong reviewed **the Board's** updated work plan and discussed any new information associated with the items.

The City Council will be given the opportunity to adopt the Patrick Henry Specific Plan on March 22, 2022.

City Librarian Wong discussed upcoming grants that Library staff and the City are pursuing.

A community room fee study is currently moving through other City commissions. **City Librarian Wong** is advocating for **the Board** to review and weigh in on the study during this process. **Trustee Hintermeister** gave background on the lack of Board inclusion during initial phase of the study and would like an opportunity for **the Board** to provide input. **Vice Chair Evans** voiced interest in finding a balanced fee structure that was not too cost prohibitive, but not so low that the system will be misused.

Trustee Hintermeister inquired when the Library would be able to expand hours beyond current schedule. **City Librarian Wong** discussed the hiring considerations that are affecting when more hours can be provided.

A motion was made by Chair Ricossa, seconded by Trustee Hintermeister, that staff request the community room fee study be brought to the Board of Library Trustees for input. The motion passed 4-0.

4 [22-381](#) Discussion on Next Steps for Library Fine Free Policy

Recommendation: This item is for informational purposes, no recommendation.

City Librarian Wong described how Library will proceed in recommending a fine free policy to the City. She noted the need to expunge pre-existing overdue fines from the system at the same time of policy implementation. The Library has been asked to bring this forward to City Council at a future time when it will be received successfully.

5 [22-379](#) Board Development and Engagement

Recommendation: This item is informational only, no recommendation

City Librarian Wong informed the Board of two upcoming trainings and conferences: Serving with a Purpose in Ontario, CA on May 19, 2022 and the California Library Association's annual conference in Sacramento, CA from June 2, 2022 through June 4, 2022.

Trustee Hintermeister has asked that staff who present at conferences do an encore presentation to **the Board** at a future meeting.

City Librarian Wong discussed **the Board's** use of professional journals and some of the current topics that are receiving coverage.

STAFF REPORT

6 [22-382](#) Report on Library Plans for One-Time Use Money Realized Through Salary Savings During Fiscal Year 2021/22

Recommendation: This item is informational only, no recommendation

City Librarian Wong presented an overview of the salary savings accumulated by the Library in fiscal year 2021/22 and the potential uses and stipulations on these one-time use funds. Possible usage includes:

- Strategic and Facilities Master Plan
- Technology updates and replacements
- Additional materials budget for key collections
- Facilities maintenance projects
- Staff development, training, and institutional memberships
- Library program support

City approval needed before use of salary savings. Expenditure of salary savings will need to occur before the fiscal deadline of June 30, 2022.

Trustee Hintermeister inquired if **the Board** would be involved in the strategic plan process. **City Librarian Wong** discussed possible ways the Board's input and engagement would be included.

Vice Chair Evans inquired how salary savings would be used to support the purchase of ebooks and eresources. **Assistant City Librarian Goyal** spoke of how the Library was using funds to provide resources that can be used by local students and an expansion of ematerials in international languages.

- 7 [22-380](#) City Librarian Report on Library Programs and Activities

Recommendation: Note and file monthly report on Library activities.

City Librarian Wong informed **the Board** of recent and upcoming Library and City activities.

The Board discussed the potential City Council adoption of the Patrick Henry Specific Plan on March 22, 2022.

TRUSTEES REPORT

Vice Chair Evans praised the recent online trivia night held by the Library.

ADJOURNMENT

A motion was made by Trustee Tryforos, seconded by Chair Ricossa, to adjourn the meeting. The motion passed 4-0.

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

Excused: 1 - Member Broughman

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."

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