



City of Santa Clara

Meeting Minutes

Board of Library Trustees

11/07/2022

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 22-9150, 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/81468761622>
Webinar ID: 814 6876 1622 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 6:27pm.

Present 5 - Trustee Leonne Broughman, Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, Trustee Stephen Ricossa, and Chair Jonathon 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. [22-1357](#) Action on the Meeting Minutes of October 3, 2022

Recommendation: Approve meeting minutes of October 3, 2022

PUBLIC PRESENTATIONS

City Librarian Patty Wong was asked by Foundation and Friends Executive Director JoAnn Davis to announce the Book Sale on November 19, 2022 from 10am-2pm at the Central Park Library.

GENERAL BUSINESS

2. [22-1226](#) Action on the Request from the Santa Clara County Historical and Genealogical Society to hold a Fundraising Event in March 2023 at the Central Park Library.

Recommendation: There is no staff recommendation.

The **Santa Clara County Historical and Genealogical Society (SCCHGS) Program Chair, Linda Sanders** and **President, Nancy Moffett** gave an overview of the seminar/fundraising event they would like to hold at the **Central Park Library** on March 25, 2023 from 10am-2pm. The proposed seminar will be in partnership with the **Silicon Valley Computer Genealogy Group (SVCGG)** and the **San Mateo County Genealogical Society (SMCGS)**. Author **Bill Cole** will give 3 talks reviewing Researching England's Records. The purpose of the requested seminar/fundraising event is to provide free education to the local community and to raise funds for additional books and publications for the **Santa Clara City Library's** Genealogy Collection. As part of the discussion, **Vice Chair Hintermeister** suggested a need to add a fundraising discussion to a future agenda and a possible item for a future Work Plan.

A motion was made by Trustee Broughman, seconded by Trustee Ricossa to recommend that staff approve the request from the Santa Clara Historical and Genealogical Society to hold a fundraising event March 25, 2023 at the Central Park Library. The motion passes 5-0.

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

3. [22-1375](#) Action to Establish a Subcommittee for Onboarding New Trustees.

Recommendation: Discuss and consider the formation of an onboarding subcommittee

At the last **Board of Library Trustee** meeting **Vice Chair, Hintermeister** requested the consideration of a subcommittee of on boarding new Trustees. **City Librarian, Wong** consulted the **City Attorney's Office**. At any time the Board can choose to gather as a work group with no more than 2 Trustees. Agendas or Notices are not necessary.

Trustee Ricossa, seconded by **Trustee Broughman** nominated **Vice Chair Hintermeister** as the Chair of the subcommittee. **Vice Chair Hintermeister** accepted. He would like the Board of Library Trustees responsibilities made clear with documentation for future Trustees. **Trustee Tryforos** and **City Librarian Wong** will join **Vice Chair Hintermeister** on the subcommittee. The subcommittee will outline responsibilities and duties and share back with the Board at the February 6, 2023 meeting.

A motion was made by Vice Chair Hintermeister, seconded by Trustee Broughman to establish the subcommittee for onboarding new Trustees. The motion passes 5-0.

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

4. [22-1376](#) Board Development and Engagement

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

City Librarian, Wong updated the Board on the Strategic Plan. The two remaining proponents were given final offers and have a week to respond. The process will begin in the new year and is expected to conclude at the end of the year. Amongst the planning group will be an appointed representative from the **Board of Library Trustees**, a representative from the **Library Foundation and Friends Board**, and 2-3 Library employees. A larger group will be comprised of business leaders, academics, partners of the library, etc. Surveys will be conducted to gain insight from the community. The selected consultant will attend the February Board meeting. **City Librarian, Wong** will provide the selected consultants' application and information to the Board including correspondence regarding the final offer letter.

5. [22-1377](#) Board of Library Trustees Calendar of Meetings for 2023

Recommendation: There is no staff recommendation for this issue.

The **Board of Library Trustees** 2023 Meeting Calendar was reviewed.

A motion was made by Vice Chair Hintermeister, seconded by Trustee Broughman to approve the Board of Library Trustees 2023 Meeting Calendar.

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

STAFF REPORT

[22-1373](#)

City Librarian Report on Library Programs and Activities.

Recommendation: Note and file monthly update on Library activities.

Assistant City Librarian, Goyal gave a presentation of the Statistics & Survey Results of Library Comic Con 2022. There was an estimated 6,000 visitors. A visitor survey was conducted with 193 responses as of 10/31/2022. Out of 5 stars it was rated 4.68 (95% rated 5 stars). Most patrons would attend the event again. The Board formally thanked and congratulated staff for their hard work on Comic Con and the survey. The Board asked for a copy of the video communications made of Comic Con. The video will be shared once edits have been completed. Staff are reviewing costs and statistics associated with Comic Con to decide on the frequency of the event.

City Librarian, Wong shared that staff have left due to higher education and lack of available positions at the Santa Clara City Library. The **Management Analyst** position has been filled by **Sami James** who will begin on December 12, 2022.

The Friends and Foundation fund-raise for the Library through book sales. The library requested close to \$13k in funds for programming which will be decided upon soon. There is a delay in terms of opening Café Sarah. The MOU between the Friends and Library expired earlier this year. The City wishes to examine the contract in depth. The City is working on rectifying the situation.

The pilot of new hours seems to be working well. There will be advertising taking place in the near future. The numbers are incredibly high per hour that we are open.

The Library will have a target that needs to be met due to the \$27 million deficit. The target may be somewhere around 10%. Library Management will attempt to keep all staff and reduce the materials budget.

Trustee Broughman mentioned the Foundation and Friends fundraising for materials. **City Librarian, Wong** and **Foundation and Friends Executive Director, Davis** have discussed the possibility of fundraising for materials. Staff will also look more closely at donations that can be added to the collection.

City Librarian, Wong shared with the Board that the Library was bequeathed 2 antique clocks by a 93 year old patron.

TRUSTEES REPORT

Chair Evans shared with the Board that during a recent trip to a Sharks game he was able to sign up for a San Jose Library card due to their partnership and wondered if the Santa Clara City Library might have any similar partnerships. **City Librarian, Wong** shared that the San Francisco Library is working on a similar partnership with the San Francisco 49ers. She is working towards including the Santa Clara City Library in this partnership.

Vice Chair Hintermeister went to a poetry meeting at the Triton Museum and recommended everyone attend the Ferlinghetti exhibit.

Trustee Broughman requested **Vice Chair Hintermeister's** budget analysis be placed on the Agenda during the December 2022 Board of Library Trustees meeting.

ADJOURNMENT

The meeting was adjourned at 8:20pm.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister 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 December 5, 2022 at 6pm.

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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