



City of Santa Clara

Meeting Minutes

Board of Library Trustees

06/02/2025

6:00 PM

Hybrid Meeting, Mission Branch Library
Community Room
1098 Lexington St
Santa Clara, CA 95050

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 5:32 PM.

Present 4 - Chair Jonathon Evans, Trustee Daniel Huynh, Vice-Chair Stephen Ricossa, and Trustee Debbie Tryforos

Absent 1 - Trustee G. Salim Mohammed

Members of the **Board of the Santa Clara City Library Foundation and Friends (SCCLFF)** in attendance for the Joint Meeting of the Board of Library Trustees and the SCCLFF Board included **Janet Arsenault, Kathy Betts, JoAnn Davis, Sue Rose and Ken Young.**

A motion was made by Vice-Chair Ricossa, seconded by Trustee Huynh, to approve the excused absence of Trustee Mohammad.

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

Excused: 1 - Trustee Mohammed

5:30 PM - Meet and Greet with the Board of the Santa Clara City Library Foundation and Friends

6:00 PM - The Joint Meeting will begin

JOINT MEETING OF THE BOARD OF LIBRARY TRUSTEES AND THE BOARD OF THE SANTA CLARA CITY LIBRARY FOUNDATION AND FRIENDS

[25-618](#)

Joint Meeting with the Board of the Santa Clara City Library Foundation and Friends and Possible Action to Facilitate Scheduling of a Future Joint Meeting

Recommendation: Conduct a joint meeting with the Board of the Santa Clara City Library Foundation and Friends, and take action to plan a future joint meeting.

Members of the **Board of the Santa Clara City Library Foundation and Friends (SCCLFF)** joined the **Board of Library Trustees** for a joint meeting. Following a short meet and greet, the joint meeting included introductions of the attending members and brief presentations and discussions about the history and work of each of the **Boards**. The **Board of Library Trustees** reviewed the history, roles and responsibilities of the **Board**. They shared information on their 2025 Work Plan and priorities, primarily addressing funding, policy updates, the Strategic Plan and Facilities Master Plan projects, and liaison work. The **SCCLFF Board** shared information on their history, work, and their own strategic planning. They reported strong improvements to their investment plan, updates to their governance committee documents and handbook, and information about their work in fundraising and administering grants to support library programming. Discussion addressed book sales, book donations, and efforts to make the best use of donated books to supplement collection spending, primarily in replacing worn out books. At the end of the joint meeting, it was agreed for the **Boards** to meet every 6 months, with the next meeting to be planned for December 2025.

ADJOURN JOINT MEETING

The joint meeting of the **Board of Library Trustees** and the **Board of the Santa Clara City Library Foundation and Friends** adjourned at 7:09 PM.

7:14 PM - Start of Regular Board of Library Trustees Meeting **REGULAR**

MEETING OF THE BOARD OF LIBRARY TRUSTEES**CONSENT CALENDAR****CONSENT ITEMS PULLED FOR DISCUSSION**

[25-617](#)

Action on the Board of Library Trustees Meeting Minutes of May 5, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of May 5, 2025

The **Board** pulled for discussion item 25-617, the minutes of the May 5, 2025 regular meeting, to inquire why they showed **Trustee Mohammad** as absent from roll call but present later in the meeting. The **Board** was reminded that **Trustee Mohammad** had arrived late to the meeting, and the minutes reflected that.

A motion was made by Trustee Huynh, seconded by Trustee Tryforos, to approve staff recommendation.

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

Excused: 1 - Trustee Mohammed

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the **Santa Clara City Library Foundation and Friends** provided information about patio sales scheduled for June 20 and 21, 2025, an extra patio sale scheduled at Central Park Library on June 29, 2025, and informed the **Board** that book sale schedules are available on the **Foundation's** website.

GENERAL BUSINESS

- 1 [25-620](#) Discussion on Nominations and Election of Board of Library Trustees Chair and Vice Chair for FY 2025/26

Recommendation: Nominate a Chair and Vice-Chair of the Board of Library Trustees for FY 2025/26.

At the request of **Chair Evans**, **Trustees** were polled for interest in serving as **Chair** or **Vice-Chair** of the **Board** in Fiscal Year (FY) 2025-26 by **Patty Wong, City Librarian**. She informed the **Board** that **Chair Evans** and **Trustee Tryforos** had both expressed willingness to serve as either **Chair** or **Vice-Chair**.

Trustee Tryforos nominated **Chair Evans** for the role of **Chair**. **Chair Evans** accepted and nominated **Trustee Tryforos** for **Vice-Chair**. The Charter requires these elections to take place after July 1st each year. The **Board of Library Trustees** does not meet in July, and agreed to hold elections at their first subsequent meeting, the special meeting scheduled for August 18, 2025.

2 [25-517](#) Discussion and Action to Schedule Informational Reports to Board

Recommendation: Approve a schedule to receive informational reports.

The **Board** reviewed a proposed schedule for informational reports planned to be provided by staff throughout the coming year. One item was corrected on the proposed schedule: the informational report scheduled for August 4, 2025 was rescheduled due to the cancellation of the August 4, 2025 regular meeting. It was rescheduled for the August 18, 2025 special meeting.

A motion was made by Vice-Chair Ricossa, seconded by Trustee Tryforos to approve the staff recommendation as amended.

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

Excused: 1 - Trustee Mohammed

3 [25-586](#) Discussion and Possible Action on Work Plan Presentation to Council

Recommendation: Review and discuss work plan presentation to Council.

City Librarian Wong informed the **Board** that the presentation of their work plan to **Council** might be in August or September, and that **Council** was in recess from July 15, 2025 to August 15, 2025. The work plan presentation prepared for **Council** was reviewed, and **City Librarian Wong** provided updates on progress for several work plan items. The **Board** agreed to include in the presentation the mission and vision statements they prepared for the Library Strategic Plan. The **Board** also agreed to update the presentation to reflect that **Trustee Huynh** agreed to serve as liaison to the **Youth Advisory Commission**, and to include the number of responses to the community survey distributed as part of the Library Strategic Plan. The **Board** also agreed that **City Librarian Wong** and **Foundation Executive Director JoAnn Davis** should coordinate a date in December with an agenda draft for the next joint meeting of the **Board of Library Trustees** and the **SCCLFF Board**. A potential date being considered is the December 1, 2025 regular meeting. **Luis Haro, Deputy City Attorney** confirmed that the **Vice-Chair** of the **Board** could also be a liaison to the **SCCLFF Board**.

STAFF REPORT

City Librarian Wong provided an update on the effort to reopen the Cafe at Central Park Library, sharing that no major renovations are needed, and that more information should be available to share at the next **Board** meeting in August.

TRUSTEES REPORT

At the request of **Trustee Mohammed**, who was excused from this meeting due to travel, **City Librarian Wong** read statement he had prepared. The statement addressed the firing of the **Librarian of Congress**, and the effects and implications of this action on libraries of all types throughout the nation. **City Librarian Wong** addressed the questions and concerns of the **Board**, and provided information regarding federal actions to remove staff and collection materials from the **Library of Congress**.

ADJOURNMENT

The meeting was adjourned at 8:01 PM.

A motion was made by Vice-Chair Ricossa, seconded by Trustee Tryforos, to adjourn the meeting in memory of former Councilperson Debi Davis, who recently passed away.

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

Excused: 1 - Trustee Mohammed

The Board of Library Trustees Meeting is adjourned to the August 18, 2025 special meeting, at 6:00 PM, in the Edinger Room 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.