



City of Santa Clara

Meeting Minutes

Board of Library Trustees

05/02/2022

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 22-9067, 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

Chair Ricossa called the meeting to order at 6:04 pm.

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

CONSENT CALENDAR

A motion was made by Trustee Broughman, seconded by Vice Chair Evans, to approve the Consent Calendar. The motion passes 5-0.

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

1 [22-547](#) Action on the Meeting Minutes of April 4, 2022

Recommendation: Approve meeting minutes of April 4, 2022

2 [22-610](#) Action on the Meeting Minutes of April 21, 2022

Recommendation: Approve meeting minutes of April 21, 2022

PUBLIC PRESENTATIONS

Santa Clara City Library Foundation and Friends Executive Director, JoAnn Davis, provided an update of Librarypalooza and upcoming book sales.

GENERAL BUSINESS

3 [22-612](#) Review of Board of Library Trustees' Work Plan**Recommendation:**

1. Review and approve work plan
2. Recommend representatives from the Board of Library Trustees to participate in City evaluation panels to assist in the choice of contractors for the Library Strategic Plan and Library Facilities Master Plan.

City Librarian Wong requested Trustee support in the evaluation process for the Library Facilities Master Plan and Library Strategic Plan. She informed the Board that up to two Trustees are able to participate in each Plan. The Trustees were sent documents prior to the meeting for review. Participating Trustees would be part of the evaluation team to review proposals and evaluate proponents.

Trustee Hintermeister had questions regarding the Board not being involved in the RFP process and supplying evaluation criteria and the timeline.

Trustee Tryforos and **Trustee Broughman** volunteered to be a part of the Library Facilities Master Plan evaluation.

Vice Chair Evans questioned what will be evaluated and what phase they would be involved in.

City Librarian Wong explained that teams for each work plan will be involved in phase two. They will look at proposals to see if they meet the criteria for what has been stated in the RFP including a community engaged process utilizing data sets, information sessions with staff and stakeholders such as the Board of Library Trustees. Evaluation will be based off how well they articulate the ability to complete all the pieces listed and the process itself (i.e. timeline and cost).

Chair Ricossa and **Vice Chair Evans** volunteered to be a part of the Library Strategic Plan evaluation.

City Librarian Wong reviewed the Community Room fee structure and policy. Proposed fee \$20 for Santa Clara residents and non-profits per event and \$90/hr for non-residents, no commercial use, no Technology fee, \$30/hr if staff are required for extensive assistance during reservation. Next steps will incorporate proposed fee changes into the Budget Study Session occurring June 7, 2022 and will be considered by City Council on June 21, 2022 for July 1, 2022 implementation. She explained the fees only apply to the Redwood Room, Margie Edinger Room, Northside Community Room, and Mission Community Room.

Trustees would like to discuss smaller meeting rooms in the future.

STAFF REPORT

4 [22-613](#) Board Development and Engagement

Recommendation: No recommendation: This item is informational only

Assistant City Librarian Goyal announced that **Vice Chair Evans** will be attending the Serving with a Purpose conference and **Trustee Hintermeister** will be attending the California Library Association conference.

Elections for the Board of Library Trustees Chair and Vice Chair will take place at the June 2022 meeting.

Trustee Broughman nominated **Vice Chair Evans** as Chair for next term. **Vice Chair Evans** accepted the nomination.

Vice Chair Evans nominated **Trustee Hintermeister** as Vice Chair for next term. **Trustee Hintermeister** accepted the nomination.

5 [22-614](#) City Librarian Report on Library Programs and Activities

Recommendation: Note and file monthly update on Library activities

City Librarian Wong gave an update of Library programs such as the Ramadan program which attracted 415 participants, Día de los Niños, Dial a Story, and Summer Reading.

Personnel updates were reported including the upcoming recruitment of the Management Analyst position, interviews for the Northside Library Program Coordinator, and the new **Youth Services Librarian Michelle Ng**. The Library is hoping to fill 29 As-Needed positions ranging from Library Page, Library Assistant, and Technology Assistant. Once filled the Library will be able to extend hours of operation.

City Librarian Wong announced the expansion of the successful California State Library Parks Pass program run by **Adult Services Librarian Megan Tristao**. The program will expand to include 20 passes to state parks which covers parking and entry along with backpacks including maps and items that support engagement with nature.

Program Coordinator Aguirre reviewed the draft Collection Development Policy and collection development process.

Trustee Broughman had questions regarding award winning or violent books being banned. She congratulated staff on the work they have done. Expressed interest in sharing the policy with the Foundation and Friends.

Program Coordinator Aguirre informed the Board that anything can be challenged and go through the process via the Request of Reconsideration Form. It is up to the public to challenge books that they find objectionable.

Trustee Hintermeister expressed support for the policy and would like to make sure it gets implemented as described.

City Librarian Wong emphasized the importance of having the policy in place.

The Board will take action on the Collection the Development Policy at the next meeting.

TRUSTEES REPORT

Trustee Broughman showed concern for the relocation of the Read Santa Clara program from the Mission Library to the Central Park Library. She stated they are inaccessible to the public at their current location and would like their location to be reviewed.

City Librarian Wong agreed, and shared that Library Administration is looking for ways to make Read Santa Clara staff more accessible to the public.

Trustees discussed in person versus virtual Board of Library Trustee meetings. It was decided to continue virtual meetings for the time being.

Chair Ricossa thanked the Board for supporting Librarypalooza.

Vice Chair Evans thanked **Chair Ricossa** for all his work on Librarypalooza and all the staff for participating.

Trustee Broughman also thanked staff for their work.

City Librarian Wong thanked everyone for their help acknowledging the team effort.

ADJOURNMENT

The meeting was adjourned at 7:56 PM.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos to adjourn the meeting.

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

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.