



City of Santa Clara

Meeting Minutes

Board of Library Trustees

09/08/2025

6:00 PM

Hybrid Meeting, Edinger Room
Central Park Library
2635 Homestead Rd
Santa Clara, CA 95051

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 6:02 PM.

Present 5 - Chair Jonathon Evans, Trustee Daniel Huynh, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Vice-Chair Debbie Tryforos

Management Analyst James announced that **Vice-Chair Tryforos** would be participating remotely under the provision of AB2449 due to illness.

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

A motion was made by Trustee Huynh, seconded by Trustee Ricossa to allow Vice-Chair Tryforos to attend remotely.

Aye: 4 - Chair Evans, Trustee Huynh, Trustee Mohammed, and Trustee Ricossa

Abstained: 1 - Vice Chair Tryforos

CONSENT CALENDAR

1 [25-988](#) Action on the Board of Library Trustees Special Meeting Minutes of August 18, 2025

Recommendation: Approve the Board of Library Trustees Special Meeting Minutes of August 18, 2025

A motion was made by Trustee Mohammed, seconded by Trustee Huynh to approve Staff Recommendation.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

PUBLIC PRESENTATIONS

Senior Management Analyst for the **Parks and Recreation Department, Carolyn McDowell** introduced herself to the **Board** and shared that she was attending as part of the mentorship she was receiving from **City Librarian Patty Wong**.

Trustee Ricossa, on behalf of **JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends (SCCLFF)**, shared several SCCLFF announcements. The **Board** was informed that the SCCLFF would be hosting a book sale on both days of the Art and Wine Festival, September 13 and 14, 2025, from 10am to 3pm. He also shared that the Library would be open for both of those days, would be hosting a "Saturday" sale on September 19 and 20, 2025, and a book sale the week after.

GENERAL BUSINESS

- 2 [25-965](#) Action on a Resolution Approving the 2026 Board of Library Trustees Calendar of Meetings, and Setting the Number of Regular Board of Library Trustees Meetings

Recommendation: Recommend the City Council approve and Adopt a resolution to set the Regular Meeting schedule and dates for the Board of Library Trustees for calendar year 2025, and authorize City staff to make minor non-substantive changes to the Resolution before final adoption by Council.

City Librarian Wong asked the **Board** to identify any schedule conflicts with the proposed calendar dates, and make any changes needed to the 2026 Board of Library Trustees Meeting Calendar during the meeting, as the approved calendar is published for the public. The **Board** reviewed the calendar and agreed to change the location of the November 2, 2026 meeting to the Central Park Library's Boardroom to avoid any potential impact to the general election Vote Center that would be taking place next door.

Chair Evans noted that there was a risk of his being absent for the December 7, 2026 meeting, and it was confirmed that a meeting would not be rescheduled due to the possible absence of only one Trustee. **Vice-Chair Tryforos** noted that her term ends in June 2026, and inquired who would officiate the meeting if **Chair Evans** was absent. **City Librarian Wong** shared that the **Vice-Chair** would remain in her role until a replacement was found, and that she could be **Chair-in-lieu** if there was no replacement yet.

A motion was made by Trustee Ricossa, seconded by Trustee Mohammed to approve Staff Recommendation as amended.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

3 [25-976](#) Action to Approve Library Strategic Plan

Recommendation: Approve Library Strategic Plan.

City Librarian Wong reviewed the final draft of the Library Strategic Plan with the **Board**, along with the graphic design for the printable version for distribution. The **Board** had positive reviews of the plan and the design. **City Librarian Wong** shared that the next step would be for the plan to be reviewed in conjunction with the Facilities Master Plan, and would be reviewed with **Council** in a 2x2x3, review sessions involving **Council**, the **Board** and staff, likely in October or November. The review could involve a study session, and would provide opportunity for closer review.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh, to approve the Strategic Plan and to appoint Chair Evans and Trustee Huynh as representatives for the 2x2x3, with Trustee Ricossa as an alternate, as allowed through the 2x2x3 process.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

STAFF REPORT

City Librarian Wong wished the **Board** Happy International Literacy Day. She reminded them that the Library has an item going before **Council** on September 16, 2025 to waive any remaining balances for overdue fines. A save the date was shared for the graduation ceremony for the Career Online High School graduates, scheduled for October 25, 2025. The **Board** was invited to attend and participate. **Trustee Huynh** and **Chair Evans** expressed interest in checking their schedules and attending. A save the date for the 25th Anniversary Gala of the **Santa Clara City Library Foundation and Friends (SCCLFF)** was shared for May 16, 2026 at the Triton Museum. There was a reminder of the Special Elections being held at Central Park Library from October 25, 2025 to November 4, 2025. The November **Board** meeting will be held in the Board Room rather than the Edinger Room to avoid risk of interference with the Vote Center. Ballot boxes for the special election will be at all three Library locations. A reminder for Art & Wine Festival on September 13 and 14, 2025 was shared, with the information that the Library would be part of the festival this year, and would be open both days. There was also notice shared of parking lot asphalt work planned for September 16 to 19, 2025. The **Board** was apprised of a visit the Library Management Team made to South San Francisco Public Library, to tour their new joint use facility and discuss space use and services. Information was shared that the City/School Liaison Committee was moving forward with the effort to get every child in school in Santa Clara a library card. Reminders were shared that for upcoming **Board** meetings, the October 6, 2025 meeting would be held at Northside Branch Library and include Facilities Master Plan review; the November 2, 2025 meeting would be held in the Board Room at Central Park Library; and the December 1, 2025 meeting would be held at Mission Branch Library. The **Board** confirmed that they would hold a small holiday potluck just before the December meeting. The **Board** received a synopsis of the results of the Facilities Master Plan and informed that they would be reviewing it along with an executive summary. They were reminded that the 2x2x3 mentioned earlier would involve review of both the Library Strategic Plan and Facilities Master Plan.

TRUSTEES REPORT

ADJOURNMENT

The meeting was adjourned at 7:54 PM.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh to adjourn the meeting.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

The Board of Library Trustees Meeting is adjourned to October 6, 2025, to be held in the Program Room of the Northside Branch Library.

MEETING DISCLOSURES

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-judicative 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-judicative 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.