



City of Santa Clara

Meeting Minutes

Board of Library Trustees

11/03/2025

6:00 PM

Hybrid Meeting, Board Room
Central Park Library
2635 Homestead Road
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 4 - Chair Jonathon Evans, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Vice Chair Debbie Tryforos

Absent 1 - Trustee Daniel Huynh

CONSENT CALENDAR

- 1 [25-1009](#) Action on the Board of Library Trustees Meeting Minutes of October 6, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of October 6, 2025

A motion was made by Trustee Mohammed, seconded by Vice-Chair Tryforos to approve staff recommendation.

Aye: 3 - Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

Absent: 1 - Trustee Huynh

Abstained: 1 - Chair Evans

PUBLIC PRESENTATIONS

GENERAL BUSINESS

City Attorney Glen Googins will provide a presentation about the Charter Review process, and the Board of Library Trustees has been identified as a stakeholder in terms of the review of their role in the City.

City Attorney Glen Googins introduced himself to the **Board**, and informed them of the beginning of a new city charter review project initiated with the **Governance and Ethics Committee**. He shared that during review, staff found outdated charter language and inconsistencies with current processes, prompting the establishment of a 13-member **Charter Review Committee**. The planned outcome is a possible charter amendment, which would require council and possibly voter approval in 2026. **City Attorney Googins** provided a summary of approved Ad Hoc Subcommittees and provided the language of the charter for the **Board** to initiate their review and considerations. He shared that the **Board** would have the opportunity to assign a Trustee to share their input and recommendations on possible revisions to the language related to the roles and duties of the **Board**. The **Board** agreed to agendaize charter review discussion at their regular meetings in February and March 2026.

This discussion was followed by a brief break from 6:35 PM to 6:45 PM, during which the **Board of Library Trustees** took their annual group photo for the City of Santa Clara calendar. **Trustee Huynh**, who was delayed, arrived and took part in the group photo and the remainder of the meeting.

- 2 [25-1562](#) Action on Scheduling and Agenda Setting for Joint Meeting with Santa Clara City Library Foundation and Friends Board

Recommendation: Request staff to prepare an agenda, incorporating input from the Trustees' discussion and using staff discretion as needed, for the discussion with the Santa Clara City Library Foundation and Friends Board at the December 1, 2025 regular Board of Library Trustees meeting.

The **Board** discussed the upcoming Joint Meeting with the **Board of Library Trustees** and the **Board** of the **Santa Clara City Library Foundation and Friends (SCCLFF)** to take place during the December 1, 2025 regular meeting of the **Board**, at Mission Branch Library. Per discussion, a potluck and the joint meeting would occur from 6:00 PM to 7:00 PM at the December meeting, and discussion topics might include the upcoming 25th anniversary of **SCCLFF**, inquiry as to the **SCCLFF Board's** plans for 2026, sharing of the **Board's** work plan, discussion on how the **Boards** could help and support each other, updates on the progress of the Library's Strategic Plan and Facilities Master Plan, and what donations and fundraising **SCCLFF** has been able to raise to help support the Library.

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

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

STAFF REPORT

Deputy City Attorney Huyen Nguyen provided an update for the **Board** on progress related to the lawsuit related to tile damage at Northside Branch Library. She shared that multiple inspections have occurred, and the parties are preparing for mediation. She also provided an update that negotiations on lease terms were in progress with a vendor to work towards re-opening the Library Cafe. **City Librarian Wong** provided an update on temporary restraining orders being sought or currently active for the Library. She shared the positive impact of stronger support channels such as the city's **Community Response Team**. **City Librarian Wong** reported on the 2x2x3 review process for **Council** to be able to review and discuss the Library's Strategic Plan and Facilities Master Plan. She shared that **Council** feedback regarding the plans would be shared with the **Board**, and a study session may be convened. The 2x2x3 presentation for **Council** was shared with the **Board**, and **Trustees** were able to ask questions and provide feedback.

TRUSTEES REPORT

Trustee Mohammed shared that he had attended the celebration of the 70th Anniversary of Mission Branch Library on November 1st, and that it was a fantastic event. Other attending **Board** members concurred, including **Trustee Huynh, Trustee Ricossa, and Vice-Chair Tryforos.**

ADJOURNMENT

The meeting was adjourned at 8:30 PM.

A motion was made by Trustee Huynh, seconded by Trustee Mohammed 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 December 1, 2025, at 6:00 PM, at Mission Branch 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.

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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.