



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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01/26/2023

6:00 PM

Virtual Meeting

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#### Special Meeting

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chair calls for a Special Meeting of the Board of Library Trustees to commence and convene on February 8, at 6:00 PM for a Special Meeting held virtually via Zoom, to consider the following matter(s) and to potentially take action with respect to them.

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 23-9178, 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/87263477415>

Webinar ID: 872 6347 7415 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.

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**CALL TO ORDER AND ROLL CALL**

**Chair Evans** called the special meeting to order at 6:02 PM

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

**CONSENT CALENDAR****PUBLIC PRESENTATIONS****GENERAL BUSINESS**

[23-45](#)

Presentation and Discussion on the Roles and Responsibilities of the Board of Library Trustees

**Recommendation:** There is no staff recommendation.

**Assistant City Manager Bojorquez** and **Assistant City Attorney Klotz** provided an overview and presented a Power Point of the roles and responsibilities of the **Board**.

[23-86](#)

Discussion on Content to be Included in Report to City Council Regarding Library Planning

**Recommendation:** Provide direction on the elements to be included in the report to Council and how the Board would like to finalize the report.

**Trustee Broughman** left the meeting at 7:20 PM.

**City Librarian Wong** held discussion on the budget and its impacts to library staff, hours and services. Discussion was held on the process to address **Council** on Library related budget items. **Board** created a subcommittee to draft a letter and report for **Council** consideration. **Board** also agreed to return in March to discuss and consider a draft presentation to give to **Council** in April. **City Librarian Wong** will assist **Chair Evans** and **Vice Chair Hintermeister** as members of the sub-committee to plan report content.

**A motion was made by Vice Chair Hintermeister, seconded by Trustee Tryforos, to form an ad-hoc subcommittee to work with City Librarian Patty Wong to generate communications to present to the City Council describing the unique situation of financing our Library system, and the impact on service hours and service in general to the Santa Clara population.**

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

**Absent:** 1 - Trustee Broughman

[23-87](#)

Discussion and action on proposed strategic planning process for the Santa Clara Public Library

**Recommendation:**

1. Provide direction on the strategic planning process including key stakeholders, strategic objectives and the Board's role in the engagement process.

**City Librarian Wong** reviewed Strategic Planning timeline with **Board**. **Board** agreed to allocate most of February 6th **Board Meeting** for **Board Kick-Off Session** as detailed on Strategic Plan Timeline.

[23-150](#)

Review and Discussion of the Proposed 2023 Workplan for the Board of Library Trustees

**Recommendation:**

Review, discuss and recommend approval of work plan.

**City Librarian Wong** presented the draft Work Plan. Discussion was held and the **Board** agreed to continue to discuss this item at the February 6th **Board Meeting** to ensure all **Board Members** present.

**A motion was made by Trustee Ricossa, seconded by Vice Chair Hintermeister to continue this item to the next meeting.**

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

**Absent:** 1 - Trustee Broughman

**STAFF REPORT****TRUSTEES REPORT****ADJOURNMENT**

**A motion was made by Trustee Tryforos, seconded by Trustee Ricossa to adjourn the meeting at 8:16 PM.**

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

**Absent:** 1 - Trustee Broughman

The Board of Library Trustees Meeting is adjourned to February 6, 2023 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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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.