



City of Santa Clara

Meeting Minutes

Board of Library Trustees

10/04/2021

6:00 PM

Virtual Meeting

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

- Via Zoom:

- o <https://zoom.us/j/96309770871>

Webinar ID: 963 0977 0871 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.
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- 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 6:00 pm.

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

CONSENT CALENDAR

- 1 [21-1379](#) Action on the Meeting Minutes of September 13, 2021

Recommendation: Approve meeting minutes of September 13, 2021

A motion was made by Trustee Hintermeister, seconded by Trustee Tryforos, to approve the meeting minutes of September 13, 2021. The motion passed.

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

Abstained: 1 - Trustee Broughman

- 2 [21-1421](#) Action to accept appropriation of the FY 2021/22 California Library Literacy Services (CLLS) Grant Award for Read Santa Clara, the library's adult and family literacy program

Recommendation: Recommend to accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara and approve a FY 2021/22 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$91,026 and increase the FY 2021/22 Read Santa Clara appropriation by \$91,026.

Assistant City Manager Bojorquez shared statistics and information illustrating the work Read Santa Clara and their tutors accomplished in fiscal year 2020/2021.

Trustee Hintermeister and **Chair Ricossa** asked for clarification on the budget process related to this agenda item. **Assistant City Manager Bojorquez** noted the item's title erroneously included appropriation text. The agenda item is only to accept the awarding of funds, not to appropriate those funds.

Trustee Hintermeister suggested to modify a motion to read "recommend to accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara."

Vice Chair Evans inquired about the grant process and how the Library received more funding than expected this fiscal year. **Assistant City Manager Bojorquez** explained the California State Library was able to provide additional resources to programs across the State.

A motion was made by Trustee Broughman, and seconded with amended wording by Trustee Hintermeister, to recommend to accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara. The motion passed.

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

PUBLIC PRESENTATIONS

Santa Clara City Library Foundation and Friends Executive Director, JoAnn Davis, spoke of the Foundation's pop-up bookstore at the Westfield Valley Fair mall that occurred during September.

GENERAL BUSINESS

STAFF REPORT

- 3 [21-1428](#) Introduction of New City Librarian and Overview of Board Priorities

Recommendation: No recommendation for this item.

Assistant City Manager Bojorquez introduced **City Librarian Patty Wong** to the **Board of Library Trustees (the Board)**. **City Librarian Wong** invited trustees to share information about their priorities and reasons for joining the Board of Library Trustees.

Trustee Hintermeister voiced his appreciation of the work **Assistant City Manager Bojorquez** accomplished over the past year.

City Librarian Wong spoke of her experience working with library boards to help them develop and become more mission driven.

- 4 [21-1394](#) Library Bookmobile Update

Recommendation: No recommendation for this item

Senior Library Assistant and Bookmobile staff member, Cody Christiaens, provided a recap of Bookmobile services that occurred over the summer of 2021 and informed **the Board** of upcoming events.

Vice Chair Evans inquired which Bookmobile stops were the most popular and which stops reached people who otherwise would not have access to library services. **Senior Library Assistant Christiaens** noted that elementary school stops were the most heavily used and served many children who are not regularly able to go to library branches.

- 5 [21-1396](#) Overview and Preliminary Results of the Library's Restoration of Services Community Survey

Recommendation: No recommendation for this item

Management Analyst Justin Wasterlain presented the initial results of the Library's Restoration of Services Community Survey. The survey was open from September 13, 2021 through September 25, 2021 and collected information from 875 respondents about desired hours and programming.

Trustee Broughman shared a comment from a patron asking the Library to provide more after school hours. **Management Analyst Wasterlain** noted that other survey respondents voiced that opinion as well.

Trustee Hintermeister asked why the Library was not able to dramatically increase its hours. **Assistant City Manager Bojorquez** described how the City has prioritized COVID response services during the pandemic redirecting some Library staff and limiting their availability. **Assistant City Manager Bojorquez** related how the current efforts to fill staff vacancies will provide more ability to sustain additional services in upcoming months.

- 6 [21-1392](#) Verbal Report on Library Programs and Activities

Recommendation: Note and file monthly update on Library activities.

Assistant City Manager Bojorquez gave the Board a brief update of Library activities including:

- an update on the gazebo restoration project in City Plaza Park
- grants from the **Pacific Library Partnership** for "Check out and Code Kits" and the facilitation of equity, diversity and inclusion training
- a grant from **Kaiser Permanente** to increase staff capacity for providing services for people with disabilities through universal design and intentional program planning
- coordination of a photo with the **Board of Library Trustees** for the City calendar
- recruitments for two librarians and the Assistant City Librarian

TRUSTEES REPORT

Trustee Broughman asked for future agenda topics to include information about the partnership with the **Santa Clara County Historical and Genealogical Society** and opportunities to meet the Library's new staff members. Meeting dates for these agenda items are to be determined.

ADJOURNMENT

Trustee Broughman made a motion, seconded by Chair Ricossa, to adjourn the meeting in the memory of Irma LeBlanc. The motion passed.

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

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