



City of Santa Clara

Meeting Minutes

Board of Library Trustees

10/07/2024

6:00 PM

Northside Branch Library
Program Room/Hybrid Meeting
695 Moreland Way
Santa Clara, CA 95054

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 6:03 PM

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

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

Aye: 4 - Chair Evans, Trustee Huynh, Vice-Chair Ricossa, and Trustee Tryforos
Absent: 1 - Trustee Mohammed

CONSENT CALENDAR

1 [24-959](#) Action on the Board of Library Trustees Meeting Minutes of September 16, 2024

Recommendation: Approve the Board of Library Trustees Meeting Minutes of September 16, 2024

A motion was made by Vice-Chair Ricossa, seconded by Trustee Huynh, to approve Staff Recommendation.

Aye: 4 - Chair Evans, Trustee Huynh, Vice-Chair Ricossa, and Trustee Tryforos
Absent: 1 - Trustee Mohammed

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the **Santa Clara City Library Foundation and Friends**, reminded the **Board** of the upcoming Comic Con event scheduled for October 12, 2024, with the **Foundation and Friends** holding a book sale on the back patio and holding a raffle. Other upcoming book sales were announced on Friday, October 18, 2024 from 3:30-5:30 PM, and Saturday, October 19, 2024 from 10 AM to 2:30 PM. It was reported that the most recent book sale was very successful, raising over \$2,600 due to a donation of 82 boxes of graphic novels.

GENERAL BUSINESS

[24-961](#)

Informational Report on Library Services and Tour of the Northside Branch Library

Recommendation: Note and file informational report and conduct tour of the Northside Branch Library.

Trustee Mohammed arrived at 6:28 PM.

Patricia Zeider, Program Coordinator of the Northside Branch Library, gave an informational presentation to the **Board**. The presentation included demographic information about the area served by the Northside Branch Library, changes in the community since COVID, and data on circulation, patron use, programs and the history of the branch. An update was provided on the recent 10th anniversary celebration of the branch, and information was shared about the neighborhoods and community that make Northside Branch Library unique in the Santa Clara City Library system. The **Board** discussed concerns about building repairs needed. Discussion was held on outreach efforts and future possible strategies. **Patricia Zeider** then took the **Board** on a brief tour of the branch.

DRAFT

[24-960](#)

Review and Discuss Progress on the Santa Clara City Library Strategic Plan and Library Facilities Master Plan

Recommendation: Review and Discuss Progress on the Santa Clara City Library Draft Strategic Plan and Facilities Master Plan

Patty Wong, City Librarian informed the **Board** that staff continue to work to finalize activities for the Strategic Plan, and shared some examples of the activities that staff have prioritized. A draft redesign of the layout was shared for the **Board's** feedback. **Patty Wong** shared that the **City Manager's Office** has been coordinating with staff, and are considering bringing the Strategic Plan and the Library Facilities Master Plan to Council together as a package. This coordination and review may cause delays in individual components of these efforts but are anticipated to result in a stronger overall outcome and more effective planning documents. Initial drafts for the Library Facilities Master Plan documentation were now anticipated to be provided in December 2024 or January 2025, with possible review by the **Board** in February 2025.

Library Facilities Master Plan staff engagement activities scheduled for October 11, 2024 were reviewed, as well as community engagement planning to occur during Comic Con on October 12, 2024. The **Board** were invited to attend Comic Con, and **Trustee Tryforos** made plans to volunteer. Discussion was held on hours and logistics related to Comic Con, as well as on coordination needed for the Library to serve as a voting center for the upcoming general election.

STAFF REPORT

TRUSTEES REPORT

Trustee Huynh reported that he attended the Santa Clara United Against Hate program held at the Library. He reported that turnout was low, but the program attendees, film presented and discussion afterwards made for an enjoyable program.

ADJOURNMENT

The meeting was adjourned at 7:56 PM.

The regular Board of Library Trustees November Meeting will be cancelled, with a Board of Library Trustees Special Meeting to be called on November 4, 2024 at 6:00 PM, to be held in the Board Room at Central Park Library.

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

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

The regular Board of Library Trustees November Meeting will be cancelled, with a Board of Library Trustees Special Meeting to be called on November 4, 2024 at 6:00 PM, to be held in the Board Room at Central Park Library.

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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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