



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

---

02/12/2026

6:00 PM

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

---

#### 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 12, 2026 at 6:00 PM for a Special Meeting held in a hybrid manner to consider the following matter(s) and to potentially take action with respect to them.

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 6:00 PM.

**Present** 4 - Chair Jonathon Evans, Trustee Daniel Huynh, Trustee Stephen Ricossa, and Vice Chair Debbie Tryforos

**Absent** 1 - Trustee G. Salim Mohammed

**A motion was made by Trustee Huynh, seconded by Vice-Chair Tryforos to excuse Trustee Mohammed.**

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

**Excused:** 1 - Trustee Mohammed

**CONSENT CALENDAR**

1 [26-99](#) Action on the Board of Library Trustees Meeting Minutes of December 1, 2025, and Special Meeting Minutes of January 8, 2026

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of December 1, 2025, and Special Meeting Minutes of January 8, 2026

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

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

**Excused:** 1 - Trustee Mohammed

**PUBLIC PRESENTATIONS**

**GENERAL BUSINESS**

- 2      [26-98](#)      Discussion and Action on Recommendations for Potential Revisions to City Charter Section 1012 and Section 1013 for Consideration by the Charter Review Committee

**Recommendation:** Action to request staff to prepare draft talking points consistent with the Board's discussion regarding possible updates to the role and function of the Board of Library Trustees as expressed in the City Charter and take any other action necessary to facilitate a meeting between Chair Evans, as the Board's appointed representative, and the relevant Charter Review Ad Hoc Subcommittee.

**City Librarian Wong** advised the **Board** that finalizing their recommendations for the **Charter Review Ad Hoc Subcommittee** should focus on charter language changes, and that **City Attorney Glen Googins** would be attending the March 2, 2026 **Board of Library Trustees** meeting to discuss the **Board's** recommendations with them. **City Librarian Wong** shared that **City Attorney Googins** could help coordinate getting the **Board's** recommendations into the proper legal language, so the work at the current meeting would be most effective if focused on sharing what they want clearly and to be direct, since the legal language might be adjusted later in the process. She shared that the **Ad Hoc Subcommittee's** meeting date has not been set yet. **City Librarian Wong** informed the **Board** that their previous discussion topic on ensuring that the job description for **City Librarian** include the standard Masters in Library Science requirement was being addressed by staff.

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

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

**Excused:** 1 - Trustee Mohammed

[26-100](#)

Update on the Status of the Library Strategic Plan and Facilities Master Plan and Next Steps

**Recommendation:** Note and file status update on the Library Strategic Plan and Facilities Master Plan

**City Librarian Wong** informed the **Board** that **Council** unanimously approved the Library Strategic Plan and Facilities Master Plan on February 10, 2026, and thanked **Chair Evans** and **Vice-Chair Tryforos** for attending. She shared that related to the Facilities Master Plan, the agreement to re-open the Cafe at Central Park Library had been completed, and that the Cafe hoped to open in mid-March. She shared that Library was working with Purchasing to prepare a search for design services to further develop Facilities Master Plan recommendations and Measure I projects, and that design changes impacting Mission Branch would need review by the **Historical Landmarks Commission**.

**A motion was made by Trustee Huynh, seconded by Trustee Ricossa to note and file the report.**

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

**Excused:** 1 - Trustee Mohammed

3

[26-103](#)

Review and Update Board of Library Trustees Workplan

**Recommendation:** Request that staff, using their discretion, take actions as needed to support priorities identified by today's discussion regarding the Board of Library Trustees Workplan FY2025-26.

**Management Analyst James** informed the **Board** that the Work Plan language under "Current Membership" was revised to reflect that the meetings occur at all three Library locations, with a link added to the Calendar of Meetings showing meeting dates and locations, to address **Trustee Ricossa's** concerns at the last meeting. His questions about the dates in parentheses in the table provided by the **Clerk's** office was also addressed.

The **Board** continued this item to the next meeting.

**A motion was made by Trustee Ricossa, seconded by Trustee Huynh to continue item number 3 to the next meeting.**

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

**Excused:** 1 - Trustee Mohammed

**STAFF REPORT**

**City Librarian Wong** shared with the **Board** the process and timeline to recruit a replacement for **Vice-Chair Tryforos's** seat on the **Board** as her term expires in June 2026. She also shared that **Council** had approved resuming dinners with the **Boards and Commissions** as well as a larger gathering to recognize outgoing **Trustees**.

**TRUSTEES REPORT**

**ADJOURNMENT**

The meeting was adjourned at 8:00 PM.

**A motion was made by Vice-Chair Tryforos, seconded by Trustee Huynh to adjourn the meeting.**

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

**Excused:** 1 - Trustee Mohammed

The Board of Library Trustees Meeting is adjourned to March 2, 2026, at 6:00 PM.

DRAFT

**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.

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.

DRAFT