



City of Santa Clara

Meeting Minutes

Board of Library Trustees

08/05/2024

6:00 PM

Hybrid Meeting, Edinger Room
Central Park Library,
2635 Homestead Rd, 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

Patty Wong, City Librarian and ex-officio member of the Board called the meeting to order at 6:05 PM.

A motion was made by Trustee Tryforos, seconded by Trustee Huynh, to appoint Trustee Ricossa as Chair Pro Tem due to the absence of Chair Evans and the vacancy in the office of Vice-Chair.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Trustee Tryforos

A motion was made by Trustee Huynh, seconded by Trustee Mohammed, to approve the excused absence of Chair Evans due to being out of town.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Trustee Tryforos

Excused: 1 - Chair Evans

CONSENT CALENDAR

- 1 [24-698](#) Action on the Board of Library Trustees Meeting Minutes of June 3, 2024

Recommendation: Approve the Board of Library Trustees Meeting Minutes of June 3, 2024

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

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Trustee Tryforos

Excused: 1 - Chair Evans

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the Santa Clara City Library Foundation, welcomed the new members of the **Board of Library Trustees**, **Trustee Huynh** and **Trustee Mohammed**. She was joined by **Nancy Toledo, Vice President of the Santa Clara City Library Foundation**, and by **Sue Rose, President of the Friends of Santa Clara City Library**. The **Board** was updated on upcoming book sales, including the popular bag sale on Saturday, August 17 from 10:00 AM to 4:00 PM at **Central Park Library**. Prices will be \$5 for a standard paper grocery bag full of books. The **Foundation and Friends** support to supply donated books for the **Santa Clara Fire Department's** little free libraries was shared. The **Board** was reminded of the **Northside Branch Library's** 10th Birthday Party Celebration on Saturday, August 10 from 10:30 AM to 2:00 PM, with festivities for the whole community.

GENERAL BUSINESS

[24-699](#)

Introduce New Board of Library Trustees

Recommendation: Staff makes no recommendation.

With the **Board of Library Trustees** on recess during the month of July, the August 5, 2024 regular board meeting was the first opportunity to formally introduce the two incoming members of the Board of Library Trustees, **Trustee Huynh** and **Trustee Mohammed**. All attending **Trustees** welcomed the new members of the **Board** and shared brief introductions and their backgrounds.

[24-700](#)

Action on Selection of Board of Library Trustees Chair and Vice Chair for FY 2024/25

Recommendation: Nominate candidates for the position of Chair and Vice-Chair for FY 2024/25, elections to be held at the September 16, 2024, regular board meeting.

The **Board** called for nominations of candidates for the position of **Chair** and **Vice-Chair** for Fiscal Year (FY) 2024/25, with elections to be held at the September 16, 2024 regular board meeting. **Trustee Tryforos** nominated **Chair Evans** for the position of **Chair**, and nominated **Trustee Ricossa** for the position of **Vice-Chair**. Nominations were closed, and a formal vote scheduled for September 16, 2024.

Approved Staff Recommendation

- 2 [24-709](#) Action to Approve and Adopt Proposed Updates to Board of Library Trustees Bylaws

Recommendation: Approve and Adopt the Proposed Updates to Board of Library Trustees Bylaws

Deputy City Attorney Haro reviewed with the **Board** the proposed changes to the **Board of Library Trustees** Bylaws. The changes had previously been introduced and reviewed by the **Board** in the June regular meeting.

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

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Trustee Tryforos

Excused: 1 - Chair Evans

- [24-710](#) Discussion and Possible Action on Santa Clara City Library Draft Strategic Plan

Recommendation: Review and discuss project updates on the Santa Clara City Library Draft Strategic Plan.

City Librarian Wong reviewed with the **Board** the work in progress on the Library Strategic Plan. Updates on the revised goals and objectives with sample activities were shared. The **Board** agreed to plan a special meeting of the **Board** on August 19, 2024 from 5:30 PM to 7:30 PM for focused review and discussion of revisions to the Library Strategic Plan.

STAFF REPORT

City Librarian Wong informed the **Board** of the proposed city general obligation bond planned to be on the ballot at the November election. She provided information on the potential impact for the Library, with examples of possible high priority uses and description of relevant parameters of use.

Discussion on community engagement efforts by the **Board** were discussed, with interest from **Trustee Ricossa** in attending the **Parks and Recreation Commission** meetings, **Trustee Tryforos** in attending **Youth Advisory Commission** meetings, and **Chair Evans** having previously expressed interest in attending **Cultural Commission** meetings on behalf of the **Board of Library Trustees**.

The **Board** was updated on recent community concern for the health of an unhoused community member staying in front of the Library, and efforts to assist the individual with information regarding available community resources. Discussion included the recent **Supreme Court** decision regarding the unhoused, current practices in Santa Clara, and updates on the return of the **Park Patrol** and its positive impacts.

Updates were provided on initial efforts in support of the Library Facilities Master Plan, with consultants planning community engagement efforts at the upcoming Art and Wine Festival, Library Comic Con, and possible engagement with the **Board** at an upcoming regular meeting.

City Librarian Wong also informed the **Board** that the Library was engaged in reviewing its policies and procedures in coordination with the **City Attorney's Office**.

TRUSTEES REPORT

The new members of the **Board of Library Trustees** were provided information by continuing **Trustees** about how the Trustees Report part of the regular board meeting is often used. Discussion touched on bicycle repair as a service, as well as possible agenda items for upcoming discussion. The September regular meeting agenda items are planned to include a draft of the 2025 **Board of Library Trustees** Meeting Calendar, to include meetings being hosted at all three Library locations. **Trustee Tryforos** mentioned that the **Board** has appreciated when staff provide presentations to update and inform the **Board** on their programs and services, if more could be planned in the future.

ADJOURNMENT

The meeting was adjourned at 8:00 PM.

A motion was made by Trustee Tryforos, seconded by Trustee Mohammed to adjourn the meeting until the August 19, 2024 special meeting.

Aye: 4 - Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Trustee Tryforos

Excused: 1 - Chair Evans

The Board of Library Trustees Meeting is adjourned to September 16, 2024, at 6:00 PM.

MEETING DISCLOSURES

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.