



City of Santa Clara

Meeting Minutes

Board of Library Trustees

12/06/2021

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 21-9013, 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/97255938995>

Webinar ID: 972 5593 8995 or

o Phone: 1(669) 900-6833

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- 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 meeting to order at 6:03pm.

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

CONSENT CALENDAR

- 1 [21-1655](#) Action on the Meeting Minutes of November 1, 2021

Recommendation: Approve meeting minutes of November 1, 2021

A motion was made by Trustee Broughman, seconded by Trustee Hintermeister, to approve the meeting minutes of November 1, 2021.

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

PUBLIC PRESENTATIONS

Executive Director of the Santa Clara City Library Foundation and Friends, JoAnn Davis, gave an update on book sales in 2021, need for additional volunteers, and a temporary stop on accepting book donations. Details were discussed describing preparations for the Librarypalooza fundraiser on April 30, 2022.

GENERAL BUSINESS

- 2 [21-1677](#) Review of Board of Library Trustees Long-Term Work Plan

Recommendation: Confirm and establish timeframes for new and continuing work plan items

The Board finished a review of the existing work plan from January 2020 and asked for items to be carried forward to an updated work plan. The items discussed in the November 1, 2021 meeting to be carried forward are:

- Library services in North Santa Clara
- Inclusion of library services in the City's General Plan
- Review of a nexus study to explore potential Library funding
- Placemaking
- Fees for Library community room

The Board discussed the merit of carrying forward an item related to expansion of library hours. **Chair Ricossa** noted that the subject should be taken up after COVID-19 related restrictions were lessened. **Trustee Broughman** and **Vice Chair Evans** felt the item should be kept on the work plan as ongoing.

Trustee Hintermeister clarified the item related to Santa Clara University was intended to improve public awareness of the resources Santa Clara City Library patrons have through the university. This item will not be carried over to the new work plan.

The Library Spaces and Bookmobile karaoke items from the previous work plan will not be carried forward.

The remaining items on the January 2020 list that were not noted as complete or infeasible were determined to be a means of capturing City Council comments and not action items to carry forward.

Trustee Hintermeister would like **the Board** to have more awareness of the process for recruitment to the Board of Library Trustees. **Vice Chair Evans** suggested having a description of duties on the City website that can be referred to when recruiting to better inform candidates.

City Librarian Wong described the items as shown on the new work plan dated December 6, 2021 and provided additional background.

Vice Chair Evans asked for more information related to developer impact fees or other alternative funding option. **City Librarian Wong** will provide the City's nexus study from 2020 relating to the Tasman East Specific Plan to the Board for review.

Trustee Hintermeister made an additional motion to add the topic of governance and Board development as an item on the Board's work plan. The motion passed unanimously.

Vice Chair Evans made a motion, seconded by **Trustee Broughman**, to approve items on updated work plan dated December 6, 2021 and add as an additional work item the expansion of library hours particularly at Northside and Mission Branch Libraries pending the resolution of COVID. The motion passes with four ayes and one nay.

Aye: Trustee Broughman, Trustee Tryforos, Chair Ricossa, and Vice Chair Evans

Nay: 1 - Trustee Hintermeister

3 [21-1697](#) Informational Discussion of Fine-Free Library Movement

Recommendation: Add item to Board of Library Trustees workplan to examine fine-free issue as it relates to library services locally and nationwide.

City Librarian Wong discussed the progression of thinking around late fines being utilized by libraries as a method to encourage timely returns. It was noted that many libraries have taken steps towards partially removing or completely removing fines and why they chose to do so.

Trustee Broughman mentioned that **the Board** has previously agreed to remove fines on youth items.

Trustee Tryforos expressed concern for the return of laptops and hotspots. **City Librarian Wong** suggested that specific item types could be exempt from any policy change if felt appropriate.

Vice Chair Evans inquired if materials could be automatically renewed in order to prevent patrons from accruing overdue fines. **City Librarian Wong** noted the Library was exploring that option.

Chair Ricossa suggested providing patrons pre-printed postage to mail books back to the library if they have difficulty traveling to a branch. **City Librarian Wong** shared that some larger library systems do this, but it is done at a considerable cost to the library.

Trustee Broughman would like to review what the Library's current fines policy is for youth and learn more about what surrounding libraries are charging. **Chair Ricossa** would like to see how removing youth fines affected the return rate.

Vice Chair Evans and **Chair Ricossa** have asked for an item to be added to the February 7, 2022 Board of Library Trustees meeting to further discuss and potentially take action on the removal of library fines.

4 [21-1682](#) Board Development and Engagement

Recommendation: No recommendation for this item.

City Librarian Wong discussed the importance of **the Board's** establishment in the City Charter and the powers entrusted to **the Board** through it. **The Board's** advisory nature was explained by differentiating its role to those of an administrating board.

City Librarian Wong clarified City Charter sec. 1013(d) is a stipulation that could allow another school, county, or governmental agency to be contracted with the City to provide library services. It also allows other agencies that require library services to contract with the City for the Library to provide them.

The Board was asked to help support **City Librarian Wong** through succession planning, attending Library events where they can be recognized as trustees, introducing the City Librarian to community partners and city leaders, and keeping library staff informed of key activities and communications.

Trustee Broughman discussed the charter requirement that board members be voting citizens. Changing the stipulation to "resident" instead would require a vote by the community to alter the charter.

Vice Chair Evans asked if there was funding for training or convention attendance for the trustees. **Trustee Broughman** noted that the Board's budget in past years was too small to support those activities. **Vice Chair Evans** would like to see what cost-effective opportunities and resources are available. **City Librarian Wong** and **Assistant City Librarian Goyal** will keep **the Board** informed of potential opportunities.

5 [21-1685](#) Call for Agenda Items

Recommendation: Suggest topics for future agenda items

City Librarian Wong invited the Board to submit items for future agendas.

STAFF REPORT

- 6 [21-1676](#) Introduction to the New Assistant City Librarian

Recommendation: No recommendation for this item.

City Librarian Wong introduced **Assistant City Librarian Dolly Goyal**. **Assistant City Librarian Goyal** described her background in library work. A focus on inclusion and staff development was discussed.

Vice Chair Evans inquired about the possibility of continuing Lunch at the Library services in the future. **Assistant City Librarian Goyal** stated an interest in exploring grants and other opportunities to provide similar services to the Library if possible.

Trustee Hintermeister noted that some of **the Board** attended the California State Library (CLA) conference when **Assistant City Librarian Goyal** was CLA President.

- 7 [21-1675](#) City Librarian Report on Library Programs and Activities

Recommendation: Note and file monthly update on Library activities

City Librarian Wong reported on:

- plans to expand Library hours
- Library closure from December 24, 2021 through January 2, 2022.
- county COVID-19 testing
- Christmas tree lighting event
- check out and code kit grants
- newly added staff members in Youth Services and Adult Services

TRUSTEES REPORT

ADJOURNMENT

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, to adjourn. The motion passed unanimously.

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

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