



City of Santa Clara

Meeting Minutes

Board of Library Trustees

09/16/2024

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

Chair Evans called the meeting to order at 6:07 PM.

Present 5 - Chair Jonathon Evans, Trustee Daniel Huynh, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Trustee Debbie Tryforos

CONSENT CALENDAR[24-840](#)

Action on the Board of Library Trustees Meeting Minutes of August 5, 2024 and August 19, 2024

Recommendation: Approve the Board of Library Trustees Meeting Minutes of August 5, 2024 and August 19, 2024

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

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

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the **Santa Clara City Library Foundation and Friends**, gave an update on the book sale held on September 14, 2024 during the Art & Wine Festival, and informed the **Board** that the **Foundation** will also be present at the Parade of Champions on October 5, 2024, starting at 11:00 AM. August was reported as one of the most successful months for the book sale since the pandemic, earning approximately \$8,000 in book sale revenue, close to the pre-pandemic average of \$10,000 per month. Thanks was given to the community for their support.

GENERAL BUSINESS1 [24-609](#)

Action on a Resolution Approving the 2025 Board of Library Trustees Calendar of Meetings, and Setting the Number of Regular Board of Library Trustees Meetings

Recommendation: Recommend the City Council approve and Adopt a resolution to set the Regular Meeting schedule and dates for the Board of Library Trustees for calendar year 2025, and authorize City staff to make minor non-substantive changes to the Resolution before final adoption by Council.

The **Board** voted to approve the 2025 Board of Library Trustees Calendar of Meetings as corrected. The **Board** additionally indicated a preference to hold the November 4, 2024 regular board meeting in the Board Room at Central Park Library, to avoid proximity and impact to the Voting Center which will be in the Redwood Room, adjacent to the regular board meeting location in the Edinger Room.

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

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

- 2 [24-836](#) Election of Board of Library Trustees Chair and Vice Chair for FY 2024/25

Recommendation: Elect a Chair and Vice-Chair of the Board of Library Trustees for FY 2024/25.

A motion was made by Trustee Tryforos, seconded by Trustee Mohammed to elect Chair Evans to continue as Chair. Chair Evans accepted.

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

A motion was made by Trustee Tryforos, seconded by Trustee Huynh to elect Trustee Ricossa as Vice-Chair. Trustee Ricossa accepted.

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

- [24-845](#) Review and Discuss the Santa Clara City Library Draft Strategic Plan

Recommendation: Review and Discuss the Santa Clara City Library Draft Strategic Plan.

City Librarian Wong updated the **Board** on progress on the draft Library Strategic Plan. The update reflected that meetings had been held to engage each work unit in the prioritization of SMART activities (specific, measurable, achievable, relevant, and time-bound), to provide clear direction for implementation planning in the Strategic Plan. Examples were shared with the **Board**. **City Librarian Wong** listed upcoming next steps as the drafting of the final Strategic Plan incorporating staff feedback and prioritized SMART activities, and an update for the **Board** at the regular October meeting. The finalized version will be reviewed at the November Board meeting.

STAFF REPORT

City Librarian Wong provided an update to the **Board** on progress in the Facilities Master Plan project. She reminded the **Board** of the background and purpose for conducting a Facilities Master Plan, including an inventory of Library systems and creating a nexus analysis to correlate the intersection of Library facilities and services with the community's needs and developments over time. The **Board** reviewed community engagement feedback by reviewing the boards used during Art & Wine Festival to collect community input. It was noted that many community members providing feedback were existing Library users, that most selected Central Park Library as their home branch, and that many expressed interest in restoring the Cafe and longer hours. **Chair Evans** echoed that he has received similar feedback from the community. Other observed themes included interest in faster public Wi-Fi, more e-resources with shorter wait times, a larger Library of Things, more youth and group activities, youth literacy resources, children's exhibits, wellness activities, outdoor community space, and more technology resources such as sound recording equipment and space for activities like podcasting. Former **Board** member Jan Hintermeister supported the community engagement activities on both days at Art & Wine Festival.

The **Board** was updated on the in-person visit by the consultants on September 12-15, 2024, the meetings that were held with Finance, the Steering Committee and the Foundation, and their tours of Library facilities. Identified next steps include a briefing to the **Board** by the consultants at the November or December regular board meeting, consultant community engagement during Comic Con on October 12, 2024, and engagements being planned with the **Youth Advisory Commission**, the **Senior Commission**, the **Parks & Recreation Commission**, the **Historical and Landmarks Commission**, the **Planning Commission**, and the **Station Area Plan** community meeting.

The **City Librarian** also announced the incoming **Adult Services Program Coordinator, Jason Thomas**, and his work supporting the Santa Clara Stands United Against Hate initiative programming at the Library. It was also shared that volunteers are being sought to support Comic Con.

TRUSTEES REPORT

Trustee Tryforos shared information about a proclamation passed at the Mount Laurel Library in New Jersey, declaring themselves a Book Sanctuary Library in order to affirm the library principle of opposition to censorship and protection of the freedom of expression. Copies of the proclamation were shared, and it was agreed to agendize this topic for further discussion at an upcoming meeting. She also shared having attended a fall book review online, which had very strong turnout.

Trustee Mohammed shared that the Bookmobile had stopped at his daughter's school, and he was pleased to see lots of use and enthusiasm around the Bookmobile.

Chair Evans discussed the knitting night programming at Mission Branch Library, for adults, and that he's received feedback from community members hoping for restoration of the Cafe at Central Park Library. He also shared that some members of the public were not aware that **Santa Clara City Library** had restored its open hours, and that it would be important to market the upcoming expansion of open hours to include Sundays.

City Librarian Wong thanked the **Board** for their input and shared that it was helpful for staff to hear from them feedback from the community on the need for longer hours and other matters.

ADJOURNMENT

The meeting was adjourned at 7:43 PM.

A motion was made by Vice-Chair Ricossa, seconded by Trustee Mohammed to adjourn the meeting.

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

The Board of Library Trustees Meeting is adjourned to October 7, 2024, at 6:00 PM, at the Northside Branch Library.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-judicative 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-judicative 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.