



City of Santa Clara

Meeting Minutes

Board of Library Trustees

12/04/2023

6:00 PM Hybrid Meeting, Edinger Room, Central Park Library,
2635 Homestead Rd, Santa Clara, CA 95051

Trustee Broughman will be attending remotely from the following location:
1340 Pomeroy Ave, #105
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 6:00 PM.

Management Analyst James read the teleconferencing statement for **Trustee Broughman**, and **Trustee Broughman** confirmed that the agenda was posted at her remote location in accordance with the Brown Act and that there were no public members present at her remote location.

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

A motion was made by Vice Chair Hintermeister, seconded by Trustee Ricossa, to accept Trustee Tryforos attending remotely due to just cause under AB 2449.

Aye: 4 - Trustee Broughman, Vice Chair Hintermeister, Trustee Ricossa, and Chair Evans

Abstained: 1 - Trustee Tryforos

CONSENT CALENDAR

- 1 [23-1430](#) Action on the Board of Library Trustee Meeting Minutes of November 6, 2023

Recommendation: Approve the Board of Library Trustees Meeting Minutes of November 6, 2023

Management Analyst James noted that item 23-1430 Action on the **Board of Library Trustee** Meeting Minutes of November 6, 2023 should have been included in the Consent Calendar portion of the meeting on the agenda rather than the General Business portion of the meeting.

A motion was made by Trustee Ricossa, seconded by Trustee Broughman, to accept the minutes of November 6, 2023.

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

PUBLIC PRESENTATIONS

Tareq Faritous, Community Member, informed the **Board** that he would be attending the meeting from home.

GENERAL BUSINESS[23-1431](#) Strategic Planning Board Virtual Retreat Session

Recommendation: Review and provide input on draft strategic plan priorities, areas of focus, intended outcomes and impacts, vision and mission statements for recommendation to the City Manager.

The **Board** participated in a **Board** Virtual Retreat, a planned activity in the **Library** Strategic Planning project. The **Board** Virtual Retreat was conducted by **Cindy Fesemeyer of Fast Forward Libraries**, the consultants coordinating the **Library** Strategic Plan. The **Board** Virtual Retreat gathered Board input on the Learning Report, a report summarizing and analyzing community data and feedback collected from the Community Survey, Interviews, and Focus groups. The **Board** provided recommendations on the top three areas of focus (strategic directions) for the Library over the next three years based on their review of the Learning Report, and provided feedback on the current Vision and Mission statements of the **Library**.

The **Board** was informed that next steps in the Strategic Planning process, informed by the Learning Report, included Staff Retreat sessions, Planning Team and Leadership Team Retreat sessions, and a Staff Objective Setting Workshop, scheduled to occur between December 2023 and February 2024. The first draft of the Strategic Plan is anticipated in March 2024.

2 [23-1432](#) Discussion and Action on Work Plan Goals and Activities for Calendar Year (CY) 2024

Recommendation: Approve the draft Board of Library Trustees work plan goals and activities for CY 2024 and recommend to City Council for approval.

A motion was made by Vice Chair Hintermeister, seconded by Trustee Broughman, to approve the draft Board of Library Trustees work plan goals and activities for CY 2024 and recommend to City Council for approval.

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

[23-1434](#)

Review and Discussion on a Board of Library Trustee 2023 List of Accomplishments and Talking Points to prepare for the Joint Council/Board Annual Dinner

Recommendation: Review and discuss the list of accomplishments and talking points prepared for the joint City Council/Board of Library Trustees Dinner.

The **Board** agreed to continue this item to the February, 2024 **Board of Library Trustees** meeting.

A motion was made by Trustee Ricossa, seconded by Vice Chair Hintermeister, to continue this item until the February 2024 Board of Library Trustees Meeting.

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

STAFF REPORT

City Librarian Wong informed the **Board** that two staff had submitted a grant application to provide Library outreach and services in the Lafayette-Haig area of Santa Clara, a lower income residential community surrounded by industry. The grant application to the California State Library, if awarded, would fund work in this community to conduct analysis and provide **Library** and information services and activities in support of community needs, in coordination with **Parks and Recreation** department.

TRUSTEES REPORT

ADJOURNMENT

The meeting was adjourned at 8:02 PM.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, to adjourn the meeting.

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

The Board of Library Trustees Meeting is adjourned to February 5, 2024, at 6:00 PM.

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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