



City of Santa Clara

Meeting Minutes

Board of Library Trustees

03/06/2023

6:00 PM

Hybrid Meeting Central Park Library Edinger Room
2635 Homestead Rd, Santa Clara, CA 95051
/Virtual Address

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.

Trustee Tryforos attended the meeting via Zoom virtually, under the Just Cause clause of AB 2449 due to illness.

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

CONSENT CALENDAR**PUBLIC PRESENTATIONS**

JoAnn Davis from the Santa Clara City Library Foundation and Friends informed the Board about the Foundation's upcoming annual fundraiser, Librarypalooza 2023, scheduled for Saturday, April 29, 2023.

GENERAL BUSINESS

[23-344](#)

Discussion of Work Plan 2023

Recommendation: Review and discuss proposed Board of Library Trustees Work Plan 2023

City Librarian Wong presented the revised Work Plan to the **Board**. She stated that the work plan should capture specific, actionable goals with reasonable timelines for completion within the stated year, and that the final work plan must be ratified by **Council**. **Board** discussion was held on work plan items and priorities. **City Staff** will return with a revised work plan based on feedback from the **Board** for consideration at the next meeting.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister, that the Board accept the concept and direct City staff to edit and this becomes what the Board submits to the council.

Aye: 3 - Trustee Broughman, Trustee Tryforos, and Trustee Ricossa

Nay: 2 - Vice Chair Hintermeister, and Chair Evans

[23-345](#)

Board Governance - Review Content for Onboarding Process

Recommendation: Review and discuss preliminary content recommendations from the ad hoc subcommittee.

Vice Chair Hintermeister and **Trustee Tryforos** presented a draft document entitled Board of Library Trustee Responsibilities, to consider inclusion in a New Board Member Handbook. **Board** held discussion and agreed to return at the next meeting to provide feedback and direction to **City Staff**.

A motion was made by Trustee Broughman, seconded by Trustee Ricossa to accept the draft as a working document, and to thank Vice Chair Hintermeister and Trustee Tryforos for their work in preparing this draft.

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

[23-347](#)

Action on Communication with the City Council Concerning the Library Budget

Recommendation: Staff makes no recommendation

Trustee Broughman left the meeting at 8:10 PM.

Board reviewed and discussed report. **Chair Evans** shared a draft Power Point presentation for **Council** and solicited feedback on the presentation content and format. A subcommittee was created with **Chair Evans** and **Vice Chair Hintermeister** to prepare and finalize the presentation, with the goal to present it to **Council** at the April 18, 2023 (tentative) Budget Public Hearing.

A motion was made by Vice Chair Hintermeister, seconded by Trustee Ricossa, that the Board is aligned with the direction of the presentation, and will continue with a sub-committee to work with staff.

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

Absent: 1 -Trustee Broughman

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

A motion was made by Vice Chair Hintermeister, seconded by Trustee Ricossa to adjourn the meeting at 8:30 PM.

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

Excused: 1 - Trustee Broughman

The Board of Library Trustees Meeting is adjourned to April 3, 2023, 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."

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