



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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06/03/2019

6:00 PM

Central Park Library, Board Room  
2635 Homestead Rd.  
Santa Clara, CA 95051

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#### CALL TO ORDER AND ROLL CALL

**Chair Kyo** called the meeting to order at 6:00 PM.

**Present** 5 - Vice-Chair Leonne Broughman, Trustee Jan Hintermeister, Trustee Stephen Ricossa, Chair David Kyo, and Trustee Debbie Tryforos

#### CONSENT CALENDAR

1.A [19-377](#) Board of Library Trustees Minutes of April 1, 2019

**Recommendation:** Approve April 1, 2019 meeting minutes.

**A motion was made by Vice-Chair Broughman, seconded by Trustee Hintermeister to approve Staff Recommendation.**

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

#### PUBLIC PRESENTATIONS

**Tracy Wingrove, Executive Director** (Library Foundation and Friends) gave an update on Foundation activities.

#### GENERAL BUSINESS

#### STAFF REPORT

[19-1483](#) Staff Presentation

**City Librarian** introduced the new **Program Coordinator for Youth Services, Celeste Steward**. Ms. Steward gave a verbal report on her background and work experience, and her vision for the Youth Services Division.

[19-635](#)

Review of February 6, 2019 Informational Joint Dinner Meeting with Council

Board discussed options for tracking and prioritizing items from the Informational Joint meeting with Council and ongoing items from the Board meetings.

Staff will revise the Work List with current status, Board meeting updates, and additional comments received from Board members via email. Work List will maintain comment history, and assign and sort based on status.

Board made a motion to include the updated Work List with the agenda packet and review the updated Work List at each Board Meeting.

Staff will advise and report back on possibility of a public document with shared edit capability.

**City Librarian** stated that the tour of Santa Clara University Library would be available after July 8, 2019. Per City Clerk's Office, in compliance with the Brown Act, attending Board members would need to drive separately and no business can be discussed.

**A motion was made by Trustee Ricossa, seconded by Vice-Chair Broughman to review the updated Work List in each Board of Library Trustees meeting.**

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

[19-423](#)

Staff Report: Library Reports and Updates

**City Librarian** and **Assistant City Librarian** gave a verbal report and an electronic presentation on activities and issues having an impact on the Library.

**City Librarian** congratulated **Trustee Ricossa** on re-appointment as Board of Library Trustee; distributed the June 2019 Library newsletter; and advised that the next Board meeting will have an Agenda item to discuss Board of Library Trustee 2020 meeting calendar.

**TRUSTEES REPORT**

**City Librarian** shared upcoming Library activities regarding the 2020 Census in response to **Trustee Tryforos'** inquiry.

**Chair Kyo** requested that the August 5, 2019 agenda item for the 2020 Board meeting calendar include examples of calendar meeting dates.

**ADJOURNMENT**

The meeting was adjourned at 7:43 PM.

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

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

The Board of Library Trustees Meeting is adjourned to August 5, 2019, at 6:00 PM.