



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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06/03/2024

6:00 PM

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

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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

#### **CONSENT CALENDAR**

- 1 [24-542](#) Action on the Board of Library Trustees Meeting Minutes of May 6, 2024

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of May 6, 2024

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

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

### **PUBLIC PRESENTATIONS**

**JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends** gave an update on Foundation activities. Thanks were given to those who attended the Librarypalooza fundraising event at the Triton Museum. The **Foundation** plans to focus on fundraising in Summer 2024 in support of Summer Adventure starting June 1, 2024 and Comic Con scheduled for October 12, 2024.

### **GENERAL BUSINESS**

- [24-543](#) Recognition of Outgoing Board of Library Trustee Members for FY 2023/24

**Recommendation:** Staff makes no recommendation.

**Chair Evans** and **Trustee Ricossa** thanked outgoing **Board of Library Trustees** members **Trustee Broughman** and **Vice Chair Hintermeister**. **Trustee Broughman** and **Vice Chair Hintermeister** shared their appreciation for the opportunity and experience of serving as **Board of Library Trustees**. The outgoing Trustees were thanked by **Mayor Gillmor**, **Councilmember Watanabe**, **Councilmember Jain**, **Santa Clara City Library Foundation and Friends Executive Director JoAnn Davis**, **Management Analyst James** and **City Librarian Wong**. **Trustee Broughman** recognized the important work of former **Board of Library Trustees** member **Nancy Toledo**.

[24-548](#)

Review and Discuss Library Budget Adjustments in the Proposed Biennial Capital Improvement Program (CIP) Budget for FY 2024/25 and FY 2025/26

**Recommendation:** Review and Discuss Library Budget Adjustments in the Proposed Biennial CIP Budget for FY 2024/25 and FY 2025/26

**City Librarian Wong** reminded the **Board of Library Trustees** about the second study session for the **City of Santa Clara** FY 2024/25 budget scheduled for June 4, 2024. Information was shared about the capital improvement projects contained in the budget impacting the Library, including the Public Safety Radio Coverage project at Central Park Library and the Automated Materials Handling System (AMHS) project at Northside Branch Library. **Deputy City Attorney Luis Haro** answered questions from the **Board** related to the status of addressing exterior tile damage at Northside Branch Library. **City Librarian Wong** shared information about efforts to prevent further damage and roof repairs. **City Librarian Wong** provided a status update on concrete repair, canned light replacement, EV charger replacement and addition of exterior cameras at the Central Park Library. Status updates were also provided on repairs at Mission Branch Library including heat pump repair and addressing the number of entrances to the building. The **Board** was informed about the proposed budget inclusion of funding for Sunday hours at Central Park Library. Implementation of Sunday hours were discussed, and updates were provided on the Library Facilities Master Plan.

Review and Discuss Proposed Updates to Board of Library Trustees Bylaws

[24-555](#)

**Recommendation:** Review and Discuss Proposed Updates to Board of Library Trustees Bylaws.

Discussion was held on proposed revisions to the **Board of Library Trustees** Bylaws, addressing the roles of nominating secretary and secretary positions. Discussion addressed whether there is a need for a secretary to take detailed meeting notes beyond the standard meeting minutes. **Deputy City Attorney Haro** advised the **Board** that the chair can, at their choosing, appoint an individual **Board** member to take notes for a special presentation during a meeting, as necessary. The **Board** agreed to introduce the revised Bylaws which eliminate the nominating secretary and secretary positions, and to agendize them for adoption at the next regular **Board of Library Trustees** meeting.

**A motion was made by Trustee Ricossa, seconded by Trustee Broughman, to approve staff recommendation to introduce the revised Board of Library Trustee Bylaws.**

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

**STAFF REPORT**

**City Librarian Wong** informed the **Board of Library Trustees** of repairs in progress at the Library, including replacement of table tops at Northside Branch Library due to damage, repair of the compressor at Northside Branch Library to ensure adequate temperature control, and repair of the roof leak at Central Park Library.

The **Board** were updated on staff efforts to develop the implementation plan section for the Library Strategic Plan. It was discussed that the August regular meeting of the **Board** would include review of the Strategic Plan, and a second special meeting might be called in August to continue review.

The **Board** was informed that a vendor was selected to conduct the Library Facilities Master Plan, and updated with the scope and outcomes planned for this effort.

**TRUSTEES REPORT**

**Trustee Ricossa** informed the **Board of Library Trustees** of having attended a meeting of the **Parks and Recreation Commission**, and recommended further cooperation.

**ADJOURNMENT**

The meeting was adjourned at 8:04 PM

**A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister 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 August 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."

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