Draft

City of Santa Clara

Meeting Minutes

Board of Library Trustees

06/01/2026 **6:00 PM** **Hybrid Meeting**
Mission Branch Library, Community Room
1098 Lexington Street
Santa Clara, CA 95050

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 Joint Meeting of the Board of Library Trustees and the Board of the Santa Clara City Library Foundation and Friends to order at 6:06 PM.

Attending on behalf of the Board of the Santa Clara City Library Foundation and Friends were **Kathy Betts, President; Ken Young, Treasurer; JoAnn Davis, Executive Director; Janet Arsenault, Secretary;** and **Kamil Sakici, Board Member.**

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

6:00 PM - The Joint Meeting will begin

JOINT MEETING OF THE BOARD OF LIBRARY TRUSTEES AND THE BOARD OF THE SANTA CLARA CITY LIBRARY FOUNDATION AND FRIENDS

1 26-615 Joint Meeting with the Board of the Santa Clara City Library Foundation and Friends and Possible Action to Facilitate Collaboration and the Scheduling of a Future Joint Meeting

Recommendation: Take action to recommend activities to further information sharing and collaboration, and to plan a future joint meeting.

The Board of Library Trustees (BOLT) and the Board of the Santa Clara City Library Foundation and Friends (SCCLFF) met to continue their regular joint meetings for mutual collaboration and support. There were introductions and a brief review of the BOLT handbook to share information on their roles and responsibilities. **JoAnn Davis, Executive Director of SCCLFF**, shared information about the SCCLFF Board with Trustees. She shared that SCCLFF was originally founded by volunteers who had obtained space to work in on El Camino Real while the Central Park Library was being built. They became a 501(c)3, and celebrated their 25th Anniversary this year. SCCLFF came together with volunteers and made it easier for people to donate to the Library, and be able to get a letter and tax write off. SCCLFF has their own charter to support library programs primarily, and supported the purchase of some Northside and Mission Branch furniture and fixtures. They do not supervise staff or develop program ideas, but rather work with staff to support programming. They talk to people in the community, and engage in fundraising outreach. ComicCon and Summer Adventure are their biggest areas of program support. SCCLFF's roles include serving as ambassadors to the community. They act as a fiscal agent, and **City Librarian Wong** has helped them to get more grants. The grant funds that they administer are different than the restricted and unrestricted donations they manage, as grants come with a legal responsibility to track and report on the use of funds. Grants are reported on tax forms, and grants and donations of $5,000 or more are reported on. She shared that SCCLFF has an MOU with the City of Santa Clara. The City provides office, booksorting and bookstore space for the Foundation, which in turn undertakes fundraising and administers grants in support of Library programs and services. **City Librarian Wong** noted that SCCLFF is included in the Library Facilities Master Plan, acknowledging their financial support of the Library in the present and future, as well as in the past.

Executive Director Davis provided an update on the 25th anniversary fundraising event SCCLFF held at the Triton Museum, which raised an estimated net profit of $30,000. For the first time, there was sponsorship from the 49ers, and now Sutter Health, who is building a new medical school with Santa Clara University and a new hospital in Santa Clara. She informed BOLT that SCCLFF had not yet identified the funding priorities for this year. She addressed the large bequest received by SCCLFF this year, and shared that an Ad Hoc Committee was to be assembled to strategize how to best invest and manage the bequest, and that a strategy and their strategic plan might be formalized around this time next year.

Chair Evans reviewed BOLT's work plan with SCCLFF, and **Executive Director Davis** shared that both Boards could collaborate on exploring alternative funding options. They discussed looking into a liaison from the SCCLFF Board to BOLT, likely after the onboarding of the two new SCCLFF Board members and the terming out of three key members. This topic was recommended to revisit in Spring 2027.

BOLT received a question about how they interface with the City Council. **City Librarian Wong** informed SCCLFF that the regular annual dinners are back now, that Library also attends Council annually for the National Library Week Proclamation. **Chair Evans** shared that the work plan could also be considered formal feedback, and that the meeting minutes for each BOLT meeting are received by Council. It was shared that BOLT also had opportunity to talk to Councilpersons while attending STEM Zone.

Executive Director Davis shared that SCCLFF liked both the Library Strategic Plan and Facilities Master Plans. **Chair Evans** asked how BOLT might be able to support SCCLFF. It was shared that BOLT attendance at programs was helpful, as potential donors appreciate seeing BOLT and Councilpersons attending programs. The importance of meeting people and building relationships to support fundraising was discussed, and that donors were often community members who attend programs and learn more about Library needs through relationships. It was shared that BOLT can help SCCLFF in this regard by putting people in touch with programs or SCCLFF directly, and SCCLFF and the City Librarian can develop relationships and take fundraising opportunities from there. Maintaining relationships with current donors and holding donor appreciation events were advocated, as was providing more exposure to key programs. For example, a profile of or introduction to people who benefited from Read Santa Clara's Literacy or ESL programs help people understand the impact these programs have to benefit people's lives.

City Librarian Wong addressed the importance of communications. She shared that staff were working on developing an Annual Report to help get information out to the community, were looking into hiring a Communications Coordinator pending funding, and that Silicon Valley Voice regularly requests quotes and stories. She suggested possibly a joint op-ed by both Boards, or to maybe plan a story to recommend every other month. **Executive Director Davis** shared that SCCLFF receives less social media response than they would think. Discussion addressed how staff could help with personal stories or information on the impact of our services on individuals, to help potential donors see what their donations support. She shared that people like to see the impact of their donations, for example a donation of X dollars could support X number of books for kids, or sponsor a story time, etc.. Opportunities like the teen library card design contest were praised. It was shared that in the past efforts like 'sponsor a bookshelf' could be effective with recurring donations, like with public media. Sharing newsletters beyond people already on the mailing list was identified as an opportunity, such as promoting them at events. It was discussed that BOLT's role was more to participate in and support those connections community members make with the Library and its programs. Possible donors or people expressing an interest in supporting the Library could be directed to the Foundation. **Vice-Chair Tryforos** shared that she had observed that people speaking to the impact of programs on their lives was effective in her work with the Soroptomists. It was recommended that one of the learners who benefited from ESL programming could perhaps share their story, as real stories from real people are very impactful. One example was the growth of the Ukrainian book club at Mission Branch Library after the start of the war. It was agreed to brainstorm on these ideas, and to be considerate to the power of sharing personal stories while being thoughtful about not putting people on display.

For next steps, it was agreed to bring new SCCLFF Board members into the relationship. It was suggested to develop ideas for the Boards to do something jointly, possibly around the cultural needs of communities for people no longer receiving ESL or community support, and that the library could be that center. Holding the next joint meeting of the Boards in late October or early November was recommended. **Trustee Mohammed** recommended their efforts coalesce around something concrete to work on together. **City Librarian Wong** indicated that the notes from this discussion be shared back to both boards, along with their priorities, and that they come back together to make an action plan to work towards in October or November.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh for the Board of Library Trustees and the Board of the Santa Clara City Library Foundation and Friends to meet again in the Fall of 2026.

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

ADJOURN JOINT MEETING

A motion was made by Trustee Huynh, seconded by Trustee Mohammed to adjourn the joint meeting at 7:26 PM.

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

7:30 PM - Start of Regular Board of Library Trustees Meeting

REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES

Chair Evans called the regular meeting of the Board of Library Trustees to order at 7:34 PM. All Trustees were in attendance.

CONSENT CALENDAR

2 [26-617] Action on the Board of Library Trustees Meeting Minutes of May 4, 2026

Recommendation: Approve the Board of Library Trustees Meeting Minutes of May 4, 2026.

A motion was made by Trustee Ricosssa, seconded by Vice Chair Tryforos to approve Staff Recommendation.

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

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends (SCCLFF), gave an update on Foundation activities. She shared that there were no big book sales in May, and that they would be back on June 19th, 2026 from 3:30 PM to 5:30 PM, on June 20th, 2026 from 10 AM to 2 PM, and on June 21st, 2026 from 12 PM to 2 PM. The book sales will continue to take place on the third weekend of the month through the rest of the year.

GENERAL BUSINESS

3 26-620 Action to Appoint Trustees to Participate in the Recruitment of a New City Librarian

Recommendation: Appoint Two Trustees to Participate in the Recruitment of a New City Librarian

The **Board** received a presentation from **Ashley Lancaster, Assistant Director of Human Resources**, providing information about the recruitment process for a new **City Librarian**. She informed the Board that a recruitment firm with experience in recruiting Director positions was in place, that this would be a nationwide recruitment, and that a copy of the recruitment brochure would be shared with the Board when available to share. She reviewed the Board's duty outlined in the city charter to participate in the recruitment of the City Librarian, appointing a representative to participate in the interviews and provide feedback and recommendations to the City. She shared that the job description was not changed, but that the recruitment advertised that a Masters in Library Science is strongly preferred and the strongest candidates would have that qualification. The Board was tasked to appoint a representative and an alternate to participate in the interview process. There are two interview panels planned, a city executive and a community panel, and the Board representative would participate in the community panel. The interview process was discussed, and it was anticipated that there might be a special meeting scheduled in August to next update the Board. **Chair Evans** and **Trustee Huynh** expressed interest in representing the Board for this recruitment, and **Trustee Mohammed** expressed interest in being an alternate. **Assistant Director Lancaster** stated that she would be in touch with next steps.

A motion was made by Vice-Chair Tryforos, seconded by Trustee Ricossa to appoint Chair Evans as the primary Board representative for this recruitment, and Trustee Mohammed for his alternate.

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

4 [26-618] Action to Review and Approve Work Plan FY 2026-27 and Presentation for the Board of Library Trustees Dinner with Council

Recommendation: Review and Approve Work Plan FY 2026-27 and Presentation for the Board of Library Trustees Dinner with Council

The Board reviewed the proposed work plan for the coming year. It was noted that a new Trustee would likely be inducted in August and the work plan would need to be reviewed with them. The Board confirmed their approval of the draft agendized workplan with the following notes. It was confirmed that the upcoming review of policies would be spread out over the year. It was noted that more time might be needed to appoint a SCCLFF liaison due to the timing of Board turnover. The Board agreed to update the liaisons to other Boards and Commissions in August when the new Trustee was present. It was noted that the Board and SCCLFF might wish to meet more often than every six months. It was discussed that planning and dedicated funding would be explored to pursue Board development opportunities. The Board agreed that in August or September they would identify what areas of Library operations they would like to learn more about in the new year to support Board development. There was discussion on alternative funding options, as well as the impact of funding pressures and patron behavior on the loss of circulating hotspots and laptops in neighboring library systems. When reviewing the work plan item to support Strategic Plan implementation, it was noted that budget requests in the new year would include funding for a dedicated Communications Coordinator, a mobile app for library patrons to use, and outreach to the community. The Board was encouraged to advocate for these. The Board was assured they would be apprised on Measure I updates from the Library. A list of Library policies was requested by the Board. Discussion addressed that it might be possible to use a portion of the Library's training funds to support Trustees attending conferences as well as staff, and that separate dedicated funding to support board development and training would be examined with City Finance The Board agreed in August or September to identify areas of interest in Library operations to request informational reports on in the coming year. Discussion was held on identifying a new liaison for the SCCLFF board, and it was agreed to agendize this discussion in the August meeting. Regarding timing of the newly appointed Trustee, it was shared that staff would know who was selected before August, and that as in the past, the Chair and the City Librarian would meet with them to onboard them. There was discussion on the dinner with Council planned for June 23, 2026, and the presentation on Board accomplishments over the last year was well received. Discussion confirmed that the presentation would only include accomplishments, and that the work plans for all the Boards and Commissions would be shared with Council all together. **Chair Evans** requested that the work plan be shown to **Council** before the dinner. **City Librarian Wong** provided information that the work plans were not agendized for June 23, 2026, so that was unlikely. **Deputy City Attorney Huyen Nguyen** addressed a question from the Board that they could vote to include it, but that would be counter to the City's direction. **City Librarian Wong** advised that it could be discussed, but not included in the presentation per City instructions. The Board agreed to share presentation responsibilities, with **Chair Evans** presenting slide 1, **Trustee Huynh** presenting slide 2, **Trustee Ricossa** presenting slide 3, and **Trustee Mohammed** presenting slide 4.

A motion was made by Trustee Ricossa, seconded by Trustee Mohammed to approve the work plan as written and the slides for the presentation to Council, and to request the work plan be included with the presentation.

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

STAFF REPORT

City Librarian Wong thanked **Program Coordinator Adina Aguirre** for hosting BOLT at Mission Branch Library. She acknowledged the outstanding staff at Mission Branch, including **Library Assistant Mimi Nguyen** for her work on the teen library card contest and her work with the Youth Advisory Commission (YAC), bringing a program on the opioid crisis and Narcan together at Central Park Library on June 2, 2026 from 4:30 PM to 6 PM. She shared that this was a milestone for the Library, as this was tried a few years ago without success. Now this is more commonplace, and success was achieved working in partnership with YAC, whose members had people pass away, and wanted to take proactive steps to help. Fentanyl test strips and Narcan would be given away as part of the program. **Vice Chair Tryforos** expressed interest in talking to YAC about the dangers of trafficking, and **City Librarian Wong** encouraged her to reach out to them.

TRUSTEES REPORT

Vice-Chair Tryforos shared thanks with the Board, as this was her final meeting as a **Trustee**. **Chair Evans** shared that she would be missed, and shared thanks. Thanks were shared with **Program Coordinator Aguirre** and the entire staff of Mission Branch Library, particularly for their popular Unbook Clubs and Crafting Clubs.

ADJOURNMENT

The meeting was adjourned at 8:37 PM.

A motion was made by Trustee Ricossa, seconded by Trustee Huynh to adjourn the meeting in appreciation of Vice-Chair Debbie Tryforos's service to the Board of Library Trustees.

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

The Board of Library Trustees Meeting is adjourned to August 3, 2026 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.

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.