



City of Santa Clara

Meeting Minutes

Board of Library Trustees

03/03/2025

6:00 PM

Hybrid Meeting, Edinger Room
Central Park Library

2635 Homestead Rd, 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

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- 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 6:04 PM.

A motion was made by Trustee Huynh, seconded by Trustee Mohammed, to excuse Trustee Tryforos.

Aye: 4 - Chair Evans, Trustee Huynh, Trustee Mohammed, and Vice-Chair Ricossa

Excused: 1 - Trustee Tryforos

CONSENT CALENDAR

- 1 [25-290](#) Action on the Board of Library Trustees Meeting Minutes of February 3, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of February 3, 2025

A motion was made by Vice-Chair Ricossa, seconded by Trustee Huynh, to approve Staff Recommendation.

Aye: 4 - Chair Evans, Trustee Huynh, Trustee Mohammed, and Vice-Chair Ricossa

Excused: 1 - Trustee Tryforos

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 2 [25-288](#) Discussion and Action on Work Plan Goals and Activities for Calendar Year (CY) 2025

Recommendation: Discuss and approve the Board of Library Trustees Accomplishments and Work Plan goals, priorities and activities for calendar year 2025.

The **Board** engaged in discussion and revision of accomplishments and work plan goals and priorities, to prepare an annual work plan. A draft work plan and list of accomplishments was completed. It was agreed to request staff confirm and update **Trustee Tryforos's** liaison assignments with her before finalizing, as she was excused for the March 3, 2025 meeting. Staff were requested to confirm final edits with a sub-committee consisting of **Chair Evans** and **Vice-Chair Ricossa**, remove dates from the list of accomplishments, and then proceed with finalizing and sharing the contents with appropriate city staff to prepare for review with **Council**.

A motion was made by Trustee Mohammed, seconded by Vice-Chair Ricossa, to approve the accomplishments and work plan, and to authorize a sub-committee of Chair Evans and Vice-Chair Ricossa to approve updates to the accomplishments and work plan from Trustee Tryforos.

Aye: 4 - Chair Evans, Trustee Huynh, Trustee Mohammed, and Vice-Chair Ricossa

Excused: 1 - Trustee Tryforos

DRAFT

STAFF REPORT

City Librarian Wong informed the **Board** that the recently approved Collection Development Policy would need to receive minor updates to include language required by the California Freedom to Read Act (AB1825).

The **Board** received an update with photos showing the success of the Read-Aloud-a-Thon event held at the Library, including photos.

The **Board** was informed that the **Santa Clara City Library Foundation and Friends** would be tabling at the first Library Day at Oracle Park, an effort by the **San Francisco Giants** to spotlight Bay Area libraries. Scheduled for April 7, 2025, Library Day is anticipated to include a PSA shown on the big screen during the **Giants** game, library card sign ups in the community clubhouse, and fundraising opportunities for Library Friends' groups.

Staff shared that the Library would be closed for a half-day on April 8, 2025 for a staff development opportunity titled Verbal Judo Training, in coordination with the **Pacific Library Partnership, Sunnyvale Public Library, and Santa Clara County Libraries.**

National Library Week takes place April 6-12, 2025, and the **Board** was reminded that on April 8, 2025 **City Librarian Wong** and **Chair Evans** will receive a National Library Week Proclamation at the **City Council** meeting on behalf of the Library. **Board** members were invited to attend.

It was shared that **City Council** will be holding a Priority Setting Session at Central Park Library on April 3, 2025.

The **Foundation's** annual fundraiser to support the Library, Librarypalooza: Unlocking Future Stories was announced, scheduled to be held at the **Triton Museum of Art** on April 5, 2025.

City Librarian Wong provided an update on the success of the new Sunday hours at Central Park Library. Statistics show an increase in visitors, from approximately 800 on the first open Sunday on January 26, 2025, to approximately 1,200 on March 2, 2025. Items borrowed increased from approximately 1,000 on the first Sunday to approximately 2,300 at the most recent, with items returned showing a similar increase. Sunday was reported to be shaping up to be one of the most popular days at the Library, with the **Friends** reporting one of their best book sales in some time held during Sunday

hours. Sunday staffing models were described to the **Board**, with fewer staff than on weekdays and no programming scheduled yet. It was shared that mostly new staff were hired to cover Sundays, with some staff in training. The Circulation, Youth, Reference, and Tech Center service points are scheduled for coverage, with security and custodial staffing also arranged for Sundays. It was noted that there were a few community members who didn't remove their vehicles from the Central Park Library underground parking garage before the Library closed, so that their vehicles remained stuck in the garage after the gates closed. It was noted further that WiFi transmitters were installed in the garage, making it easier to receive calls or connect to WiFi from the underground parking garage. Processes have been improved so that the security guard will inform dispatch if cars are left behind. Signs are posted in the garage with the non-emergency police number.

The **Board** were advised that the Library is working on the biennial Operating Budget and updated its Performance Measures. Goals shared included the intent to begin producing an Annual Report, and to hold a Community Survey every two years.

Deputy City Attorney Luis Haro provided an update on the status of the Northside Branch Tile. The **Board** were informed of identified spalling and window leaking, resulting in claims against the construction and design firms. There is no timeline for the resolution of the lawsuit in progress, and it was shared that there is work in progress to look into potential temporary cosmetic repairs that would not impact the lawsuit. The **Board** were also informed of Open Government and Ethics training to be provided as per AB 1234, scheduled for March 17, 2025 at City of Santa Clara Council Chambers. Board and Commissioner participation and training requirements were reviewed. Scheduling a separate Brown Act training was discussed, as was the upcoming visit by a group from Santa Clara's sister city Izumo, Japan, with dates to be announced. The **Board** were reminded of Librarypalooza, the Library fundraiser scheduled for April 5, 2025 at the **Triton Museum of Art**.

TRUSTEES REPORT

Trustee Mohammed noted that he visited the Library on its new Sunday open hours and found it to be very active.

ADJOURNMENT

The meeting was adjourned at 7:55 PM.

A motion was made by Trustee Huynh, seconded by Trustee Mohammed, to adjourn the meeting.

Aye: 4 - Chair Evans, Trustee Huynh, Trustee Mohammed, and Vice-Chair Ricossa

Excused: 1 - Trustee Tryforos

The Board of Library Trustees Meeting is adjourned to April 7, 2025, at 6:00 PM, to be held at the Northside Branch Library.

DRAFT

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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