



City of Santa Clara

Meeting Minutes

Board of Library Trustees

04/03/2023

6:00 PM

Hybrid Meeting Central Park Library Edinger Room
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

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 6:01 PM.

Vice Chair Hintermeister attended the meeting via Zoom virtually, under the Just Cause clause of AB 2449 due to illness.

Present 4 - Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, Trustee Stephen Ricossa, and Chair Jonathon Evans

Excused 1 - Trustee Leonne Broughman

CONSENT CALENDAR

Consent Items Pulled for Discussion

Chair Evans pulled Consent Calendar for discussion. He informed the **Board** that the Minutes of **Board of Library Trustees** meetings do not reflect all the details of **Board** discussion, but are Action Minutes. The **Board** was informed that motions will be captured verbatim, and should clearly capture the intent of the motion. **Board** discussion was held on ensuring motions are clear and complete.

[23-441](#)

Action on the Special Meeting Minutes of January 26, 2023

Recommendation: Approve Special Meeting Minutes of January 26, 2023

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos, to approve Consent Calendar as a whole.

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

Excused: 1 - Trustee Broughman

[23-442](#)

Action on the Special Meeting Minutes of February 16, 2023

Recommendation: Approve Special Meeting Minutes of February 16, 2023

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos, to approve Consent Calendar as a whole.

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

Excused: 1 - Trustee Broughman

[23-443](#)

Action on the Meeting Minutes of March 6, 2023

Recommendation: Approve Meeting Minutes of March 6, 2023

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos, to approve Consent Calendar as a whole.

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

Excused: 1 - Trustee Broughman

PUBLIC PRESENTATIONS

GENERAL BUSINESS[23-463](#)

National Library Week for April 23-29, 2023

Board held discussion on the Proclamation of National Library Week, scheduled for the April 18, 2023 **City Council** meeting. **Board** reviewed the Proclamation draft and discussed content for verbal presentation to **Council**.

A motion was made by Trustee Tryforos, seconded by Trustee Ricossa, to affirm that the Board would like to appoint Chair Evans to represent the Board of Library Trustees at the City Council meeting of 4/18/2023, to join the City Librarian in receiving the Proclamation to recognize National Library Week, and to speak to the benefit the Santa Clara City Library brings to the community.

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

Excused: 1 - Trustee Broughman

[23-465](#)

Review and Approve Proposed 2023 Board of Library Trustees Work Plan

Recommendation: Approve proposed Board of Library Trustees Work Plan 2023

Board reviewed work plan for 2023, and amended work plan with addition of sixth item.

A motion was made by Trustee Tryforos, seconded by Trustee Ricossa, to approve the Board of Library Trustees work plan draft 4, dated 4/3/2023, to submit to City Council for their approval. The motion was amended to include the work plan as a standing item on the Board of Library Trustees monthly agenda.

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

Excused: 1 - Trustee Broughman

STAFF REPORT

City Librarian Wong informed the **Board** of two grants obtained by the Library, the Kaiser 'Healthy Me, Healthy You' grant supporting nutrition and healthy diet, and the 'Pop-Up Libraries Lunch at the Library' grant promoting Library services at existing free-meal sites in Santa Clara. **City Librarian Wong** informed the **Board** that the budget projections for the Library were much more favorable, that the budget would be determined by **City Council** vote, and provided information on upcoming **City Council** and budget study session dates. The **Board** was updated on the Strategic Planning schedule and engaged to help identify focus groups in the community. **City Librarian Wong** updated the **Board** on open recruitments and an upcoming all staff meeting.

TRUSTEES REPORT

Board provided reminder of upcoming Librarypalooza event. **Board** requested the data collected at the **Board** kick-off meeting for the Strategic Plan to assist them in Strategic Planning activities. **City Librarian Wong** informed the **Board** that information would be available later in the Strategic Planning process. **Board** inquired about non-functional electric vehicle charging stations at the Library. **City Librarian Wong** informed the **Board** of active discussions with **Silicon Valley Power** to provide new electric vehicle charging stations at the Library.

ADJOURNMENT

The meeting was adjourned at 8:05 PM.

A motion was made by Trustee Tryforos, seconded by Trustee Ricossa to adjourn the meeting.

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 May 1, 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."

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.