



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

04/06/2026

6:00 PM

Hybrid Meeting  
 Northside Branch Library, Program Room  
 695 Moreland Way  
 Santa Clara, CA 95054

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 6:02 PM.

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

#### **CONSENT CALENDAR**

- 1 [26-338](#) Action on the Board of Library Trustees Meeting Minutes of February 2, 2026 and March 2, 2026

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of February 2, 2026 and March 2, 2026

**A motion was made by Trustee Mohammed, seconded by Trustee Huynh 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 **SCCLFF** activities. She shared that the first book sale at Mission Branch Library would take place Monday, April 13, 2026 from 10 AM to 2 PM. At Central Park Library, book sales will be held on Friday, April 17, 2026 and Saturday, April 18, 2026. No book sale will be held Sunday, April 19, 2026, as the Library will be closed to support STEM Zone. A reminder was shared of the 25th Anniversary celebration of **SCCLFF**, to be held on May 16, 2026 at the **Triton Museum** from 6PM to 9PM, with special guest **Alexis Madrigal, Co-Host of KQED Forum**. An update was shared that on April 1, 2026, Library Giving Day, **SCCLFF** held the first Library Giving Night at **Taplands** on their trivia night. 800 tickets were sold, and 15% of the profits from that evening will be donated to **SCCLFF**. There were many attendees, and a good time was had by all.

### **GENERAL BUSINESS**

- 2      [26-308](#)      Presentation on Funding Challenges for the Read Santa Clara Literacy Program

**Recommendation:** Note and file informational presentation for discussion and possible action to spread awareness of Read Santa Clara's programs and challenges.

The **Board** received an informational presentation on Read Santa Clara funding challenges from **Shanti Bhaskaran, Program Coordinator** of the Read Santa Clara literacy program. She shared information on the sunseting of the ESL grant from the **California State Library**, which funded the Library's ESL program from 2023-2026. The **Board** inquired whether this grant was from the federal government. **City Librarian Wong** explained that the adult and family literacy funding, which is anticipated to continue, is from the governor's fund and part of the state budget, and is protected. The ESL grant funding on the other hand came from Library Services and Technology Act (LSTA) funding, which per federal government restrictions can no longer be used for anything related to equity, diversity and inclusion (EDI). She shared that there is nothing else forthcoming from the California State Library to replace that funding. The presentation addressed the demand for ESL services in Santa Clara and the Library's place in the local ESL-program landscape, serving those most in need of beginning English language skills. Data and information were provided on the impact of these services, helping Santa Clara residents develop the language skills needed to obtain employment, speak to their children's doctors and teachers, and survive in the community. The **Board** was informed that ESL funding expires on June 30, 2026, and that while funds have been raised through several smaller grant opportunities, all ESL programs are now competing for sustaining funds. The goal was shared to identify long-term, stable, sustainable funding sources for Read Santa Clara's ESL program. The **Board** was encouraged to spread the word of the funding need for ESL services and to share any grant or fundraising opportunities.

**A motion was made by Trustee Huynh, seconded by Trustee Ricossa to approve Staff Recommendation.**

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

- 3 [26-354](#) Discussion and Possible Action on Recruitment for Upcoming Board of Library Trustees Vacancy

**Recommendation:** Discuss and plan activities to help make people aware of what the Board of Library Trustees do and of the opportunity and process to join them.

**City Librarian Wong** shared with the **Board** information on the recruitment process underway for a new **Board of Library Trustee**, along with a flyer to promote the recruitment. A small packet of current promotional flyers featuring Library programs and services and an updated Board of Library Trustees Handbook was also provided to the Board for outreach purposes. **Trustees** were reminded that all applications to fill the upcoming vacancy are due April 17, 2026. The **Board** requested electronic versions of the handbook and the flyers for outreach. The **Board** discussed how to promote the recruitment and the need for **Trustees** reflecting the diverse communities living in Santa Clara. It was confirmed that if no new **Trustee** is appointed, the current **Trustee** whose term is expiring would remain in the position until filled.

**A motion was made by Trustee Mohammed, seconded by Trustee Huynh to approve staff recommendation and to take the Board's comments into consideration.**

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

- 4 [26-340](#) Action on Agenda Setting and Scheduling for Joint Meeting with the Santa Clara City Library Foundation and Friends Board

**Recommendation:** Request staff to prepare an agenda, incorporating input from the Trustee's discussion and using staff discretion as needed, and to coordinate a meeting with the Santa Clara City Library Foundation and Friends Board.

The **Board** reviewed notes from the last joint meeting with the **SCCLFF Board**. It was agreed to agendize the next joint meeting so as to allow discussion and action. The liaison to the **SCCLFF Board**, Vice-Chair Tryforos, was instructed to request feedback from the **SCCLFF Board** at their April 20, 2026 meeting, to bring back for the **Board of Library Trustees** to review and possibly include in the agenda planning for the next joint meeting. **Trustees** shared that information of interest for the **SCCLFF Board** to provide might include an update on Library funding administered through **SCCLFF**, what programs they're sponsoring, and how **Trustees** could help. A tentative proposed date for the next joint meeting was the June 1, 2026 regular **Board of Library Trustees** meeting, to be held at Mission Branch Library. The **Board** suggested that they might recommend priority funding needs at the Library, and directed staff to provide more information about funding gaps for the next regular meeting. **City Librarian Wong** shared that the **SCCLFF Board** did develop their own annual list of priorities as well.

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

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

5 [26-341](#) Review and Update Board of Library Trustees Workplan

**Recommendation:** Request that staff, using their discretion, take actions as needed to support priorities identified by today's discussion regarding the Board of Library Trustees Workplan FY2025-26.

The **Board** and **City Librarian Wong** reviewed the FY 2025-26 work plan and discussed what items were completed, which were in progress, and discussed the status of active efforts. **City Librarian Wong** shared that this discussion was preliminary preparation to develop the work plan for FY 2026-27. Staff confirmed that no template for the new work plan had been provided to the department yet. **City Librarian Wong** also shared that per **Council's** direction, staff anticipated a return of the annual dinners between the **Council** and the City's **Boards** and **Commissions**, as well as an annual recognition of outgoing **Commissioners** or **Trustees**. It was also shared that the template for the websites of the **Boards** and **Commissions** had been changed, and photos were removed.

The **Board** directed staff to bring the work plan back for discussion at the next meeting, to include status updates and suggestions of what to include. The **Board** inquired if there were updates on the Charter Review, and **Deputy City Attorney Nguyen** indicated that it is scheduled on the November ballot. **City Librarian Wong** indicated staff would share updates with the **Board** when provided by the **Charter Review Committee**. The **Board** indicated the liaison assignments to the city **Boards** and **Commissions** be reviewed as part of work plan review. **City Librarian Wong** was requested to bring a list of Library priorities at the next meeting, to inform the work plan, as well as information about the coming year's budget. Staff agreed to inquire whether the City was able to provide a budget line item for **Trustees** to attend relevant conferences or trainings. Staff were also tasked to review the availability of electronic versions of select professional publications to support **Board** continuing education about libraries.

**A motion was made by Vice-Chair Tryforos, seconded by Trustee Huynh to approve Staff Recommendation and to direct staff to update the draft workplan.**

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

## STAFF REPORT

**City Librarian Wong** updated the **Board** on the City's efforts to ensure all PDF's available on city websites be ADA accessible by April 24, 2026. She shared that staff were currently working to enable accessibility on the form to request the use of meeting rooms, and that any member of the public wishing to reserve a room could also call the Library or visit any location.

**City Librarian Wong** informed the **Board** that the Library had received a \$25,000 anonymous donation through the **SCCLFF**, which at the **City Librarian's** discretion was to be allocated to support the Read Santa Clara program. She reminded the **Board** that the Mission Branch Library's 70th Anniversary t-shirts were being sold by **SCCLFF** at the bookstore, and that on April 7, 2026 that she and **Chair Evans** would be accepting a Proclamation for National Library Week at City Council.

The **Board** received an update on the upcoming STEM Zone event scheduled for April 19, 2026, which had received \$100,000 of support from **Intel**. They were informed that the Library would be hosting an award ceremony for the winners of the Asian American Stories Contest on May 9, 2026, coordinated by **Diana Ding**, with the annual theme being "Coming to America." **City Librarian Wong** indicated that the award ceremony would be held at the **Mission Center for the Performing Arts**. The **Board** inquired about the teen library card design contest they had recently supported, and were told that 5 winning designs were being printed, and to stay tuned.

## TRUSTEES REPORT

**Chair Evans** reported to the **Board** that he had met with the **Charter Review Committee's Ad Hoc Subcommittee**, and that they had been receptive to the **Board's** feedback. **Deputy City Attorney Nguyen** confirmed that this had been reported on at the beginning of the last meeting of the **Charter Review Committee**. **Chair Evans** shared that he had learned at the last **Downtown Community Task Force** meeting that due to the increasing costs of building materials and rising interest rates, most multi-family developments in Santa Clara were ceasing, with mostly townhouses moving forward.

## ADJOURNMENT

The meeting was adjourned at 8:04 PM.

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

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

The Board of Library Trustees Meeting is adjourned to May 4, 2026.

### **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.

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