



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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08/17/2022

6:00 PM

Virtual Meeting

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#### Special Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 22-9067, the Board of Library Trustees meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to have methods for the public to participate remotely:

- Via Zoom:
  - o <https://santaclaraca-gov.zoom.us/j/97255938995>

Webinar ID: 972 5593 8995 or

- o Phone: 1(669) 900-6833

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chair calls for a Special Meeting of the Board of Library Trustees to commence and convene on August 17, at 6:00 PM for a Special Meeting held virtually via Zoom, to consider the following matter(s) and to potentially take action with respect to them.

**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 6:04pm.

**Present** 5 - Trustee Leonne Broughman, Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, Trustee Stephen Ricossa, and Chair Jonathon Evans

**CONSENT CALENDAR**

**A motion was made by Trustee Broughman, seconded by Trustee Ricossa to approve the Consent Calendar. The motion passes 5-0.**

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

**1.A**     [22-969](#)     Action on the Meeting Minutes of June 9, 2022

**Recommendation:** Approve meeting minutes of June 9, 2022

**PUBLIC PRESENTATIONS**

**Trustee Ricossa** was asked by the Foundation and Friends **Executive Director, JoAnn Davis** to announce the Patio Sale on Saturday, August 20, 2022 at the Central Park Library.

**GENERAL BUSINESS**

**2**            [22-1015](#)     Approval of the revised Community Room Policy and Use Agreement Forms reflecting the City Council approved municipal fee changes

**Recommendation:** Approve the Community Room Policy and Use Agreement Forms

The Community Room Policy was updated to reflect the City Council approved municipal fee changes. The Board of Library Trustees requested that the Community Room Policy be made clear, noting that the "Rules for Community Room Use" are specifically meant for groups not associated with the Library or City. Library staff will bring suggestions back to the Board for review at the September 12, 2022 Board of Library Trustees meeting.

**A motion was made by Trustee Broughman, seconded by Trustee Ricossa to approve the revised Community Room Policy and Use Agreement Forms reflecting the City Council approved municipal fee changes dependent on the spelling correction. The motion passes 3-2.**

**Aye:** 3 - Trustee Broughman, Trustee Tryforos, and Trustee Ricossa

**Nay:** 2 - Vice Chair Hintermeister, and Chair Evans

- 3      [22-970](#)      Review of Board of Library Trustees' Work Plan

**Recommendation:** Review and approve work plan

The Board would like the Work Plan to be reviewed regularly.

- 4      [22-1018](#)      Board Development and Engagement

**Recommendation:** This item is informational only, no recommendation

**The Board of Library Trustees** began reviewing chapter 1 of, "The Successful Library Trustee Handbook" including the types of libraries, acknowledging that the Santa Clara City Library is a general funded municipal library. They are an advisory board, who selects the City Librarian and accepts donations.

**The Board** recommends additional work be done when on-boarding new Trustees. **City Librarian, Wong** offered to work with the board to create a process to actively recruit new Trustees, work on outreach/engagement, and create an on-boarding plan. **Trustee Broughman** and **Trustee Tryforos** volunteered to do more research after November of this year.

**City Librarian, Wong** reviewed a Legal Memorandum shared by the Interim City Attorney regarding elections and remaining neutral as a body.

## **STAFF REPORT**

[22-998](#)

Adult Services Division Update

**Recommendation:** No recommendation for this item

**The Board of Library Trustees** was introduced to the new **Adult Services Librarian, David Fournier**. **David** previously worked with Read Santa Clara as a Library Technology Assistant since January 2019. He holds a Masters in Library and Information Science from San Jose State University, and is passionate about digital literacy and accessibility.

**Librarian, Megan Tristao** gave a brief overview of the Parks Pass program. The Santa Clara City Library has 20 passes as a system. There are currently more than 250 people waiting for the passes. Parks will distribute more passes in the fall to maintain the holds list. We received a \$4,400 Grant in which \$2,800 will be used for programming and \$1,600 was spent on creating a new hiking collection. The Summer Reading program was reviewed. The Library offered programs focused on exploration, adventure, and skill building for kids, teens, and adults. More than 700 adults registered this year.

**Adult Services Program Coordinator, Theresa Campos** reviewed the new Bookmobile stops this summer. The Bookmobile had 88 visits, 2800 patron interactions, and 201 new library cards.

**Vice Chair Hintermeister** thanked **Megan** and **David** who both presented at the California Library Association Conference for representing the Santa Clara City Library so well.

**Trustee Broughman** reiterated that **David** has been with the Library for years with Read Santa Clara.

[22-973](#)

City Librarian Report on Library Programs, Activities, and updates on the Strategic Plan, Facilities Master Plan, Technology Purchases, and Outreach.

**Recommendation:** Note and file monthly update on Library activities

**City Librarian, Patty Wong** gave updates on Library programs and activities. The Strategic Plan is down to 2 candidates awaiting review and reference checks. The Facilities Master Plan did not receive many responses due to the clause in the R.F.P. stating the architect selected would not benefit from any future work with the City.

**City Librarian, Wong** also shared that Library Technology staff along with City IT has worked very hard on a Technology Plan in which they not only take inventory on the over 500 physical pieces, but update existing equipment with one time salary savings rolled over to the current year. This includes the replacement of 145 public PC's, 13 self-check machines, and staff equipment. This is an inventory and plan for the next 5 years.

**City Librarian, Wong** conveyed that Outreach continues to be a large part of our work. The recent Teen Grant has been very successful. In the fall the teens will be helping to support the after school program at the Family Services Center.

**Trustee Broughman** asked when Comic Con is. **City Librarian, Wong** reminded the Board of the October 22 date.

**Chair Evans** asked for a Northside building exterior update. **City Librarian, Wong** informed the Board that staff has meet with architects who have brought in a 3rd party group to analyze the tiles. They have come to the conclusion that the architects are responsible for costs. Council is aware of the issue.

**Trustee Tryforos** asked about meeting in person. **City Librarian, Wong** will get back to the Board.

**TRUSTEES REPORT**

**Vice Chair Hintermeister** requested that the Work Plan be formatted as landscape to make it readable. He took Patty's suggestion and checked out banned books from the ALA list and found them interesting and encourages the Board do so as well. He also said he would of liked to tip the Parapetetic Player's after their performance at the Mission Library.

**City Librarian Wong** reminded the Board that we can not collect funds at Library events.

**ADJOURNMENT**

The meeting was adjourned at 7:55 pm.

**A motion was made by Trustee Broughman, seconded by Trustee Ricossa 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 September 12, 2022, 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.