



Final

# City of Santa Clara

## Special Meeting Minutes

### Board of Library Trustees

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08/18/2025

6:00 PM

Hybrid Meeting, Edinger Room  
Central Park Library  
2635 Homestead Rd  
Santa Clara, CA 95051

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#### Special Meeting

**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 18, 2025 at 6:00 PM for a Special Meeting held as a hybrid meeting to consider the following matter(s) and to potentially take action with respect to them.

#### **6:00 PM BOARD SPECIAL MEETING**

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, Vice-Chair Stephen Ricossa, and Trustee Debbie Tryforos

### **CONSENT CALENDAR**

1      [25-774](#)      Action on the Board of Library Trustees Meeting Minutes of June 2, 2025

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of June 2, 2025

**A motion was made by Trustee Huynh, seconded by Vice-Chair Ricossa to approve staff recommendation.**

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

**PUBLIC PRESENTATIONS**

**JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends** invited the **Board** to the upcoming 25th Anniversary celebration of the **Foundation**, which will be celebrated with an event at the **Triton Museum** on May 16, 2026. Book sales will be held as part of Art & Wine Festival celebrations on September 13 and 14, 2025. The **Foundation** will also hold book sales on September 19 and 20, 2025 at **Central Park Library**, as well as hosting a booth at the Parade of Champions on October 4, 2025. The **Foundation** will be supporting the upcoming 70th Anniversary of **Mission Branch Library**, which will be celebrated on November 1, 2025 with fun events and activities. Holiday closures of the **Library** on September 1, 2025 for Labor Day, and September 9, 2025 for Admissions Day were shared. The **Board** was informed that the **Board** of the **Santa Clara City Library Foundation and Friends** will be prioritizing visiting more **Library** programs and increasing visibility in the community.

**GENERAL BUSINESS**

2        [25-775](#)        Election of Board of Library Trustees Chair and Vice Chair for FY 2025/26

**Recommendation:** Elect a Chair and Vice-Chair of the Board of Library Trustees for FY 2025/26.

**City Librarian Wong** shared that **Chair Evans** had requested her assistance in collecting nominations for the election of the **Chair** and **Vice-Chair for the Board**, required at the first meeting after July 1, 2025. **Chair Evans** was nominated again for **Chair**, and **Trustee Tryforos** was nominated for the role of **Vice-Chair**. Both **Trustees** accepted their nominations.

**A motion was made by Trustee Mohammed, seconded by Trustee Huynh to elect Chair Evans for the role of Chair and Trustee Tryforos for the role of Vice-Chair.**

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

[25-865](#) Informational Report to the Board - Trail of the Book: The Lifecycle of Materials in the Santa Clara City Library

**Recommendation:** Note and file informational report.

An informational presentation was shared with the **Board** by **Adult Services Program Coordinator Jason Thomas** and **Technical Services Program Coordinator Yu-Lan Chou** which told the story of the lifecycle of library materials, from selection through cataloging, use and eventual disposal. Staff answered questions from the **Board** addressing topics such as how books are wrapped to last longer, where they are purchased from and why, and how the collection budget is allotted between youth and adult materials. Discussion included the selection and weeding processes and how these differ between print and electronic materials.

3 [25-874](#) Action to Review and Approve Work Plan 2025

**Recommendation:** Action to Approve Final Work Plan 2025.

**City Librarian Wong** shared updated information with the **Board** about the work plan review process, which was updated so that all **Board and Commission** work plans will go to **Council** as part of a single report. The **Board** expressed frustration with ongoing changes to the process and format for work plan review with **Council**. Further revisions were made to work plan language, and corrections were made to the names and term dates listed. The **Board** requested that staff integrate charter language into the work plan, and it was agreed that the **Board** would adopt the work plan in concept, and have staff updates shared with **Chair Evans** before sending to **Council**.

**A motion was made by Trustee Ricossa, seconded by Vice-Chair Tryforos, to approve the work plan as amended to include city charter language under section 1013.**

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

**STAFF REPORT**

**City Librarian Wong** introduced the **Board** to **Deputy City Attorney Huyen Nguyen**, recently assigned as the **City Attorney's Office** liaison to the **Library**. The **Board** was informed that while the **Library** had previously waived overdue fines, the outstanding balances of overdue fines still need to be waived. There is no loss in budgeted revenue as a result of this request, which will be reviewed by **Council** at the September 16, 2025 council meeting. **City Librarian Wong** shared that the Strategic Plan was nearing completion, and would be brought to the **Board** for final review at the regular meeting on September 8, 2025. The draft Strategic Plan was reviewed with the **Board**. A 2x2x3 is being scheduled with to include staff, members of the **Board** and members of **Council** to allow review of the Library Strategic Plan and Facilities Master Plan, both of which are nearing completion. An update was provided that a graduation ceremony for graduates of the Career Online High School program will be held in on a weekend in October, and invitations will be shared with the **Board** should they be available to support the graduates. The **Board** was reminded that the 25th anniversary of the **Foundation** will take place in 2026, and that the **Foundation Board's** priorities will be shared with the **Board**. A reminder for **Art & Wine Festival** was shared, scheduled for September 13 and 14, 2025, with the **Library** open both days of the festival from 10:00 AM to 5:00 PM. The **Library** will be hosting a variety of programs during **Art & Wine Festival**, with Bookmobile mobilized in the Kids' Kingdom and storytime at Magical Bridge playground. After the festival, from September 16 to 19, 2025, major asphalt work will be completed in the front and side parking lots at **Central Park Library**. During this time, parking will still be available in the underground parking lot, and behind the **Library** towards the **International Swim Center**. An all-day staff training on de-escalation skills scheduled for October 21, 2025 was reported to the **Board**, which will likely result in the **Library** being closed for the full day. Other news shared with the **Board** was the new LOTE4Kids application added by the **Library**, which provides children's books translated into 90 different languages, with good quality translations.

**TRUSTEES REPORT**

**Trustee Huynh** reported that he met **Adult Services Program Coordinator Jason Thomas** at a local history event at the **Library**, which featured a nice lecture and good turnout. He observed that there were no storytimes from August through September 5th, which **Assistant City Librarian Mila Rianto** explained was a traditional break after Summer Adventure, for staff to wrap up summer program efforts and begin planning fall programming. **Trustee Huynh** inquired about an unhoused community member blocking the walkway outside the building. Staff discussed the help available through the **Library's** security guard, the role of police should community members become disruptive or threatening, and community resource information often shared with unhoused Library visitors, including TRUST and Care Solis. **Trustee Mohammed** noted a misspelling of his name in the May minutes, where his name was misspelled **Mohammad**, and it was agreed to note in these June 2025 minutes the correct spelling to use going forward.

**ADJOURNMENT**

The meeting was adjourned at 8:05 PM.

**A motion was made by Trustee Huynh, seconded by Trustee Ricossa 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 September 8, 2025, at 6:00 PM.

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**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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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.