



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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02/03/2025

6:00 PM

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

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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 6:00 PM.

**Management Analyst James** announced that **Trustee Mohammed** would be participating remotely under the provision of AB2449 due to just cause due to childcare/ caregiving need.

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

**A motion was made by Trustee Huynh, seconded by Trustee Tryforos, to allow Trustee Mohammad to attend remotely.**

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

**Abstained:** 1 - Trustee Mohammed

**CONSENT CALENDAR**

1 [25-153](#) Action on the Board of Library Trustees Meeting Minutes of December 2, 2024

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of December 2, 2024

**A motion was made by Vice-Chair Ricossa, seconded by Trustee Huynh, 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**, gave an update on the Foundation's activities. She announced that Librarypalooza would be coming up in 2 months and more information would be forthcoming. The book sale scheduled for February 15, 2025 was announced, and the upcoming Spring newsletter scheduled for the end of February would be featuring a new format. Library Giving Day is scheduled for April 1, 2025, with donors of \$500 or more to receive free tickets to Librarypalooza. The Foundation was announced to be recognizing volunteers for their contributions on February 12, 2025.

**GENERAL BUSINESS**

2      [25-95](#)      Proclamation of April 6-12, 2025 as National Library Week

**Patty Wong, City Librarian** introduced the **Board** to the draft proclamation to recognize National Library Week from April 6-12, 2025. She shared that the draft proclamation provided the opportunity to convey and accentuate book sanctuary principles, inviting the **Board** to review and revise. The proclamation is planned to go before **Council** on April 8, 2025 and the **Board** were invited to come support the proclamation.

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

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

DRAFT

[25-105](#)

Discussion and Action on Work Plan Goals and Activities for Calendar Year (CY) 2025

**Recommendation:** Discuss and draft the Board of Library Trustees work plan goals and activities for calendar year 2025.

**City Librarian Wong** informed the **Board** of the timeline and instruction provided for **City of Santa Clara Boards and Commissions** to update their annual work plans in preparation for **Council** review. The **Board of Library Trustees** will work to approve an updated work plan at the March or April regular **Board** meeting, to include sections for Accomplishments, Priorities, and a Final Work plan. Discussion touched on **Council** priority setting sessions scheduled for April 3 and April 16, 2025, to be held at **Central Park Library**. The benefits of aligning the **Board's** work plan to the fiscal year were discussed, to allow time for the work plan to be implemented.

The **Board** reviewed prior work plan contents in the Background section of the board report, and discussed potential additions and modifications to draft work plan items listed under Discussion. The **Board** recommended including the addition of funded training opportunities, while cognizant of the lean available library budget. Collection funding was identified as a top priority, with actions needed to get the word out to increase funding for the collection. **City Librarian Wong** shared that the collection budget used to be approximately one million dollars, and is currently nearly half that, the lowest it has been. Per capita collection budget spending was estimated at just three dollars per resident. Options to raise funds were discussed. Discussion included the [California Freedom to Read Act \(AB 1825\)](#), to come back before the **Board** with inclusion of language in the Collection Development Policy in the near future.

For the work plan item assigning liaison roles with related boards and commissions, it was recommended to align these during the chair and vice-chair elections. Staff were requested to send the **Board** a list of informational topics to include for consideration in the work plan, as well as a list of accomplishments, and it was discussed to include discussion of including the Library in future development discussions in terms of service, and to tie this to the General Plan. Work plan priorities discussed included strategic thinking about board development, the collection, alternative funding, policy updates, work with the Foundation, and the Strategic Plan and Facilities Master Plan.

**A motion was made by Vice Chair Ricossa, seconded by Trustee Huynh to instruct staff to find a date for a special meeting in March.**

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

**STAFF REPORT**

The **Board** discussed recent raids by Immigration and Customs Enforcement (ICE) and potential impact at the Library. **City Librarian Wong** expressed that the Library is a professional information sharing organization, that red cards and information regarding people's rights in the United States are available, and that when libraries withhold accurate information out of fear it is a problem. **Chair Evans** highlighted that the Library is in the information business, and should it be instructed not to share information it would be a slippery slope, and a concern to the **Board**.

**TRUSTEES REPORT****ADJOURNMENT**

The meeting was adjourned at 8:08 PM.

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

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

The Board of Library Trustees Meeting is adjourned to March 3, 2025, at 6:00 PM.

**MEETING DISCLOSURES**

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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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