



City of Santa Clara

Meeting Minutes

Board of Library Trustees

10/06/2025

6:00 PM

Hybrid Meeting, Program Room
 Northside Branch Library
 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

Vice-Chair Tryforos called the meeting to order at 6:20 PM.

Present 4 - Trustee Daniel Huynh, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Vice Chair Debbie Tryforos

Excused 1 - Chair Jonathon Evans

Vice-Chair Tryforos announced that **Trustee Ricossa** would be participating remotely under the provision of AB2449 just cause to care for a temporarily disabled family member.

A motion was made by Trustee Huynh, seconded by Trustee Mohammed, to excuse Chair Evans from this meeting and allow Trustee Ricossa to participate remotely.

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

Excused: 1 - Chair Evans

CONSENT CALENDAR

A motion was made by Trustee Mohammed, seconded by Trustee Huynh, to approve the Consent Calendar.

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

Excused: 1 - Chair Evans

- 1 [25-779](#) Action to Recommend Council to Approve FY 2025-26 California Library Literacy Services (CLLS) Adult and Family Literacy Grant Award for the Read Santa Clara Program and Approve the Related Budget Amendment

Recommendation: That the Board of Library Trustees recommend that the City Council Accept the FY 2025/26 California Library Literacy Services (CLLS) Grant Award in the Amount of \$115,361 for Read Santa Clara, the Library’s Adult and Family Literacy Program and the Related Budget Amendment as described in this Report.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh, to recommend that the City Council Accept the FY 2025/26 California Library Literacy Services (CLLS) Grant Award in the Amount of \$115,361 for Read Santa Clara, the Library’s Adult and Family Literacy Program and the Related Budget Amendment as described in this Report.

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

Excused: 1 - Chair Evans

2 [25-1123](#) Action on the Board of Library Trustees Meeting Minutes of September 8, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of September 8, 2025

A motion was made by Trustee Mohammed, seconded by Trustee Huynh, to approve the Board of Library Trustees Meeting Minutes of September 8, 2025.

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

Excused: 1 - Chair Evans

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends (SCCLFF), shared that there would not be a patio sale at the next upcoming Friday and Saturday due to concrete work at Central Park Library. She shared that **SCCLFF** would be assisting Mission Branch Library with their 70th Anniversary event on November 1, 2025, at which the mayor and community groups are anticipated to attend. Instead of a book sale that day, **SCCLFF** will be giving away free books. **SCCLFF** is also considering starting regular book sales at Mission Branch Library in the spring. It was also reported that **SCCLFF** had done tabling and held a book sale at the Art and Wine Festival that took place September 13-14, 2025. They saw more traffic than they had seen in many years. It was shared that at the last weekend patio sale, **SCCLFF** raised approximately \$1,500, more than three times the usual. They believe this increase was due to the Library's inclusion in the Art and Wine and the advertising from the **Parks and Recreation Department**, which was very helpful.

GENERAL BUSINESS

[25-1088](#) Informational Report to the Board - Read Santa Clara

Recommendation: Note and file informational report.

Shanti Bhaskaran, Program Coordinator for the Library's **Read Santa Clara** program, provided an informational report on the literacy services made available through the Library for the community, their outcomes, and their impact. Discussion was held on the upcoming Career Online High School (COHS) graduation ceremony as well as the loss of grant funding for ESL services and its direct impact on the community.

- 3 [25-1089](#) Action to Review and Recommend the City Council to Approve the Library Facilities Master Plan

Recommendation: Recommend that the City Council approve the Library Facilities Master Plan.

Patty Wong, City Librarian introduced the **Board** to the Library's Facilities Master Plan. She shared that the recommendations represent guidance rather than requirements, and provide data-based recommendations for Measure I bond spending and ongoing maintenance and growth needs, as well as language for incorporation into the General Plan. She shared that the Facilities Master Plan would be scheduled to review with Council in November. The **Board** reviewed and discussed the plan. They confirmed with **City Librarian Wong** that the Facilities Master Plan would be approved by the **Board** in concept, and was not a commitment of funds to specific recommendations. Specific actionable renovations and their costs would be identified and addressed during the design phase, informed by the recommendations in the Facilities Master Plan. The **Board** requested an update on the litigation at Northside Branch Library to understand its impact on Facilities Master Plan recommendations. **Deputy City Attorney Huyen Nguyen** indicated an update could be provided at the next **Board** meeting.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh to recommend Council take action to approve the Library Facilities Master Plan.

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

Excused: 1 - Chair Evans

STAFF REPORT

City Librarian Wong informed the **Board** of concrete work in progress to fix the front sidewalk at Central Park Library where it was sinking, and that the work was scheduled to be done by October 22, 2025, just prior to the vote center at Central Park Library opening for the upcoming special election. The schedule for the vote center was shared, opening October 25, 2025 through election day on November 4, 2025 at Central Park Library only, with ballot boxes placed outside at all Library locations.

She informed the **Board** that the Library was participating in a countywide program with Dolly Parton's Imagination Library, providing eligibility for families with children under 5 years old to sign up to receive a free book every month for their child up until the age of 5. The **Board** was invited to the **Career Online High School (COHS)** graduation on October 25, 2025, and were reminded that **SCCLFF** would be celebrating their 25th anniversary on May 16, 2025. The city slogan for 2026 sporting events was shared, Where the Mission Meets the Moment. STEM program planning for an event to be held at the Convention Center was shared with the **Board**, with Library playing a support role.

TRUSTEES REPORT

Trustee Huynh shared that as liaison to the **Youth Commission** he had made a long list of notes from their last brainstorming session, and would save it to review with the **Board** at the next meeting.

ADJOURNMENT

The meeting was adjourned at 8:24 PM.

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

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

Excused: 1 - Chair Evans

The Board of Library Trustees Meeting is adjourned to November 3, 2025 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.