



City of Santa Clara

Meeting Minutes

Board of Library Trustees

11/04/2024

6:00 PM

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

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 November 4, 2024 at 6:00 PM for a Special Meeting held in a hybrid manner to consider the following matter(s) and to potentially take action with respect to them.

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 Evans, Trustee Huynh, Trustee Mohammed, Vice-Chair Ricossa, and Trustee Tryforos

CONSENT CALENDAR

1.A [24-1037](#) Action to Recommend that the City Council Accept the FY 2024/25 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 2024/2025 California Library Literacy Services (CLLS) Grant Award in the Amount of \$111,897 for Read Santa Clara, the Library’s Adult and Family Literacy Program and the Related Budget Amendment as described in this Report.

1.B [24-1097](#) Action on the Board of Library Trustees Meeting Minutes of October 7, 2024

Recommendation: Approve the Board of Library Trustees Meeting Minutes of October 7, 2024

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

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

PUBLIC PRESENTATIONS

Patty Wong, City Librarian informed the **Board** that the next Librarypalooza fundraising event held by the **Santa Clara City Library Foundation and Friends** will take place on April 5, 2025, at the **Triton Museum**.

GENERAL BUSINESS

[24-1060](#) Discussion on the Library Facilities Master Plan

Recommendation: Discuss progress on the Library Facilities Master Plan and provide input to support plan development.

Kristilyn Vercruysse and **Jeff Davis**, consultants with **MSR Design**, shared a presentation with the **Board** to provide status updates on the Library Facilities Master Plan project. The **Board** received updates on the project schedule, community engagement efforts and national trends in Library facilities planning and design. Discussion elicited **Board** feedback on community needs and how Library might help to meet them in the future. Feedback was also provided by **Betsy Megas**, who attended the meeting as a member of the public. **City Librarian Wong** informed the **Board** that Library will coordinate with the City Manager's Office on the Library Facilities Master Plan, as well as the Library Strategic Plan, and will bring these back to the **Board**, likely in March 2025.

2 [24-849](#) Action on Revised Collection Development Policy, Community Room Use Agreements, Audiovisual and Camera Equipment Use Policy, and Policy Governing the Use of Library Grounds

Recommendation:

1. Review and approve:
 - a. the draft Santa Clara City Library Collection Development Policy (Attachment 1); and
 - b. the draft Santa Clara City Library Community Room Use Agreements (Attachment 3-6).
2. Review and provide input on:
 - a. the draft Santa Clara Audiovisual and Camera Equipment Use Policy (Attachment 8); and
 - b. the draft Santa Clara City Library Policy Governing the use of Library Grounds (Attachment 10).

Deputy City Attorney Luis Haro informed the **Board** that the Library is working in coordination with the City Attorney's Office to review and update Library policies that are outdated or in need of revision to better meet contemporary service needs. He provided a summary of the policies being presented to the **Board**, and reviewed the changes made and the reasoning behind these. The **Board** asked questions and discussed the changes made. **Betsy Megas** attended the meeting as a member of the public, and provided additional feedback.

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

Aye: 4 - Chair Evans, Trustee Huynh, Trustee Mohammed, and Trustee Tryforos

Nay: 1 - Vice-Chair Ricossa

STAFF REPORT

City Librarian Wong informed the **Board** that the Library system would be closed for at least half the day on December 10, 2024 for a citywide staff recognition event. It was shared that the system might be closed the full day, as discussions are in progress about a Library staff training and recognition following the citywide event. The **Board** was queried as to their interest in attending and recognizing staff, possibly including a potluck. The closure of Northside Branch Library on Thursday, November 7, 2024 from 10am to 12pm was shared, a result of necessary plumbing repairs. The **Board** inquired about the results of Comic Con, and **City Librarian Wong** shared that the post-event debrief was upcoming, and she hoped to update the **Board** at the December meeting. An update was provided on the Library Cafe, for which a request for proposal is being prepared for an operating vendor. The cafe has had repairs to the cabinets, fresh paint and new floors installed. Significant community feedback has been received during Strategic Plan and Facilities Master Plan community engagement efforts requesting the re-opening of the Cafe.

TRUSTEES REPORT

Discussion about proclaiming the Library as a Book Sanctuary was raised and agreed to be added as an item for discussion at the December meeting of the **Board**. **Chair Evans** reported attending the Halloween in the Park event, which was well attended, and noted that there was a picnic at Central Park Library scheduled at the same time. **Chair Evans** reported that he spoke to many community members there, who shared an interest in longer Library hours and shared that they love story times. **City Librarian Wong** inquired which hours the community mentioned, and **Chair Evans** shared appreciation for Saturday hours at Mission Library, and an interest in more hours outside of work hours. Items raised to consider addressing at the December meeting included sharing State Library survey data, discussion of programs the **Board** would like more information about, and a review of comparable library services and funding. **City Librarian Wong** shared that recruiting is underway for Sunday Hours, and that the Library is watching to learn the results of Sunnyvale's ballot measure supporting a new main library there, meant to be joint use with a new school building.

ADJOURNMENT

The meeting was adjourned at 8:11 PM.

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

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

The Board of Library Trustees Special Meeting is adjourned to December 2, 2024, at 6:00 PM in the Mission Branch Library Community Room.

DRAFT

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-judicative 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-judicative 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.