



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, June 5, 2023

6:00 PM

**Hybrid Meeting, Edinger Room
Central Park Library, 2635 Homestead Rd,
Santa Clara, CA 95051 /Virtual Address**

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.
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CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

The items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Board, staff, or public.

23-728 [Action on the Meeting Minutes of April 3, 2023](#)

Recommendation: Approve Meeting Minutes of April 3, 2023

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS**23-729** [Update to the Board of Library Trustees 2023 Work Plan](#)

Recommendation: Approve and update 2023 Board of Library Trustees Work Plan to include outcomes and status updates.

STAFF REPORT**TRUSTEES REPORT****ADJOURNMENT**

The Board of Library Trustees Meeting is adjourned to August 7, 2023, 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.

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

23-728

Agenda Date: 6/5/2023

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Meeting Minutes of April 3, 2023

COUNCIL PILLAR

Enhance Community Engagement and Transparency

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve Meeting Minutes of April 3, 2023

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - April 3, 2023 Minutes - Draft



City of Santa Clara

Meeting Minutes

Board of Library Trustees

04/03/2023

6:00 PM

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2635 Homestead Rd Santa Clara, CA 95051

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CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 6:01 PM.

Vice Chair Hintermeister attended the meeting via Zoom virtually, under the Just Cause clause of AB 2449 due to illness.

Present 4 - Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, Trustee Stephen Ricossa, and Chair Jonathon Evans

Excused 1 - Trustee Leonne Broughman

CONSENT CALENDAR

Consent Items Pulled for Discussion

Chair Evans pulled Consent Calendar for discussion. He informed the **Board** that the Minutes of **Board of Library Trustees** meetings do not reflect all the details of **Board** discussion, but are Action Minutes. The **Board** was informed that motions will be captured verbatim, and should clearly capture the intent of the motion. **Board** discussion was held on ensuring motions are clear and complete.

[23-441](#)

Action on the Special Meeting Minutes of January 26, 2023

Recommendation: Approve Special Meeting Minutes of January 26, 2023

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos, to approve Consent Calendar as a whole.

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

Excused: 1 - Trustee Broughman

[23-442](#)

Action on the Special Meeting Minutes of February 16, 2023

Recommendation: Approve Special Meeting Minutes of February 16, 2023

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos, to approve Consent Calendar as a whole.

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

Excused: 1 - Trustee Broughman

[23-443](#)

Action on the Meeting Minutes of March 6, 2023

Recommendation: Approve Meeting Minutes of March 6, 2023

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos, to approve Consent Calendar as a whole.

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

Excused: 1 - Trustee Broughman

PUBLIC PRESENTATIONS

GENERAL BUSINESS[23-463](#)

National Library Week for April 23-29, 2023

Board held discussion on the Proclamation of National Library Week, scheduled for the April 18, 2023 **City Council** meeting. **Board** reviewed the Proclamation draft and discussed content for verbal presentation to **Council**.

A motion was made by Trustee Tryforos, seconded by Trustee Ricossa, to affirm that the Board would like to appoint Chair Evans to represent the Board of Library Trustees at the City Council meeting of 4/18/2023, to join the City Librarian in receiving the Proclamation to recognize National Library Week, and to speak to the benefit the Santa Clara City Library brings to the community.

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

Excused: 1 - Trustee Broughman

[23-465](#)

Review and Approve Proposed 2023 Board of Library Trustees Work Plan

Recommendation: Approve proposed Board of Library Trustees Work Plan 2023

Board reviewed work plan for 2023, and amended work plan with addition of sixth item.

A motion was made by Trustee Tryforos, seconded by Trustee Ricossa, to approve the Board of Library Trustees work plan draft 4, dated 4/3/2023, to submit to City Council for their approval. The motion was amended to include the work plan as a standing item on the Board of Library Trustees monthly agenda.

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

Excused: 1 - Trustee Broughman

STAFF REPORT

City Librarian Wong informed the **Board** of two grants obtained by the Library, the Kaiser 'Healthy Me, Healthy You' grant supporting nutrition and healthy diet, and the 'Pop-Up Libraries Lunch at the Library' grant promoting Library services at existing free-meal sites in Santa Clara. **City Librarian Wong** informed the **Board** that the budget projections for the Library were much more favorable, that the budget would be determined by **City Council** vote, and provided information on upcoming **City Council** and budget study session dates. The **Board** was updated on the Strategic Planning schedule and engaged to help identify focus groups in the community. **City Librarian Wong** updated the **Board** on open recruitments and an upcoming all staff meeting.

TRUSTEES REPORT

Board provided reminder of upcoming Librarypalooza event. **Board** requested the data collected at the **Board** kick-off meeting for the Strategic Plan to assist them in Strategic Planning activities. **City Librarian Wong** informed the **Board** that information would be available later in the Strategic Planning process. **Board** inquired about non-functional electric vehicle charging stations at the Library. **City Librarian Wong** informed the **Board** of active discussions with **Silicon Valley Power** to provide new electric vehicle charging stations at the Library.

ADJOURNMENT

The meeting was adjourned at 8:05 PM.

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

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

Excused: 1 - Trustee Broughman

The Board of Library Trustees Meeting is adjourned to May 1, 2023, at 6:00 PM.

MEETING DISCLOSURES

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Agenda Report

23-729

Agenda Date: 6/5/2023

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Update to the Board of Library Trustees 2023 Work Plan

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees maintains a yearly work plan detailing the Board's goals and objectives for City Council review and approval. This document is reviewed and updated on a regular basis.

DISCUSSION

The attached proposed 2023 Board of Library Trustees Work Plan identifies key priorities for the Board's work: participation in and review of the Library Strategic Plan process, exploring Alternative Funding possibilities, Communication with Council and the public, a stronger onboarding process for new and returning Board members, and a process to engage with Community Development about a potential library services element in the General Plan. The Board will review and take action on these priorities and objectives with suggested strategies. The Work Plan will be a standing agenda item for ongoing Board discussion and review.

The Board will hold discussion on and identify outcomes for the following four categories from the 2023 Board of Library Trustees Work Plan Draft: Alternative Funding, Communications, Board Development, and Strategic Plan.

Alternative Funding - Research into Alternative Funding options is in progress, to be reviewed with City Manager's Office.

Communications - Firstly, the Board will review and discuss the next steps for the Work Plan, including keeping City Council informed of Board activity, timing to add the Work Plan to the City Council Agenda, and whether Library staff may move forward with Work Plan items. Secondly, the Board will review and discuss City of Santa Clara Budget Approval scheduled for June 27th, 2023, and identify whether to recommend and approve potential communication to City Council regarding the Budget during two minute comment period at budget presentation.

Board Development - The Board will review and discuss integrating onboarding material in a Power Point New Trustee Handbook.

Strategic Plan - The Board will review and discuss outcomes for participation in and support of strategic planning project, including potential distribution avenues for the community survey, update on rounding up community members for focus groups and interviews, and discuss content

for a Report to Council.

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RECOMMENDATION

Approve and update 2023 Board of Library Trustees Work Plan to include outcomes and status updates.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Work Plan 2023 - Draft v4
2. Board of Library Trustees New Trustee Handbook - Draft

Board of Library Trustees Work Plan 2023 – Draft v4 (4/3/2023)

Priority	Category	Item	Comments	Status
1	Library Hours	Work as an organization to restore Library Hours to pre-pandemic levels (144 hours/week across all branches), including nights and weekends, budget permitting, by December 2023.		
2	Strategic Plan	Participate in and contribute to Santa Clara City Library Strategic Plan 2023, in conjunction with Fast Forward Libraries.		
3	Alternative Funding	<p>To reduce reliance on the City's General Fund, explore alternative funding support for Library Services.</p> <ol style="list-style-type: none"> 1. Explore alternative funding resources used by surrounding cities to support library services by Summer 2023. Request City Librarian to report back to the Board alternative funding strategies that were successful. 2. Research funding strategies and develop recommendations for Council by end of Calendar Year 2023. <ol style="list-style-type: none"> a. Ex: bond, join with other dept like Parks and Rec. b. Ex: Mitchell Park Library/community center (Palo Alto) <p>Explore feasibility of priorities and engage Santa Clara City Library Foundation and Friends in planning by December 2023.</p>		
4	Communications	<ol style="list-style-type: none"> 1. Develop a communications plan to garner interest and awareness of Board of Library Trustees and generate resident interest in participating on the Board. 2. Provide presentation to City Council by August 2023. <p>Complete letter and presentation to Council to about the library's operations and support for future service.</p>		
5	Board Development	Integrate new content for onboarding in a new trustee handbook by June 30, 2023.		
6	General Plan	<p>To explore the feasibility of incorporating a library services element in the City's General Plan.</p> <ol style="list-style-type: none"> 1. Through City Librarian, request that Community Development Department make a presentation to the Board on how the General Plan is developed by Fall 2023, the feasibility of including a Library Services element, and what that might look like. Review/get examples. Ex: Santa Monica. Bring examples of other Libraries that have been successful in gaining inclusion in General Plan. 2. Develop a plan for supporting this section with preliminary information and data from the Library's Strategic Plan and other library related resources by the end of Fiscal Year. 3. Through City Librarian, request that Community Development staff monitor and report to Board any Library elements in General Plan/Development 		

		<p>projects, and ensure Library inclusion in future developments, including but not limited to:</p> <ul style="list-style-type: none"> a. Patrick Henry b. Community Art Center c. Santa Clara Train Station Specific Plan d. Other future developments 		

Board of Library Trustees

New Trustee Handbook

DRAFT

Introduction to the Board of Library Trustees

The Board of Library Trustees (Board) is primarily responsible for the establishment, acceptance, and continued supervision of the public library program.

The Charter of the City of Santa prescribes several specific responsibilities of the Board. The Board

- a) Reviews and recommends and works with Library staff to make changes to by-laws, rules and regulations for the administration of the public library;
- b) Approves or disapproves the appointment of the City Librarian;
- c) Accepts donations into the library fund (subject to the approval of the City Council); and
- d) Contracts with other governmental agencies to render or receive library services (also subject to the approval of the City Council)

Function of the Board of Library Trustees

The Board is an advisory body, meaning that its function is primarily to provide advice and recommendations to library staff and the City Council. The City Librarian is responsible for day-to-day management of the library system and its staff. The interface between City staff and the Board is solely through the City Librarian. Although Board members are likely to meet other members of library staff, in no sense do Board members provide direction to library staff.

Duties of the Board of Library Trustees

The Board performs its duties in public meetings. Although the Board annually determines the precise time and location for its meetings for the following calendar year, in general the Board meets on the 1st Monday of the month at 6:00 pm and generally at the Central Park Library Boardroom at 2635 Homestead Road, although the Board's practice has been to schedule at least one meeting per year at both the Northside Library and at Mission Library.

Special meetings can also be called as necessary.

The Board recommends an annual calendar of meetings and an annual Workplan for City Council approval . The Board can also form subcommittees to perform designated tasks.

Additional Responsibilities of the Board of Library Trustees

Beyond those responsibilities specifically called out in the City Charter, the Board has taken on additional responsibilities, consistent with the need to advise the library system. These responsibilities ask the members to:

- Attend regularly scheduled meetings and special meetings if needed,
- Advocate for the library system, focusing primarily on local Santa Clara issues, but also for state and national library issues,
- Represent the library system in interactions with the public by accepting (and reporting) feedback from residents and providing information on library operations,
- Respond to City Council and City Librarian requests,
- Represent residents of Santa Clara and advise City Librarian of issues that residents have,
- Approve grants and donations to the library,
- Serve on Ad Hoc subcommittees as needed,
- To advise and engage in the development of the Library Strategic Plan and other plans and to support their implementation.
- Establish and approve library policy,
- Provide a liaison (one Board member) to the Santa Clara City Library Foundation and Friends (SCCLFF),
- Recruit potential Board members to ensure an applicant pool reflective of Santa Clara's diversity and user base,
- Be familiar and comply with the Brown Act and the ethical obligations imposed by state and City codes and
- Maintain and monitor Work Plan and if needed, add items to it.

Opportunities to Support the Library

In addition, there are many opportunities as a Board member to learn and support the library system:

- Attend library programs,
- Participate in personal development and training opportunities, e.g., conferences, workshops and training sessions and
- Participate to the extent possible in SCCLFF fundraisers (e.g., end of year appeal, Annual Gala)

Roles on the Board of Library Trustees

Annually the Board elects a Chair and Vice-chair. The primary responsibilities of the Chair are to meet with City Librarian to prepare the agenda for each meeting and to run the meeting. The Vice-chair performs these responsibilities in the Chair's absence.