



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, December 3, 2018

6:00 PM

Central Park Library - Board Room
2635 Homestead Road
Santa Clara, CA 95051

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.

1.A 18-1392 [Board of Library Trustees Minutes of November 5, 2018](#)

Recommendation: Approve November 5, 2018 meeting minutes.

PUBLIC PRESENTATIONS

This portion of the meeting is reserved for persons to address the Board of Library Trustees on any matter on the agenda. The law does not permit the Board of Library Trustees action on, or extended discussion of, any item not on the agenda except under special circumstances. Commissioners or the staff liaison may briefly respond to statements made or questions posed and may request staff to report back at a subsequent meeting. Please limit your remarks to 3 minutes.

GENERAL BUSINESS

2 18-1520 [Preparation for Informational Joint Dinner Meeting with City Council on February 5, 2019](#)

Recommendation: There is no staff recommendation for this issue.

STAFF REPORT

18-1341 [Discuss Capital Improvement Project for Public Meeting Space at Central Park Library](#)

18-1482 [Staff Report: Library Reports and Updates](#)

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to February 4, 2019, at 6:00 PM.



City of Santa Clara

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

Agenda Report

18-1392

Agenda Date: 12/3/2018

SUBJECT

Board of Library Trustees Minutes of November 5, 2018

RECOMMENDATION

Approve November 5, 2018 meeting minutes.



City of Santa Clara

Meeting Minutes

Board of Library Trustees

11/05/2018

6:00 PM

Northside Branch Library - Community Room
695 Moreland Way
Santa Clara, CA 95054

CALL TO ORDER AND ROLL CALL

Chair Kyo called the meeting to order at 6:02 PM.

Present 5 - Vice-Chair Leonne Broughman, Trustee Jan Hintermeister, Trustee Stephen Ricossa, Chair David Kyo, and Trustee Debbie Tryforos

CONSENT CALENDAR

1.A [18-1342](#) Board of Library Trustees Minutes of October 1, 2018

Recommendation: Approve October 1, 2018 meeting minutes.

A motion was made by Vice-Chair Broughman, seconded by Trustee Hintermeister to approve Staff Recommendation.

Aye: 5 - Vice-Chair Broughman, Trustee Hintermeister, Trustee Ricossa, Chair Kyo, and Trustee Tryforos

PUBLIC PRESENTATIONS

Kate Degelau-Pierce, Associate Executive Director (Library Foundation and Friends) gave an update on Foundation activities.

Ms. Degelau-Pierce distributed flyers for Librarypalooza's Bollywood Nights 2019, to be held on February 2, 2019.

[18-1521](#) Public Presentation

GENERAL BUSINESS

- 2 [18-1238](#) Preparation for Informational Joint Dinner Meeting with City Council on February 5, 2019

Recommendation: There is no staff recommendation for this issue.

Board discussed potential topics, electronic presentation materials, process and timeline. **Trustee Hintermeister** gave a verbal report and distributed printed information on the Tasman East Project. **Vice-Chair Broughman** will check on status of Tasman East Project. **City Librarian** will send a copy of ordinances from other cities and **Assistant City Librarian** will send library data from latest State Report to the Board. Board can submit questions for **Director of Community Development, Andrew Crabtree**, through **City Librarian**.

Board requested that further preparation for the February 5, 2019 meeting with Council is referred to the December 5, 2019 Board meeting.

STAFF REPORT

[18-1101](#)

Staff Report: Library Reports and Updates

City Librarian and **Assistant City Librarian** gave a verbal report and an electronic presentation on activities and issues having an impact on the Library.

Assistant City Librarian advised that staff will be soliciting feedback from the Board on the FY2018-19 Capital Improvement Project for public meeting space at the Central Park Library. Staff will prepare an agenda report for Board discussion at the December 3, 2018 Board meeting.

TRUSTEES REPORT

Trustee Tryforos shared her background and interest in being a Library Trustee.

ADJOURNMENT

The meeting was adjourned at 7:30 PM.

A motion was made by Vice-Chair Broughman, seconded by Chair Kyo to adjourn the meeting.

Aye: 5 - Vice-Chair Broughman, Trustee Hintermeister, Trustee Ricossa, Chair Kyo, and Trustee Tryforos

The Board of Library Trustees Meeting is adjourned to December 3, 2018, at 6:00 p.m.



City of Santa Clara

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

Agenda Report

18-1520

Agenda Date: 12/3/2018

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Preparation for Informational Joint Dinner Meeting with City Council on February 5, 2019

BACKGROUND

On July 19, 2016, the City Council approved publicly noticed joint dinner meetings in an effort to increase communication between City Council and City Board, Committees, and Commissions. As a continued commitment to enhance communication with board, committees, and commissions, the City Council will meet with Board and Commissions for regular updates.

The Board of Library Trustees will provide the City Council with an update on current and potential future activities.

DISCUSSION

Pursuant to the Board of Library Trustees request during the Board meeting on November 5, 2018, further discussion in preparation for the February 5, 2019 informational joint dinner meeting with Council was referred to the December 3, 2018 meeting. Director of Community Development, Andrew Crabtree, will be in attendance to provide information and respond to Board inquiries regarding the City's planning process.

PUBLIC CONTACT

Public contact was made by posting the Board 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

There is no staff recommendation for this issue.

Approved by: Hilary Keith, City Librarian



Agenda Report

18-1341

Agenda Date: 12/3/2018

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discuss Capital Improvement Project for Public Meeting Space at Central Park Library

BACKGROUND

The Library has two large community meeting rooms, three study rooms and two board rooms that are in constant demand by the public, City staff, and partnering organizations, and the current meeting space is inadequate to meet demand. The FY 2018/19 Capital Improvement Project budget included funding of \$220,000 for converting underutilized Library staff space at the Central Park Library to publicly accessible space and meeting rooms. This project supports the City Council goal of delivering and enhancing high quality efficient services and infrastructure.

DISCUSSION

Staff is soliciting input from several sources to aid in the development of the Scope of Work for the competitive bidding process. Outreach efforts will include public focus groups, Board of Library Trustees, and the Library Management Team. Tonight's meeting is to gather feedback from the Board on ideas, opportunities and priorities for public meeting spaces at the Central Park Library.

PUBLIC CONTACT

Public contact was made by posting the Board 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.

Approved by: Hilary Keith, City Librarian



City of Santa Clara

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

Agenda Report

18-1482

Agenda Date: 12/3/2018

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Staff Report: Library Reports and Updates

BACKGROUND

As a regular part of the monthly Board meetings, Staff will provide information on activities and issues having an impact on the library.

DISCUSSION

The City Librarian will report and update the Board on current and upcoming library activities. Staff will also share a presentation on events held at the library in the previous month and review the attached monthly report.

PUBLIC CONTACT

Public contact was made by posting the Board 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.

Approved by: Hilary Keith, City Librarian

ATTACHMENTS

1. Monthly Report: October 2018

