



# City of Santa Clara

## Meeting Agenda

### Board of Library Trustees

**Monday, September 14, 2020**

**6:00 PM**

**Central Park Library, Board  
Room, 2635 Homestead Rd.  
Santa Clara, CA 95051**

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

Via Zoom:

- <https://santaclaraca.zoom.us/j/91850194151>

Meeting ID: 918 5019 4151 or

- 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**

#### **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 20-856** Board of Library Trustees Minutes of March 2, 2020  
**Recommendation:** Approve March 2, 2020 meeting minutes.

- 2.A 20-866** Board of Library Trustees Minutes of March 9, 2020  
**Recommendation:** Approve March 9, 2020 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. Trustees 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**

#### **STAFF REPORT**

- 20-864** [Verbal Update from the City Manager on the Recruitment Process for the City Librarian \(Council Pillar: Enhance Community Engagement and Transparency\)](#)  
**Recommendation:** There is no staff recommendation.
- 20-865** [Staff Report: Library Reports and Updates \(Council Pillar: Enhance Community Engagement and Transparency\)](#)

#### **TRUSTEES REPORT**

#### **ADJOURNMENT**

*The Board of Library Trustees Meeting is adjourned to October 4, 2020, at 6:00 PM.*



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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03/02/2020

6:00 PM

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

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#### CALL TO ORDER AND ROLL CALL

**Chair Broughman** called the meeting to order at 6:05 PM.

A motion was made by **Trustee Hintermeister** seconded by **Trustee Ricossa** to excuse **Trustee Tryforos**.

**Aye:** 3 - Broughman, Hintermeister, and Ricossa

**Excused:** 1 - Tryforos

**Absent:** 1 - Briefman

#### CONSENT CALENDAR

A motion was made by **Trustee Hintermeister** seconded by **Trustee Ricossa** to approve Staff Recommendation.

**Aye:** 3 - Chair Broughman, Member Hintermeister, and Member Ricossa

**Excused:** 1 - Vice Chair Tryforos

**Absent:** 1 - Member Briefman

**1.A**     **20-1436**     Board of Library Trustees Minutes of February 3, 2020

**Recommendation:** Approve February 3, 2020 meeting minutes.

**1.B**     [20-281](#)     Action on California Library Services Act Funds from Pacific Library Partnership

**Recommendation:** Recommend to City Council to accept the California Library Services Act funds from Pacific Library Partnership.

#### PUBLIC PRESENTATIONS

**JoAnn Davis, Executive Director (Library Foundation and Friends)** gave an update on Foundation activities

#### GENERAL BUSINESS

- 2      [20-284](#)      Preparation for Informational Joint Dinner Meeting with City Council on March 31, 2020

**Recommendation:** There is no staff recommendation for this issue.

The Board discussed topics and assignments for the upcoming Joint Dinner Meeting with City Council. Topics included a report on library achievements, review of the worklist, potential upcoming projects, increasing Library hours, conduct public outreach sensing sessions, promoting arts and cultural activities, and revisiting library services for planned developments in the City.

### **STAFF REPORT**

- 20-115**      Review and Update Worklist

City Librarian, Hilary Keith, and Assistant City Librarian gave updates on the worklist.

Staff Report: Library Reports and Updates

- 20-286**      City Librarian, Hilary Keith, and Assistant City Librarian, Paul Sims, gave updates on library activities, programs and statistics.

### **TRUSTEES REPORT**

### **ADJOURNMENT**

The Board of Library Trustees Meeting is adjourned to April 6, 2020 at 6:00 PM.



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

03/09/2020

3:30PM

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

#### Special Meeting

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 Chairperson calls for a Special Meeting of the Board of Library Trustees to commence and convene on March 9, 2020, at 3:30 PM for a Special Meeting in the Board Room located in the Central Park Library, 2635 Homestead Road, Santa Clara, California, to consider the following matter(s) and to potentially take action with respect to them.

#### 3:30 PM BOARD SPECIAL MEETING

#### CALL TO ORDER AND ROLL CALL

Vice Chair **Leonne Broughman** called the meeting to order at 3:29 p.m.

**Present** 3 - Chair Leonne Broughman, Member Jan Hintermeister, and Member Stephen Ricossa

**Absent** 2 - Vice Chair Debbie Tryforos, and Member Joshua Briefman

#### PUBLIC PRESENTATIONS

None.

#### GENERAL BUSINESS

- 1 [20-331](#) Verbal Report from the City Manager on the Recruitment Process for the City Librarian (Council Pillar: Enhance Community Engagement and Transparency)

**Recommendation:** There is no staff recommendation.

**City Manager Deanna J. Santana** gave a presentation on the process for the City Librarian Recruitment. The Board was updated on the recruiter, recruitment period, tentative candidate interview timeline and tentative appointment date. The Board also discussed recruitment questions for the interview process.

- 2      [20-344](#)      Discussion and Recommendation on Desired Attributes and Community Priorities for the Next City Librarian (Council Pillar: Enhance Community Engagement and Transparency)

**Recommendation:** There is no staff recommendation.

**City Manager Deanna J. Santana** lead a discussion on desired attributes and community priorities for the next City Librarian. The Board discussed that they would want the new City Librarian to embrace innovation, implement new programs, be open to new ideas and stay on trends. Some desired attributes would be that the new City Librarian comes from a multi-branch system, has experience working with a Board/Committee and has experience in emergency situations.

### **ADJOURNMENT**

**Board Member Stephen Ricossa** adjourned the meeting at 3:58 p.m. with a second by **Board Member Jan Hintermeister**.

The Board of Trustees Meeting is adjourned to April 6, 2020, at 6:00 PM.



## Agenda Report

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20-865

Agenda Date: 9/14/2020

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Staff Report: Library Reports and Updates (Council Pillar: Enhance Community Engagement and Transparency)

#### **BACKGROUND**

As a regular part of Board of Library Trustees 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 verbally update on activities and events at the library in the previous months.

#### **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) <<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

## Agenda Report

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20-864

Agenda Date: 9/14/2020

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Verbal Update from the City Manager on the Recruitment Process for the City Librarian (Council Pillar: Enhance Community Engagement and Transparency)

#### **BACKGROUND**

City Librarian Hilary Keith has announced her intention to retire effective September 2020.

#### **DISCUSSION**

The purpose of this item will be for the City Manager to provide an update to the Board of Library Trustees on the recruitment process to select the next City Librarian.

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#### **RECOMMENDATION**

There is no staff recommendation.

Approved by: Cynthia Bojorquez, Assistant City Manager