



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, February 1, 2021

6:00 PM

Virtual Meeting

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.
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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.

1.A 21-102 [Board of Library Trustee Minutes of December 7, 2020](#)

Recommendation: Approve December 7, 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**2. 21-144** [Presentation by the President of the Santa Clara County Historical and Genealogy Society, Linda Sanders.](#)

Recommendation: There is no staff recommendation.

STAFF REPORT**21-185** [Staff Report: Library Reports and Updates \(Council Pillar: Enhance Community Engagement and Transparency\)](#)

Recommendation: Note and file the monthly update on Library activities.

COMMISSIONERS REPORT**ADJOURNMENT**

The Board of Library Trustees Meeting is adjourned to March 1, 2021, at 6:00 PM.

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.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

21-102

Agenda Date: 2/1/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Board of Library Trustee Minutes of December 7, 2020

RECOMMENDATION

Approve December 7, 2020 meeting minutes.



City of Santa Clara

Meeting Minutes

Board of Library Trustees

12/07/2020

6:00 PM

Virtual Meeting

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CALL TO ORDER AND ROLL CALL

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

Present 4 - Trustee Leonne Broughman, Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, and Chair Stephen Ricossa

Absent 1 - Trustee Joshua Briefman

CONSENT CALENDAR

1. [20-846](#) Board of Library Trustees Minutes of November 2, 2020

Recommendation: Approve November 2, 2020 meeting minutes.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister to approve staff recommendation.

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

Absent: 1 - Trustee Briefman

PUBLIC PRESENTATIONS

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

GENERAL BUSINESS

2. [20-1177](#) Action to Recommend to Council the FY 2020/21 California Library Literacy Services Grant Award and Related Budget Amendment

Recommendation: Recommend to City Council to accept the total California Library Literacy Services grant award of \$78,924 for Read Santa Clara and approve a FY 2020/21 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$38,924 and increase the FY 2020/21 Adult Literacy Program appropriation by \$38,924.

Acting City Librarian Bojorquez gave a brief overview of grant appropriation.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister to approve staff recommendation.

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

Absent: 1 - Trustee Briefman

3. [20-1275](#) Discussion and Recommendation on Desired Attributes and Community Priorities for the Next City Librarian

Recommendation: Review and discuss additional attributes and desired characteristics of the next City Librarian for recommendation to the City Manager.

The Board would like the new City Librarian to have experience with multi-branch libraries with successful innovative programs. They would like to see a strategic thinker with experience in long term planning.

President of the Santa Clara County Historical and Genealogical Society, **Linda Sanders**, requested the new City Librarian show an interest in supporting the Genealogy and Historical Society. The Board agreed to add this to the list of desired attributes.

The Board requested the new City Librarian maintain the same level of library services with the growing population and new developments. They would also like the new City Librarian to address the needs of the cities diverse community. The Board requested the new City Librarian be a mentor to new employees, recognizing and encouraging staff innovation.

The Board requested to view a draft of the City Librarian job qualifications and that a Board Member be allowed to be a part of the City Librarian selection committee.

Acting City Librarian, Bojorquez informed the Board that their input would be relayed to the City Manager.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos to approve staff recommendation.

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

Absent: 1 - Trustee Briefman

STAFF REPORT

4. **Verbal Report from the City Librarian regarding Library Activities**

Acting City Librarian Bojorquez gave an update on Library activities and programs including the Library closure due to COVID-19.

COMMISSIONERS REPORT

The Board invited **Linda Sanders, President** of the Santa Clara County Historical and Genealogy Society to speak at the next Board Meeting. The Board would like to note the third consecutive unexcused absence of **Trustee Briefman**.

ADJOURNMENT

The meeting was adjourned at 7:15 PM.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister to adjourn the meeting.

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

Absent: 1 - Trustee Briefman



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Agenda Report

21-144

Agenda Date: 2/1/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Presentation by the President of the Santa Clara County Historical and Genealogy Society, Linda Sanders.

RECOMMENDATION

There is no staff recommendation.



Agenda Report

21-185

Agenda Date: 2/1/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Verbal Report on Library Programs and Activities (Council Pillar: Enhance Community Engagement and Transparency)

BACKGROUND

To help the Board of Library Trustees keep apprised of issues affecting the Library, staff will provide a recap of the previous month's activities as well as an overview of upcoming activities for the following month.

DISCUSSION

At the February Board of Library Trustees meeting, Library staff will provide an update on current and upcoming library activities and programming.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA guidelines section 15378(b)(5) in that it is a governmental, organizational or administrative active that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact associated with this action.

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

Note and file the monthly update on Library activities.

Approved by: Cynthia Bojorquez, Acting City Librarian