



# City of Santa Clara

## Meeting Agenda

### Board of Library Trustees

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**Monday, April 5, 2021**

**6:00 PM**

**Virtual Meeting**

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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:

o <https://zoom.us/j/96309770871>

Webinar ID: 963 0977 0871 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.
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- 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      21-486      [Board of Library Trustee Minutes of March 1, 2021](#)**

**Recommendation:** Approve March 1, 2021 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      21-488      [Informational Report on the Recruitment Process for the City Librarian Position](#)

**Recommendation:** This item is for information only; no action is required at this time.

- 3      21-516      [Discussion of Potential Interview Topics for City Librarian Recruitment](#)

**Recommendation:** Review and discuss potential interview topics to be forwarded to the City Manager for consideration.

**STAFF REPORT**

- 4      21-517      [Verbal Report on Library Programs and Activities](#)

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

**TRUSTEES REPORT****ADJOURNMENT**

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

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## Agenda Report

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21-486

Agenda Date: 4/5/2021

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Board of Library Trustee Minutes of March 1, 2021

#### **RECOMMENDATION**

Approve March 1, 2021 meeting minutes

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting City Librarian



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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03/01/2021

6:00 PM

Virtual Meeting

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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:

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#### **CALL TO ORDER AND ROLL CALL**

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

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

#### **CONSENT CALENDAR**

- 1.A [21-305](#) Action on the Meeting Minutes of December 7, 2020

**Recommendation:** Approve the Meeting Minutes of December 7, 2020.

**A motion was made by Trustee Hintermeister, seconded by Trustee Tryforos, to approve the meeting minutes of December 7, 2020.**

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

- 1.B [21-340](#) Board of Library Trustees Minutes of February 8, 2021

**Recommendation:** Approve February 8, 2021 meeting minutes.

**A motion was made by Trustee Broughman, seconded by Trustee Tryforos, to approve the meeting minutes of February 8, 2020.**

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

## **PUBLIC PRESENTATIONS**

None.

## **GENERAL BUSINESS**

## **STAFF REPORT**

2. [21-346](#) Informational Report on the Recruitment Process for the City Librarian Position

**Recommendation:** This item is for information only; no action is required at this time.

**Acting City Librarian Bojorquez** described the City Librarian recruitment process to the **Board of Library Trustees (the Board)**. A timeline of that process was provided. A draft of the City Librarian recruitment brochure was shared with **the Board**. The brochure includes the desired attributes discussed and recommended by **the Board** in the March 9, 2020 and November 2, 2020 meetings.

**Trustee Broughman** asked to hear feedback from Library staff about the recruitment brochure and desired attributes of the new City Librarian. **Acting City Librarian Bojorquez** noted the recruitment brochure was shared with staff for their feedback. Comments from Library staff about the new City Librarian position will be provided to **the Board** during the April 5, 2021 meeting.

At the April 5, 2021 meeting, **the Board** is asked to provide potential areas of interest for upcoming panel interviews of City Librarian candidates. The potential questions suggested by **the Board** during the March 9, 2020 meeting can be reiterated at that time.

**Chair Ricossa** noted that all the attributes proposed by the Board were described as "desired" rather than "required" in the recruitment brochure. This was confirmed by **Director of Human Resources, Aracely Azevedo**.

**Trustee Broughman** asked if the requirement for a Masters Degree in Information and Library Science was removed for all librarian positions in the Santa Clara City Library. **Director of Human Resources Azevedo** will return with the requested information during the April 5, 2021 meeting.

**Acting City Librarian Bojorquez** described the process through which the City Librarian classification was changed and unanimously passed by the **City Council** last year.

**Vice Chair Hintermeister** noted the brochure captured the desired attributes the Board had asked for, but did not specify many requirements. **Director of Human Resources Azevedo** explained how required and desired attributes would be considered during the interview process.

**Trustee Broughman** recalled past City Librarian recruitments having more specific requirements.

**Acting City Librarian Bojorquez** noted the **City Manager, Deanna Santana**, will consider including **Chair Ricossa** on the panel for City Librarian candidate interviews.

**Chair Ricossa** asked that a discussion of interview questions to be added to the April 5, 2021 agenda.

**Public Speaker(s):** Teresa O'Neill

3. [21-361](#) Verbal Report on Library Programs and Activities

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

**Acting City Librarian Bojorquez** presented information regarding library staff, upcoming programs and other items of interest. The update included information regarding staff eligibility for COVID-19 vaccinations, a recap of the Library's current reopening activities, and information on the City's budget rebalancing proposals.

### **TRUSTEES REPORT**

**Vice Chair Hintermeister** would like to be aware of major development projects in the City to explore opportunities for expanding library and cultural services.

**Acting City Librarian Bojorquez** informed the Board they could develop a one-page policy paper for City project coordinators to communicate **the Board's** interest. The project coordinators can advise the appropriate place and time for input. **Vice Chair Hintermeister** would like to see examples of similar documents. **Acting City Librarian Bojorquez** will research the process for **the Board** to more involved in upcoming developments and report back at the April 5, 2020 meeting.

**Chair Ricossa** voiced the need for the City to have a Library Master Plan. **Trustee Broughman** noted that previous conversations about the Master Plan resulted in previous City Librarian, **Hilary Keith**, being included in development meetings.

### **ADJOURNMENT**

The meeting was adjourned at 7:32 PM.

The Board of Library Trustees Meeting is adjourned to April 5, 2021



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## Agenda Report

21-488

Agenda Date: 4/5/2021

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Informational Report on the Recruitment Process for the City Librarian Position

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

In September 2020, the former City Librarian retired and Assistant City Manager Cynthia Bojorquez was appointed to serve as Acting City Librarian to assist with the daily oversight of the Library during COVID-19 pending the completion of a recruitment.

The Administration has retained Teri Black & Company to conduct a nationwide executive search for a new City Librarian. The recruitment opened on March 23, 2021 and will close on April 18, 2021.

At the February 8, 2021 Board of Library Trustees meeting, it was requested that staff provide regular updates on the recruitment process until the position is filled. This report is the second update to the Board of Library Trustees.

#### **DISCUSSION**

During the March 1, 2021 meeting, Acting City Librarian Cynthia Bojorquez shared the final text of a recruitment brochure Teri Black and Co. will be distributing to potential City Librarian candidates. Library staff feedback on the brochure and desired qualities of the new City Librarian were being gathered at that time. Acting City Librarian Bojorquez will share that feedback with the Board of Library Trustees.

Additional information on the status of the recruitment will be provided.

#### **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) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

#### **RECOMMENDATION**

This item is for information only; no action is required at this time.

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting City Librarian





## Agenda Report

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21-516

Agenda Date: 4/5/2021

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Discussion of Potential Interview Topics for City Librarian Recruitment

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

During the March 1, 2021 meeting of the Board of Library Trustees, Acting City Librarian Cynthia Bojorquez gave an update on the recruitment process of the new City Librarian. The Board of Library Trustees was invited to identify potential areas of interest that could be used in the development of interview questions related to the City Librarian recruitment. Board of Library Trustees Chair, Stephen Ricossa, asked that the meeting agenda for April 5, 2021 include an item for the discussion of possible interview topics for City Librarian candidates.

#### **DISCUSSION**

The purpose of this item will be for the Board of Library Trustees to review and discuss the types of questions the Board would like to forward for consideration.

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#### **RECOMMENDATION**

Review and discuss potential interview topics to be forwarded to the City Manager for consideration.

Reviewed by: Justin Wasterlain

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting City Librarian



## Agenda Report

21-517

Agenda Date: 4/5/2021

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### 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 April 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.

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#### **RECOMMENDATION**

Note and file the monthly update on Library activities.

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting City Librarian