



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, May 3, 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:

- 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.
- Identify yourself by name before speaking on an item.
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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 21-640 [Board of Library Trustees Minutes of April 5, 2021](#)

Recommendation: Approve April 5, 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**STAFF REPORT**

- 2 21-669 [Presentation on the City Plaza Park Gazebo Enhancement Project](#)

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

- 3 21-645 [Youth Services Verbal Report on El Día Del Niño Programs](#)

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

- 4 21-641 [Verbal Report on the Recruitment Process for the City Librarian Position](#)

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

- 5 21-658 [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.

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."

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City of Santa Clara

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Agenda Report

21-640

Agenda Date: 5/3/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Board of Library Trustees Minutes of April 5, 2021

RECOMMENDATION

Approve April 5, 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

04/05/2021

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:

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CALL TO ORDER AND ROLL CALL

Chair Ricossa called the meeting to order at 6:01pm

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

CONSENT CALENDAR

- 1 [21-486](#) Board of Library Trustee Minutes of March 1, 2021

Recommendation: Approve March 1, 2021 meeting minutes

Vice Chair Hintermeister inquired how public comment is summarized in minutes. **Deputy City Clerk Dhadli** informed **the Board of Library Trustees (the Board)** that the City Clerk's practice is to use action minutes that note a comment was made by a public individual, but the comment is not summarized.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, that the minutes of the March 1, 2021 meeting be approved.

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

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director (Library Foundation and Friends) gave an update on Foundation and Friends activities. The Foundation and Friends has tentative plans to reopen their bookstore in the Central Park Library on May 3, 2021. COVID-19 protocols, staffing, and hours of operation for the bookstore are still being developed.

The Foundation and Friends will be providing books for three "little free libraries" the Santa Clara Fire Department is installing at Fire Stations 1, 5 and 7.

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.

Acting City Librarian Bojorquez informed **the Board** the new City Librarian recruitment began on March 22, 2021 and would end on April 18, 2021. At the time of the meeting, 11 applications had already been received. The executive recruiter, **Teri Black**, will screen the applications and provide the City with a list of qualified candidates.

Vice Chair Hintermeister would like to receive information about what materials will be presented to **the Board** and what decision **the Board** will be asked to make before the **City Manager** presents a City Librarian candidate for approval. **Acting City Librarian Bojorquez** will work with the executive recruiter to provide this information.

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.

Vice Chair Hintermeister provided a list of questions he would like to be considered for the interview panel of the City Librarian. **Acting City Librarian Bojorquez** presented potential interview questions that were drafted by **the Board** during the March 9, 2020 meeting. **The Board** added additional questions. The questions were as follows:

- Have you worked closely with a library board and/or a foundation in a recent library position?
- How would you work with a board or library commission to achieve your goals?
- Describe your approach to estimating needs for capital or library services improvements, up to and including facility planning.
- What is your experience with proposing planning for major facilities upgrades?
- Have you dealt directly with providing library services to a diverse community? What has worked and what has not?
- Name three basic experiences or attributes that lead you to believe you are ready to lead a library system like Santa Clara.
- What criteria do you use to measure the success of a library system in a community?
- What have you done with data to evaluate library performance?
- What qualities do you look for when hiring key library staff members, beyond technical proficiency?
- Have you made continuing education of staff a priority? Please quantify.
- How do you keep up with modern library trends in both materials and programming?
- What is your collection philosophy?
- How do you manage hiring and mentoring new hires for staff level librarians and other staff?

- Given staffing gaps, how would you address staff development?
- How would you manage staffing gaps?
- How would you manage training and development?
- What services could be provided during a library shutdown?
- What is your experience with strategic planning? Give examples.
- Our City Library is in the Silicon Valley, but operations are traditional. How can we be a gold star library of the 90s?
- How do you plan library capacity in relation to community growth?
- How do you plan to maintain a leadership role in the County?
- What is your management style?
- How do you manage organizational change and external change?
- How do you balance needs for budget and programming between main libraries and branch libraries?
- How do you show interest and support for history and genealogy?

Acting City Librarian Bojorquez explained confidential nature of the recruitment process and the limitations of information that can be discussed. The specific questions being asked in the interview panel and the names of the candidates are considered confidential.

Acting City Librarian Bojorquez discussed possible formats of the interview panel and the limited scope in which a panel interviewer can ask questions.

Acting City Librarian Bojorquez presented the results of a staff survey on the desired qualities of the new City Librarian.

Public comment: **Jonathon Evans** and **Linda Sanders**

STAFF REPORT

STAFF REPORT

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

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

Acting City Librarian Bojorquez presented updates on the following Library activities:

- The Mission Branch Library and Northside Branch Library reopened for limited in-person services on April 5, 2021;
- National Library Week activities happening between April 4, 2021 - April 10, 2021;
- All three Library locations would offer limited computer and printing services starting April 19, 2021;
- The Stanford Blood Center conducted a mobile blood drive on April 2, 2021 at the Northside Branch Library;
- A 40kw roof mounted photovoltaic system will be installed at the Northside Branch Library in late April. It is anticipated to be completed in early summer;
- The Library and Santa Clara City Library Foundation and Friends are working to support the Fire Department's three "little free libraries;"

An email from the Friends of the San Francisco Library was shared with **the Board** by the request of **Trustee Broughman**.

Acting City Librarian Bojorquez presented a list of current staff vacancies and the status of their recruitments.

Acting City Librarian Bojorquez discussed a survey comparing the required qualifications for Library Directors by other local libraries.

Trustee Hintermeister revisited creating a one-page policy document to help the Board advocate for Library services when the City is planning new developments. **Acting City Librarian Bojorquez** will speak with **Director of Community Development, Andrew Crabtree**, to provide guidance to the Board in this matter.

TRUSTEES REPORT

Trustee Broughman inquired about the status of the heating, ventilation and air conditioning (HVAC) system at Central Park Library. **Acting City Librarian Bojorquez** discussed some of the current capital improvement projects that have been prioritized.

ADJOURNMENT

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, that the meeting be adjourned at 7:34pm.

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

The Board of Library Trustees Meeting is adjourned to May 3, 2021.

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Agenda Report

21-669

Agenda Date: 5/3/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Presentation on the City Plaza Park Gazebo Enhancement Project

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

In 2018, the City received initial public input on opportunities to improve the gazebo as part of the Project for Public Spaces (PPS) placemaking workshops. In response to the PPS recommendations, the City developed a project scope and allocated funding to improve the gazebo and its connection with the Mission Branch Library, while providing an additional activity space and meeting Americans with Disabilities Act (ADA) accessibility requirements.

The City Plaza Park Gazebo Enhancement Project (853 Lexington Street) will:

- Strengthen the connection and access between the Mission Branch Library and the gazebo;
- Provide additional space for outdoor recreation classes & activities; and,
- Refresh the appearance of gazebo.

Project funding in the total amount of \$200,000 is available through the City's approved Capital Improvement Project (CIP) budget. The City is seeking community input on the two options developed by the landscape architect.

DISCUSSION

The Parks & Recreation Department has asked for public feedback on two proposed options for the City Plaza Gazebo Enhancement Project. Staff will discuss the scope of these two options and inform the Board of Library Trustees about the public survey currently available. Once the department has compiled the public feedback and developed a preferred option, staff will return to the Board of Library Trustees for their final input. That input would then be included with public comment and forwarded to the Parks and Recreation Commission for their consideration and final recommendation to Council.

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

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

Reviewed by: Justin Wasterlain, Management Analyst

Reviewed by: James Teixeira, Director of Parks & Recreation

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



Agenda Report

21-645

Agenda Date: 5/3/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Youth Services Verbal Report on El Día Del Niño Programs

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

El Día del Niño, "Children's Day", is a celebration of children, families, and reading celebrated annually on April 30. "Children's Day" has been celebrated in many countries around the world officially since 1925.

After learning about Mexico's tradition of celebrating April 30 as El Día del Niño, children's book author Pat Mora helped create a new holiday in the United States emphasizing the importance of literacy for children of all linguistic and cultural backgrounds, linking families to diverse books, languages and cultures.

On March 16, 2021, the Youth Services Department was awarded a grant of \$1,500 from the California State Library's Early Learning With Families program to hold events celebrating Día del Niño.

DISCUSSION

At the May 3 Board of Library Trustees meeting, Youth Services Program Coordinator, Rachel Schmidt, will discuss the California State Library grant and provide a recap of the Department's programming for Día de los Niños.

PUBLIC CONTACT

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RECOMMENDATION

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

Reviewed by: Justin Wasterlain, Management Analyst

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



Agenda Report

21-641

Agenda Date: 5/3/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Verbal 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 closed 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 third update to the Board of Library Trustees.

DISCUSSION

Acting City Librarian Bojorquez will provide a verbal update on the status on the City Librarian recruitment.

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RECOMMENDATION

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

Reviewed by: Justin Wasterlain, Management Analyst

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



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Agenda Report

21-658

Agenda Date: 5/3/2021

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 May 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 discal 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