



City of Santa Clara

Call and Notice of Special Meeting

Board of Library Trustees

Monday, February 8, 2021

6:00 PM

Special Meeting - 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://zoom.us/j/97806600133>

Meeting ID: 978 0660 0133 or

Phone: 1(669) 900-9128

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 Chair calls for a Special Meeting of the Board of Library Trustees to commence and convene on February 8, at 6:00 PM for a Special Meeting held virtually via Zoom, to consider the following matter(s) and to potentially take action with respect to them.

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. **21-245** [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. **21-246** [Presentation by the President of the Santa Clara County Historical and Genealogical Society, Linda Sanders.](#)

Recommendation: There is no staff recommendation.

STAFF REPORT

3. **21-247** [Verbal Report on Library Programs and Activities \(Council Pillar: Enhance Community Engagement and Transparency\)](#)

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

TRUSTEES REPORT**ADJOURNMENT**

The next regular scheduled Board of Library Trustees Meeting is 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

21-245

Agenda Date: 2/8/2021

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

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:

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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 and support for genealogy and history. 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 see 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.

TRUSTEES REPORT

The Board invited **Linda Sanders, President** of the Santa Clara County Historical and Genealogical 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

21-246

Agenda Date: 2/8/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

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

RECOMMENDATION

There is no staff recommendation.



Agenda Report

21-247

Agenda Date: 2/8/2021

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 Special 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

Acting City Librarian's Monthly Report

January 2021

I. STAFFING

- **City Librarian** – Due to the fluid nature of Public Health Orders that have required the Library to continually adjust service delivery, the City Librarian recruitment has been postponed until there is greater stability. This will allow the Department to: 1) generate vacancy savings to help mitigate the economic impact of COVID-19 on the Library; 2) focus staff resources to support essential services such as food distribution and COVID testing; and 3) proceed with facility improvements such as termite remediation at the Mission Branch Library, HVAC and lighting as well as other electrical work related to the main panel at the Central Park Library. Additional details regarding the recent suspension of Library services, the shifting of resources and plans for re-opening are described in the sections below.
- **Library Technology Assistant** – This recruitment has been completed. A conditional offer has been made and the candidate is currently completing pre-employment activities with an anticipated start date in the month of February.
- **Program Coordinator, Adult Services** – The initial round of interviews has been completed and the recruitment is now proceeding to the final round. It is anticipated that this recruitment will be completed in the month of February.
- **Library Assistant II, Lorena Romero** – Lorena applied to, and was accepted into, the California Library Association's 2021 Leadership Challenge Program. This is a program that brings librarians from across the State to develop solutions to the issues important to their communities. Leadership Challenge teams will spend six months working together virtually to research an issue and potential solutions; identify existing or model programs and develop a toolkit, white paper or other report that can be used to drive future action. Lorena's proposed project relates to how to maintain equity of library services to communities disproportionately impacted by COVID-19. For more information about the Leadership Challenge program, please visit <https://claleadership.org/the-challenge/>. December was a milestone month for Lorena as she also completed her Masters Program in Library Science.
- **Library Assistant II, Nicole Jarvis** – Nicole was one of six City of Santa Clara employees who successfully obtained their bachelor's degree through the City's Working Scholars program in December. The Working Scholars is an online platform, offered at no cost to eligible City employees, designed to allow working adults to obtain their degrees
- **Librarian I, Rachel Hughes** – Rachel applied to, and was accepted into the California Leadership Association's "FY2020/21 Developing Leaders Co-hort". Based on a national leadership curriculum for libraries, archives and museums developed by the Library Leadership and Management Association (LLAMA). Rachel is one of 15 librarians selected throughout the State to participate in this program.

- **Program Coordinators Yu-Lan Chou (Technical Services), Rachel Schmidt (Youth Services) and Shanti Bhaskaran (Read Santa Clara** – This 3-member team applied to, and were accepted to participate in, a three-week course of inclusion and belonging. This online training program will be led by Multnomah County Library’s Equity and Inclusion Manager, Sonja Ervin. The training will focus on understanding historical barriers affecting people of color, building effective cultural humility and cross-cultural communications as well as strategies for dealing with implicit bias as well as taking effective actions by bystanders in response to micro-aggressions.

II. SHELTER IN PLACE CLOSURE

- On December 9, 2020, the State issued a Stay-At-Home Order due to the critical decline in ICU capacity. At that time, the Bay Area ICU capacity was below 14% and capacity was anticipated to decline further due to the upcoming holidays. In light of the State and Local Orders, the impact of COVID-19 on staffing capacity and a need to re-direct staff capacity to other essential City services such as food distribution programs, COVID testing and City call center operations, in-person Library services were temporarily suspended.
- During the closure, staff has utilized the time to weed, repair, re-shelve and relocate collections in the libraries. Due to a focus on curbside/appointment services, this work had been of secondary importance. The closure has allowed staff to reposition the library to deliver service more effectively when the Orders are lifted.
- In addition, staff is working on advancing on several facility maintenance projects that would otherwise be difficult to complete. Tenting of the Mission Library will be taking place to remediate termite issue and one of the sump pumps that failed and flooded the electrical room at Central Park Library has been repaired.
- During the closure, employees who could work remotely did so and greatly increased the Library’s virtual programming. A grant from the Library Foundation for a 1000-participant Zoom license provided the Library with a capacity to offer a wide array of virtual programming including Comic Con @ Home. The following is a snapshot of the Youth Services Virtual Programming in December:

Live Events	
Total Live Events Attendance	34,457
Total Number of Live Events	12
Total Children Videos	
Total Storytime Online Views	2139
Total Storytime Sing Along Views	0
Total Craft Time Views	0
Total Let’s Cook Views	229
Total Viernes Bilingüe Views	648
Total Turkish Storytime Views	0
Total Arabic Stories Views	359

Total Comic Con Views	46701
Total Live Program Recordings Views	8789
TOTAL CHILDREN VIDEO VIEWS	58865
TOTAL NUMBER OF CHILDREN VIDEOS	32

It is important to note that not only was attendance extremely high but attendees logged on from across the country and from around the world as well.

III. LIFTING OF THE ORDER - PHASED RE-OPENING PLAN

The following is a summary of the Library's plan to re-open. This plan aligns with the County's projections of returning to approximately 25% ICU capacity by the end of February. The phased re-opening of services will allow for the safe return and quarantine of materials, time to distribute the large number of holds that currently exist prior to accepting new holds and to allow the Library to restore the staffing capacity needed to support in-person services.

- **February 1** – Patrons may begin returning library materials to Central Park Library. The book drop will be open 24 hours/7 days a week. Please note: all returned items will be placed on a four-day quarantine before being checked in and there will be no overdue fees charged for items returned during this time.
- **February 9** – Bookmobile service to the branch libraries will resume. This appointment-based service will allow Library patrons to pick up items at the Mission Branch Library every Tuesday and at the Northside Branch Library every Thursday.
- **February 16** – Library patrons will be able to place new holds for library materials as well as book online appointments for our “by appointment only service at Central Park Library. This service is intended to serve those who may feel uncomfortable entering the building or who have special needs that make it difficult for them to stand in the lobby service line. This service is limited due to the concierge nature of the service but will be available for appointments every Monday, Tuesday, and Thursday from 10 a.m. to 2 p.m.
- **February 22** – By appointment services AND in-person lobby services will resume. Lobby service will be available Monday, Tuesday, Thursday, Friday, and Saturday from 10 a.m. to 2 p.m. The service will also be available in the early evening on Wednesdays from 3 p.m. - 7 p.m. With the return to in-person services, we will be focusing our phone service to align with in-person lobby services (Monday, Tuesday, Thursday, Friday, and Saturday 10 a.m. to 2 p.m.) with extended hours on Wednesday from 10 a.m. to 7 p.m.
- **It is important to note that the Library has not been immune from COVID.** Many staff have been working reduced hours in order to care for their families and/or have been required to isolate due to an exposure. This has impacted the Library's ability to maintain a stable workforce and required a focus on essential services. Most recently, the Library was notified that contractors (and/or their spouses) had tested positive for COVID. In an effort to be pro-active and in

consideration of the Library's plan to begin re-opening of services, Library staff was sent home and the facility was deep-cleaned. This is one of the reasons why the phased in approach to restoring services has been necessary.

IV. PROGRAMMING

- **Silicon Valley Reads** – The Library is pleased to be a part of the annual Silicon Valley Reads program. This year's theme is "Connecting" through relationships, art, music, books, nature, food and animals. The schedule for February and March includes author talks, panel discussions, educational events, demonstrations, performances, activities for students, story times, and a virtual art exhibit. The Santa Clara Library will be hosting its first event – a Global Dance Party - on Thursday, February 11 at 6:30 p.m. Presented by Mosaic Silicon Valley, in partnership with Silicon Valley Reads and the Santa Clara Library, the Dance Party will be an evening to shake off the effects of COVID-19 and connect through music and dance. Lessons in dances from around the world will take place from 6:30 pm to 7:00 pm with a dance party from 7:00 pm to 8:00 pm. For a complete schedule of events, please visit: <https://www.SiliconValleyReads.org>
- **Coding Programs** - At the end of January and throughout early February, Librarian Rachel Hughes will be hosting multiple Coding Programs for different age groups. Her first Basic Coding sessions were so successful that she had to open 5 more classes. Rachel hosted "Fostering the Love of Coding" which had 132 attendees. This program was geared towards parents who wish to spark the love of coding within their children. Library Assistant Bea Leija has relaunched the Girls Who Code Program at Mission Branch Library. This year's classes are being offered to all the students whose sessions were cut short due to COVID last year. Bea is working with a volunteer instructor, Zoey Yang (from Waymo – formerly Google's self-driving car company), to provide these classes.
- **Job and Career Programs** - Northside Library offered three Job and Career Programs in January/February focused on interviews and resumes, remote work, and a recruiter panel.
 - On January 11, the library hosted a micro-panel on "How to Find Your Dream Remote Job and Silicon Valley's TEXIT" with 327 attendees
 - On January 25, a webinar was held with Albert Qian, CEO of Albert's Job List and Referrals, on "Interviews and Resumes that Stand Out in 2021." There were 297 attendees for this program.
 - Northside's quarterly "All-Star Recruiter Panel" is scheduled for February 1. There are over 481 participants registered.
- **Zooming with Santa** – In December, 241 families were able to zoom with Santa to tell him what they want for the holidays. Each family was provided with keepsake photos of their time with Santa.