



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, November 1, 2021

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 21-9013, the Board of Library Trustees meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to have 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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CALL TO ORDER AND ROLL CALL

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.

CONSENT CALENDAR

1 21-1544 [Action on the Meeting Minutes of October 4, 2021](#)

Recommendation: Approve meeting minutes of October 4, 2021

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 21-1552 [Introduction of New Mission Branch Library Program Coordinator](#)

Recommendation: No recommendation for this item.

- 3 21-1553 [Review of Board of Library Trustees Long-Term Work Plan](#)

Recommendation: Evaluate, revise and update work plan items.

- 4 21-1557 [Board Development and Engagement](#)

Recommendation: No recommendation for this item.

- 5 21-1558 [City Librarian Report on Library Programs and Activities](#)

Recommendation: Note and file 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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Santa Clara, CA 95050
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Agenda Report

21-1544

Agenda Date: 11/1/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Meeting Minutes of October 4, 2021

COUNCIL PILLAR

Enhance Community Engagement and Transparency

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>>.

RECOMMENDATION

Approve meeting minutes of October 4, 2021

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Draft Board of Library Trustees Meeting Minutes 10-04-2021



City of Santa Clara

Meeting Minutes

Board of Library Trustees

10/04/2021

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 6:00 pm.

Present 5 - Trustee Leonne Broughman, Trustee Debbie Tryforos, Trustee Jan Hintermeister, Chair Stephen Ricossa, and Vice Chair Jonathon Evans

CONSENT CALENDAR

- 1 [21-1379](#) Action on the Meeting Minutes of September 13, 2021

Recommendation: Approve meeting minutes of September 13, 2021

A motion was made by Trustee Hintermeister, seconded by Trustee Tryforos, to approve the meeting minutes of September 13, 2021. The motion passed.

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

Abstained: 1 - Trustee Broughman

- 2 [21-1421](#) Action to accept appropriation of the FY 2021/22 California Library Literacy Services (CLLS) Grant Award for Read Santa Clara, the library's adult and family literacy program

Recommendation: Recommend to accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara and approve a FY 2021/22 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$91,026 and increase the FY 2021/22 Read Santa Clara appropriation by \$91,026.

Assistant City Manager Bojorquez shared statistics and information illustrating the work Read Santa Clara and their tutors accomplished in fiscal year 2020/2021.

Trustee Hintermeister and **Chair Ricossa** asked for clarification on the budget process related to this agenda item. **Assistant City Manager Bojorquez** noted the item's title erroneously included appropriation text. The agenda item is only to accept the awarding of funds, not to appropriate those funds.

Trustee Hintermeister suggested to modify a motion to read "recommend to accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara."

Vice Chair Evans inquired about the grant process and how the Library received more funding than expected this fiscal year. **Assistant City Manager Bojorquez** explained the California State Library was able to provide additional resources to programs across the State.

A motion was made by Trustee Broughman, and seconded with amended wording by Trustee Hintermeister, to recommend to accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara. The motion passed.

Aye: 5 - Trustee Broughman, Trustee Tryforos, Trustee Hintermeister, Chair Ricossa, and Vice Chair Evans

PUBLIC PRESENTATIONS

Santa Clara City Library Foundation and Friends Executive Director, JoAnn Davis, spoke of the Foundation's pop-up bookstore at the Westfield Valley Fair mall that occurred during September.

GENERAL BUSINESS

STAFF REPORT

3 [21-1428](#) Introduction of New City Librarian and Overview of Board Priorities

Recommendation: No recommendation for this item.

Assistant City Manager Bojorquez introduced **City Librarian Patty Wong** to the **Board of Library Trustees (the Board)**. **City Librarian Wong** invited trustees to share information about their priorities and reasons for joining the Board of Library Trustees.

Trustee Hintermeister voiced his appreciation of the work **Assistant City Manager Bojorquez** accomplished over the past year.

City Librarian Wong spoke of her experience working with library boards to help them develop and become more mission driven.

4 [21-1394](#) Library Bookmobile Update

Recommendation: No recommendation for this item

Senior Library Assistant and Bookmobile staff member, Cody Christiaens, provided a recap of Bookmobile services that occurred over the summer of 2021 and informed **the Board** of upcoming events.

Vice Chair Evans inquired which Bookmobile stops were the most popular and which stops reached people who otherwise would not have access to library services. **Senior Library Assistant Christiaens** noted that elementary school stops were the most heavily used and served many children who are not regularly able to go to library branches.

- 5 [21-1396](#) Overview and Preliminary Results of the Library's Restoration of Services Community Survey

Recommendation: No recommendation for this item

Management Analyst Justin Wasterlain presented the initial results of the Library's Restoration of Services Community Survey. The survey was open from September 13, 2021 through September 25, 2021 and collected information from 875 respondents about desired hours and programming.

Trustee Broughman shared a comment from a patron asking the Library to provide more after school hours. **Management Analyst Wasterlain** noted that other survey respondents voiced that opinion as well.

Trustee Hintermeister asked why the Library was not able to dramatically increase its hours. **Assistant City Manager Bojorquez** described how the City has prioritized COVID response services during the pandemic redirecting some Library staff and limiting their availability. **Assistant City Manager Bojorquez** related how the current efforts to fill staff vacancies will provide more ability to sustain additional services in upcoming months.

- 6 [21-1392](#) Verbal Report on Library Programs and Activities

Recommendation: Note and file monthly update on Library activities.

Assistant City Manager Bojorquez gave the Board a brief update of Library activities including:

- an update on the gazebo restoration project in City Plaza Park
- grants from the **Pacific Library Partnership** for "Check out and Code Kits" and the facilitation of equity, diversity and inclusion training
- a grant from **Kaiser Permanente** to increase staff capacity for providing services for people with disabilities through universal design and intentional program planning
- coordination of a photo with the **Board of Library Trustees** for the City calendar
- recruitments for two librarians and the Assistant City Librarian

TRUSTEES REPORT

Trustee Broughman asked for future agenda topics to include information about the partnership with the **Santa Clara County Historical and Genealogical Society** and opportunities to meet the Library's new staff members. Meeting dates for these agenda items are to be determined.

ADJOURNMENT

Trustee Broughman made a motion, seconded by Chair Ricossa, to adjourn the meeting in the memory of Irma LeBlanc. The motion passed.

Aye: 5 - Trustee Broughman, Trustee Tryforos, Trustee Hintermeister, Chair Ricossa, and Vice Chair Evans

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Agenda Report

21-1552

Agenda Date: 11/1/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Introduction of New Mission Branch Library Program Coordinator

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

During the August 2, 2021 Board of Library Trustees meeting, the Board asked to be made familiar with new staff. To fulfill this request, staff will be introduced to the Board periodically and given an opportunity to present on the activities of their divisions.

DISCUSSION

The Board of Library Trustees will be introduced to Adina Aguirre, the new Mission Branch Library Program Coordinator. Ms. Aguirre will discuss her background as a librarian and provide an update on recent activity at the Mission Branch Library.

PUBLIC CONTACT

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RECOMMENDATION

No recommendation for this item.

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Patty Wong, City Librarian



Agenda Report

21-1553

Agenda Date: 11/1/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Review of Board of Library Trustees Long-Term Work Plan

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees maintains a long-term work plan detailing the Board's goals and objectives. Under normal circumstances, this document is reviewed and updated on a regular basis. Due to irregularly held meetings and competing priorities during the COVID-19 pandemic, the long-term work plan has not been reviewed or updated since January 2020.

DISCUSSION

The Board of Library Trustees will evaluate its long-term work plan and remove or deprioritize items that are less relevant to the Board's current activities. Trustees will discuss new topics to be placed on the work plan and create action items for future meetings to explore them.

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RECOMMENDATION

Evaluate, revise and update work plan items.

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. 1-16-20 BOLT Work List

BOLT Work List - 1/16/20

Category	Item	Comments	Status
City North	<p>City North; Freedom Circle; Patrick Henry: New library near Northside (SVL or SJ) (KW) Developers to provide space (DD): Use City North process as template for approaching future Developments</p>	<p>Freedom Circle & City North Vision Plan: 8/27/19 Council Meeting. Council direction to staff to continue work on the project and return with more specific policies for density, building height, and traffic mitigation. At 12/10/19 Council Meeting: Patrick Henry Drive Specific Plan, Draft Notice of Prep. May include potential community space.</p>	Ongoing
General Plan	<p>General Plan: Library incorporation into General Plan Continue using numbers as an approach to planning (RC) Address future library needs as a function of increasing population</p>	<p>Hilary will reach out to CMO/Community Development during next General Plan update There is now more visibility for including library services, i.e. Central Park Improvement Plan</p>	Ongoing
Nexus Study	<p>Nexus Study enroute to possible infrastructure fee? (LG) Impact fees as a finance mechanism How can developers participate and help fund Examples of where library impact fees are being assessed; separate fees? Together with arts and parks? Other revenue considerations (LG)</p>	<p>Staff providing ongoing feedback to City Consultant 12/2: By next meeting, might hve more info on the study. Potential for bond measure</p>	Ongoing
Placemaking	<p>Placemaking at library spaces; Need for social infrastructure Define long-term goals for social Infrastructure Library system as virtual vs physical; future of libraries as virtual vs brick and mortar (LG) Café and pop-up spaces in parks adjoining libraries (DD) More bookmobiles (DD) Potential opportunities at 35-acres City Place site (KW)</p>	<p>April 2019: Picnic @ Mission; May 2019: Reviewed Draft Report & gave feedback to Community Development Dept. Awaiting final report 10/22/19 Council Meeting: Action on Direction to Proceed with Placemaking Activities for the Mission Branch Library Council approved implementation of Placemaking plan for Mission Branch Library and City Plaza Park at the 10/22/19 Council meeting. See 11/4/19 issue of City Hall News. Finance has an action to return with budget appropriation to improve Gazebo area in upcoming budget cycle. Potential Bloomberg grant for asphalt art</p>	Ongoing

BOLT Work List - 1/16/20

Category	Item	Comments	Status
Process Improvements	Community room fee structure and reservation system	<p>In development; limited launch on Study Rooms in August</p> <p>Initial meetings held with Finance and Parks & Recreation to streamline community room fee structure and policies (Phase II of Municipal Fee Schedule). Public Hearing on 10/22/19, and adoption 11/19/19; fees are suspended for now.</p> <p>BOLT and P&R Commission had public meetings on October 15 to review an initial staff proposal. Both bodies provided valuable feedback that requires additional staff work. As such, the Community Room Rental fee structure proposal will be brought forward to Council under separate cover at the 12/17/19 Council meeting.</p> <p>12/2: Meeting with CMO this week to develop recommendation to Council Study Session on 12/17/19 ; Discussion on March 17 for a follow-up study session and on March 31 with final recommendations</p>	Ongoing

BOLT Work List - 1/16/20

Category	Item	Comments	Status
Suggestions	Expand library hours, particularly Northside and Mission Branch	Northside expanded hours start in August. Increase of 38% in hours for NS/Mission combined. In a future budget, would be good to have consistent hours across all 3 branches.	Ongoing
Suggestions	Use of SCU libraries; host event to publicize to SC residents? (PM)	May 11, 2019 SCU Park Day; on CM blog. Need to have ongoing ways to publicize SCU Library access such as a link from the City Library's website May 9th, 2020 - Community Picnic with SCU at Mission scheduled	Ongoing
Library spaces	Partner with others to provide space, e.g. Starbucks (DD)	Currently hosting programs with local businesses. Staff will be providing a list of Library collaborations including schools. Examples: Taplands; Valley Fair pop up	Ongoing
Suggestions	More bookmobile karaoke starring commissioners (LG)	Noted.	Complete
Council	Collaborate with San Jose on Northside, schools and libraries (KW)		Council
Council	Examples of where library impact fees are being assessed; separate fees? Together with arts and parks? Other revenue	See Nexus Study; ACM Bojoquez working on infrastructure revenue strategy/potential ballot initiative	Council
Funding sources	Non resident users (fee); do we have data? (TO)	Would lose Link+, PLP grant, State funding	Not feasible
Library spaces	Joint space with school districts? Joint school / public library? (PM)	Public has no access during school hours	Not feasible
Process Improvements	Consider Automated Retrieval Services ala SCU (PM)	Cost and space prohibited	Not feasible
Funding sources	Partnerships with foundation and others (RC)	Foundation & Friends	Complete
Funding sources	Get other partners to take over (fund) programs (example of Summer Reading) (DD)	Covered by Foundation & Friends	Complete



Agenda Report

21-1557

Agenda Date: 11/1/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Board Development and Engagement

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

During the October 4, 2021 Board of Library Trustees meeting, the Board established a goal to better define its role and become more effective in its advocacy for the Library. To facilitate this aim, a discussion of board development and engagement opportunities will be added to the agenda on a regular basis.

DISCUSSION

City Librarian, Patty Wong, will discuss her experience and philosophy with growing and developing library boards. The Board will explore future topics of discussion and other training opportunities that are available.

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RECOMMENDATION

No recommendation for this item.

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Patty Wong, City Librarian



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

21-1558

Agenda Date: 11/1/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

City Librarian 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 November Board of Library Trustees meeting, Library staff will provide an update on current and upcoming Library activities and programming.

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RECOMMENDATION

Note and file monthly update on Library activities.

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Patty Wong, City Librarian