



**Meeting Minutes**  
**April 2, 2018, 6:00 p.m.**

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**Trustees in Attendance**

Lee Broughman  
Jan Hintermeister  
David Kyo  
Ashish Mangla  
Stephen Ricossa

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**Trustees with Excused Absence**

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**Staff In Attendance**

Hilary Keith, City Librarian  
Paul Sims, Assistant City Librarian  
Shanti Bhaskaran, Literacy Program Supervisor  
Donna Tanaka, Senior Library Assistant

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**Public in Attendance**

Tracy Wingrove, Library Foundation and Friends

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**Matters for Council Action:** None

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1. Chair Ricossa called the meeting to order at 6:00 p.m. Roll Call: Three Trustees present for a quorum. Trustee Mangla arrived at 6:05 p.m. Trustee Kyo arrived at 6:27 p.m.
  2. There were no Public Presentations.
  3. Staff Presentation
    - A. Shanti Bhaskaran, Literacy Program Supervisor, gave an overview on the Library literacy programs as well as the upcoming April 20 Literacy Community event.
- Trustee Mangla took his seat at the dais.
4. Gifts
    - A. Ms. Wingrove from the Foundation & Friends stated that donations from the Women's Club, Historic Home, Harris-Laas House, and Rotary Club totaled \$3,500 for the Mission Campaign. Ms. Wingrove distributed a Donor Wall brochure and invited the Board to attend the reception for local author event (Nidhi Chanoni – "Pashmina") on April 23. She also gave an overview of the Spring Grant process.

5. Approval of Minutes:

- A. Trustee Hintermeister made a motion to approve the minutes from the March 5, 2018 meeting. The motion was seconded by Trustee Broughman. The motion was approved unanimously (Trustee Kyo absent).

6. Correspondence & Announcements:

- A. City Librarian shared a suggestion form received March 26, 2018, thanking library staff for their excellent customer service.
- B. City Librarian reported that Mayor Gillmor will attend the National Session for Mayors' Institute of City Design to advance Placemaking in Santa Clara.

Trustee Kyo took his seat at the dais.

7. City Librarian's Report

- A. Monthly Report: Assistant City Librarian discussed and reviewed monthly performance measure data, and shared demographic data on Read Santa Clara learners. Discussion included how data can be used and interpreted to drive patron visits, increase library usage, develop targets and goals, and assess performance. Assistant City Librarian will include a logarithmic scale on graphs to make changes more discernable.
- B. Personnel Updates: City Librarian reported recruitment updates for three Librarian positions, three Library Assistants and announced Justin Wasterlain as the Lead Librarian at Mission Branch. Trustee Kyo suggested that Library technology programs such as Girls Who Code could potentially be a source for recruiting Library Interns.
- C. Events at the Library: Assistant City Librarian shared a PowerPoint slide set highlighting March programs. City Librarian noted the successful March 26<sup>th</sup> Pathway to Citizenship event with Congressman Ro Khanna, and an anticipated Naturalization Ceremony at the Library in June/July.

8. Unfinished Business

- A. Mission Library renovation:
  - Assistant City Librarian gave an update on the renovation.
- B. Automated Material Handler update:
  - Department of Public Works is recommending that City Staff is used for removal of old equipment and work area modification; the Resolution is scheduled for the May 8 Council meeting. Anticipate May 22 installation start date.
- C. Board of Trustees Work Plan
  - City Librarian will send a revision of the Community Room policy for review at next Board meeting.

9. New Business

A. CPLA Workshops and CLA Conference

- CPLA is still working on getting access for Trustee Mangla and Trustee Broughman.
- City Librarian will advise Board of upcoming CPLA and CLA Conference Workshops and events.

B. Joint meeting with Cultural Commission

- Discussed possibility of meeting with the Cultural Commission. Board will continue discussion at next meeting.

C. Hard Hat tour at Mission Branch: Staff will send some possible dates to the Board.

10. Matters of Trustee Interest

A. Trustee Hintermeister discussed the City of San Jose Library's Maker Mobile.

B. Trustee Mangla thanked Assistant City Librarian for the updates to the Library website.

C. Trustee Broughman encouraged Board and Staff to attend the April 23 reception for the local author event (Nidhi Chanoni – “Pashmina”), hosted by the Foundation.

11. Future Agenda Topics:

A. Staff Presentation: Justin Wasterlain

B. Community Room Policy

C. Continuation of Cultural Commission discussion

12. Upcoming Events

A. Library closure dates/hours: None

B. Literacy Community Event, April 21, Mission City Center for Performing Arts

C. Volunteer Appreciation luncheon, April 28. City Librarian will forward information to the Board.

13. Motion by Trustee Broughman to adjourn the meeting. Motion was seconded by Trustee Kyo. Motion to adjourn passed unanimously.

14. Meeting adjourned at 7:58 p.m. The next regular scheduled meeting is on May 7, 2018, 6:00 p.m. at the Central Park Library, Board Room.

Respectfully submitted,

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Jan Hintermeister  
Secretary, Board of Library Trustees