



City of Santa Clara

Meeting Minutes

Board of Library Trustees

08/05/2019

6:00 PM

Central Park Library, Board Room
2635 Homestead Rd.
Santa Clara, CA 95051

CALL TO ORDER AND ROLL CALL

Chair Kyo called the meeting to order at 6:01 PM.

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

CONSENT CALENDAR

1.A [19-378](#) Board of Library Trustees Minutes of June 3, 2019

Recommendation: Approve June 3, 2019 meeting minutes.

A motion was made by Trustee Hintermeister, seconded by Vice-Chair Broughman to approve Staff Recommendation.

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

PUBLIC PRESENTATIONS

Tracy Wingrove, Executive Director (Library Foundation and Friends) gave an update on Foundation activities.

GENERAL BUSINESS

2 [19-791](#) Selection of Chair and Vice-Chair for Fiscal Year 2019-20

Recommendation: There is no staff recommendation for this issue.

Trustee Ricossa nominated **Vice-Chair Broughman** as Chair and **Trustee Tryforos** as Vice-Chair for Fiscal Year 2019-20 Board Officers.

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos to approve election of Board Officers for Fiscal Year 2019-20.

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

3 [19-844](#) 2020 Board of Library Trustees Calendar of Meetings

Recommendation: There is no staff recommendation for this issue.

A motion was made by Trustee Hintermeister, seconded by Trustee Tryforos to set the Board of Library Trustees Meeting Calendar for 2020 to convene every month except January and July.

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

A motion was made by Chair Kyo, seconded by Trustee Hintermeister to set the location for 2020 Board of Library Trustees meetings at Central Park Library, except the June meeting at Mission Branch Library and the August meeting at Northside Branch Library.

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

STAFF REPORT

[19-856](#) Review and Update Work List

Assistant City Librarian reviewed Work list items and categories, and recommended that Trustees sign up for e-notify for upcoming planning and development meetings.

Assistant City Librarian advised that an initial meeting with Finance and Parks and Recreation was held to discuss the Municipal Fee Schedule for Community room fee structure, reservation process, and policies. Meetings are on-going and staff will provide an update at the next meeting.

[19-828](#) Staff Report: Library Reports and Updates

City Librarian and **Assistant City Librarian** gave a verbal report and an electronic presentation on activities and issues having an impact on the Library.

TRUSTEES REPORT

ADJOURNMENT

The meeting was adjourned at 7:23 PM.

A motion was made by Vice-Chair Broughman, seconded by Trustee Ricossa to adjourn the meeting.

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

The Board of Library Trustees Meeting is adjourned to October 7, 2019, at 6:00 PM.

DRAFT