City of Santa Clara

Meeting Minutes

Board of Library Trustees

10/07/2019 **6:00 PM** **Mission Branch Library, Community Room**
1098 Lexington St.
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Chair Broughman called the meeting to order at 6:00 PM.

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

19-865 Staff Presentation

Assistant City Manager Bojorquez was introduced to the Board.

CONSENT CALENDAR

Trustee Hintermeister pulled Item 1.C

A motion was made by Trustee Hintermeister, seconded by Vice-Chair Tryforos to approve the balance of the Consent Calendar (except Item 1.C).

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

1.A 19-1092 Board of Library Trustees Minutes of August 5, 2019

Recommendation: Approve August 5, 2019 meeting minutes.

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

1.B 19-379 Board of Library Trustees Minutes of September 6, 2019

Recommendation: Approve September 6, 2019 meeting minutes.

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

CONSENT ITEMS PULLED FOR DISCUSSION

DRAFT

1.C 19-1029 Action on California Library Literacy Services Grant Awards and Related Budget Amendment

Recommendation: Recommend to City Council to accept the California Library Literacy Services grant award of $18,000 and the California Library Literacy Services - Family Literacy grant award of $25,000 into the Library Adult and Family Literacy Grant Fund, and approve the related budget amendment. (Requires five affirmative votes by the City Council).

Trustee Hintermeister pulled the item for general discussion on the grant.

A motion was made by Trustee Hintermeister, seconded by Trustee Ricossa to approve Staff Recommendation.

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

PUBLIC PRESENTATIONS

Kate Degelau-Pierce, Associate Executive Director (Library Foundation and Friends) gave an update on Foundation activities. **Ms. Degelau-Pierce** distributed invitations to the February 8, 2020 Librarypalooza event.

19-1189 Public Presentation

GENERAL BUSINESS

STAFF REPORT

DRAFT

19-1000 Review and Update Work List

City Librarian advised a tentative date of February 11, 2020 for the Board of Library Trustees' dinner meeting with Council.

Assistant City Librarian gave a verbal report on proposed Community Room rental fees and advised that recommendations will be presented to Council at the October 29, 2019 meeting. Board voted to convene a Board of Library Trustees' Special Meeting on October 15, 2019 at 6:00 pm at the City Hall Cafeteria to discuss further. Staff will give the Board a copy of the proposed Library Policy for room rentals from last year for reference.

Assistant City Librarian reviewed Work List items. Trustee Hintermeister suggested that two closed items be re-opened and placed back on the list as "on-going": expanded hours at Mission Branch and publicizing use of SCU Library.

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos to convene a Special Meeting of the Board of Library Trustees on October 15, 2019 at 6:00 p.m. to discuss room rental fees.

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

19-1001 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.

Assistant City Librarian shared a new data tool that will more easily retrieve and display statistical data graphically. Once tool has been established, data will be shared on the website.

TRUSTEES REPORT

Trustee Ricossa advised that Executive Director Tracy Wingrove of the Foundation and Friends will be leaving in December. An active search for her replacement is in process.

ADJOURNMENT

The meeting was adjourned at 6:59 PM.

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

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

The Board of Library Trustees Meeting is adjourned to the Special Meeting on October 15, 2019, at 6:00 PM.

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