



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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09/14/2020

6:00 PM

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

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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:

- 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**

Chair Broughman called the meeting to order at 6:05 PM.

**A motion was made by Trustee Hintermeister, seconded by Trustee Ricossa to move Staff presentation 20-864 to the beginning of the agenda.**

**Aye:** 5 - Chair Broughman, Vice Chair Tryforos, Member Hintermeister, Member Ricossa, and Member Briefman

## **STAFF REPORT**

[20-864](#)

Verbal Update from the City Manager on the Recruitment Process for the City Librarian (Council Pillar: Enhance Community Engagement and Transparency)

**Recommendation:** There is no staff recommendation.

**City Manager Santana** informed the Board that a serial communications violation of the Brown Act had occurred when an email had been sent to the Board of Library Trustees regarding an item on the agenda. **Ms. Santana** noted that the Board should have received notification of the violation from the City Attorney's office and that additional training on the Brown Act would be scheduled for an upcoming Board meeting.

**City Manager Santana** thanked retiring **City Librarian Keith** for her service and contributions to the Library. **Ms. Santana** also informed the Board that COVID-19 had delayed the scheduled recruitment and that the search to replace **Ms. Keith** would be re-launched in the new calendar year. In response to the Board's request to provide additional input on the desired attributes of the next City Librarian, **City Manager Santana** invited the Board to have that discussion at an upcoming meeting and to submit their input. **City Manager Santana** announced that **Assistant City Manager Cynthia Bojorquez** would be assuming the additional responsibilities of Acting City Librarian and provided a brief overview of her prior experience as a Library Director and as an experienced public sector executive.

## **CONSENT CALENDAR**

### **Approved Staff Recommendation**

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

**Abstained:** 1 - Member Briefman

**1.A      20-856**            Board of Library Trustees Minutes of March 2, 2020

**Recommendation:** Approve March 2, 2020 meeting minutes.

**2.A      20-866**            Board of Library Trustees Minutes of March 9, 2020

**Recommendation:** Approve March 9, 2020 meeting minutes.

## **PUBLIC PRESENTATIONS**

JoAnn Davis, Executive Director (Library Foundation and Friends) gave an update on Foundation activities

## **GENERAL BUSINESS**

## **STAFF REPORT**

[20-865](#)

Staff Report: Library Reports and Updates (Council Pillar: Enhance Community Engagement and Transparency)

**City Librarian Keith** gave an update on library activities including curbside services as well as on-going and upcoming programs.

**Trustee Ricossa**, seconded by **Trustee Hintermeister** made a motion to thank retiring **Hilary Keith, City Librarian**, for her work and dedication including her work with the Board of Library Trustees.

## **TRUSTEES REPORT**

Roles and responsibilities to be discussed at October meeting including discussion regarding Liaison to the Foundation and Friends.

**Trustee Tryforos** suggested purchasing additional copies of *The Successful Library Trustee Handbook* for new Trustees.

**Trustee Hintermeister** asked about the change in qualifications in the City Librarian classification and suggested that it be added as a topic for discussion at a future meeting.

**ADJOURNMENT**

The meeting was adjourned at 7:09 PM.

**A motion was made by Trustee Hintermeister seconded by Trustee Tryforos to adjourn the meeting.**

**Aye:** 5 - Chair Broughman, Vice Chair Tryforos, Member Hintermeister, Member Ricossa, and Member Briefman