



City of Santa Clara

Meeting Minutes

Board of Library Trustees

12/07/2020

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:

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 Ricossa called the meeting to order at 6:05 PM.

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

Absent 1 - Trustee Joshua Briefman

CONSENT CALENDAR

1. [20-846](#) Board of Library Trustees Minutes of November 2, 2020

Recommendation: Approve November 2, 2020 meeting minutes.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister to approve staff recommendation.

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

Absent: 1 - Trustee Briefman

PUBLIC PRESENTATIONS

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

GENERAL BUSINESS

2. [20-1177](#) Action to Recommend to Council the FY 2020/21 California Library Literacy Services Grant Award and Related Budget Amendment

Recommendation: Recommend to City Council to accept the total California Library Literacy Services grant award of \$78,924 for Read Santa Clara and approve a FY 2020/21 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$38,924 and increase the FY 2020/21 Adult Literacy Program appropriation by \$38,924.

Acting City Librarian Bojorquez gave a brief overview of grant appropriation.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister to approve staff recommendation.

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

Absent: 1 - Trustee Briefman

3. [20-1275](#) Discussion and Recommendation on Desired Attributes and Community Priorities for the Next City Librarian

Recommendation: Review and discuss additional attributes and desired characteristics of the next City Librarian for recommendation to the City Manager.

The Board would like the new City Librarian to have experience with multi-branch libraries with successful innovative programs. They would like to see a strategic thinker with experience in long term planning.

President of the Santa Clara County Historical and Genealogical Society, **Linda Sanders**, requested the new City Librarian show an interest in and support for genealogy and history. The Board agreed to add this to the list of desired attributes.

The Board requested the new City Librarian maintain the same level of library services with the growing population and new developments. They would also like the new City Librarian to address the needs of the cities diverse community. The Board requested the new City Librarian be a mentor to new employees, recognizing and encouraging staff innovation.

The Board requested to see a draft of the City Librarian job qualifications and that a Board Member be allowed to be a part of the City Librarian selection committee.

Acting City Librarian, Bojorquez informed the Board that their input would be relayed to the City Manager.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos to approve staff recommendation.

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

Absent: 1 - Trustee Briefman

STAFF REPORT

4. Verbal Report from the City Librarian regarding Library Activities

Acting City Librarian Bojorquez gave an update on Library activities and programs including the Library closure due to COVID-19.

TRUSTEES REPORT

The Board invited **Linda Sanders, President** of the Santa Clara County Historical and Genealogical Society to speak at the next Board Meeting. The Board would like to note the third consecutive unexcused absence of **Trustee Briefman**.

ADJOURNMENT

The meeting was adjourned at 7:15 PM.

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

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

Absent: 1 - Trustee Briefman