



City of Santa Clara

Meeting Minutes

Board of Library Trustees

03/01/2021

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:
 - o <https://zoom.us/j/96309770871>

Webinar ID: 963 0977 0871 or

- o 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 6:02 PM.

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

CONSENT CALENDAR

- 1.A [21-305](#) Action on the Meeting Minutes of December 7, 2020

Recommendation: Approve the Meeting Minutes of December 7, 2020.

A motion was made by Trustee Hintermeister, seconded by Trustee Tryforos, to approve the meeting minutes of December 7, 2020.

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

- 1.B [21-340](#) Board of Library Trustees Minutes of February 8, 2021

Recommendation: Approve February 8, 2021 meeting minutes.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, to approve the meeting minutes of February 8, 2020.

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

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

STAFF REPORT

2. [21-346](#) Informational Report on the Recruitment Process for the City Librarian Position

Recommendation: This item is for information only; no action is required at this time.

Acting City Librarian Bojorquez described the City Librarian recruitment process to the **Board of Library Trustees (the Board)**. A timeline of that process was provided. A draft of the City Librarian recruitment brochure was shared with **the Board**. The brochure includes the desired attributes discussed and recommended by **the Board** in the March 9, 2020 and November 2, 2020 meetings.

Trustee Broughman asked to hear feedback from Library staff about the recruitment brochure and desired attributes of the new City Librarian. **Acting City Librarian Bojorquez** noted the recruitment brochure was shared with staff for their feedback. Comments from Library staff about the new City Librarian position will be provided to **the Board** during the April 5, 2021 meeting.

At the April 5, 2021 meeting, **the Board** is asked to provide potential areas of interest for upcoming panel interviews of City Librarian candidates. The potential questions suggested by **the Board** during the March 9, 2020 meeting can be reiterated at that time.

Chair Ricossa noted that all the attributes proposed by the Board were described as "desired" rather than "required" in the recruitment brochure. This was confirmed by **Director of Human Resources, Aracely Azevedo**.

Trustee Broughman asked if the requirement for a Masters Degree in Information and Library Science was removed for all librarian positions in the Santa Clara City Library. **Director of Human Resources Azevedo** will return with the requested information during the April 5, 2021 meeting.

Acting City Librarian Bojorquez described the process through which the City Librarian classification was changed and unanimously passed by the **City Council** last year.

Vice Chair Hintermeister noted the brochure captured the desired attributes the Board had asked for, but did not specify many requirements. **Director of Human Resources Azevedo** explained how required and desired attributes would be considered during the interview process.

Trustee Broughman recalled past City Librarian recruitments having more specific requirements.

Acting City Librarian Bojorquez noted the **City Manager, Deanna Santana**, will consider including **Chair Ricossa** on the panel for City Librarian candidate interviews.

Chair Ricossa asked that a discussion of interview questions to be added to the April 5, 2021 agenda.

Public Speaker(s): Teresa O'Neill

3. [21-361](#) Verbal Report on Library Programs and Activities

Recommendation: Note and file the monthly update on Library activities.

Acting City Librarian Bojorquez presented information regarding library staff, upcoming programs and other items of interest. The update included information regarding staff eligibility for COVID-19 vaccinations, a recap of the Library's current reopening activities, and information on the City's budget rebalancing proposals.

TRUSTEES REPORT

Vice Chair Hintermeister would like to be aware of major development projects in the City to explore opportunities for expanding library and cultural services.

Acting City Librarian Bojorquez informed the Board they could develop a one-page policy paper for City project coordinators to communicate **the Board's** interest. The project coordinators can advise the appropriate place and time for input. **Vice Chair Hintermeister** would like to see examples of similar documents. **Acting City Librarian Bojorquez** will research the process for **the Board** to more involved in upcoming developments and report back at the April 5, 2020 meeting.

Chair Ricossa voiced the need for the City to have a Library Master Plan. **Trustee Broughman** noted that previous conversations about the Master Plan resulted in previous City Librarian, **Hilary Keith**, being included in development meetings.

ADJOURNMENT

The meeting was adjourned at 7:32 PM.

The Board of Library Trustees Meeting is adjourned to April 5, 2021

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If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

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