



City of Santa Clara

Meeting Minutes

Board of Library Trustees

04/05/2021

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 6:01pm

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

CONSENT CALENDAR

- 1 [21-486](#) Board of Library Trustee Minutes of March 1, 2021

Recommendation: Approve March 1, 2021 meeting minutes

Vice Chair Hintermeister inquired how public comment is summarized in minutes. **Deputy City Clerk Dhadli** informed **the Board of Library Trustees (the Board)** that the City Clerk's practice is to use action minutes that note a comment was made by a public individual, but the comment is not summarized.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, that the minutes of the March 1, 2021 meeting be approved.

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

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director (Library Foundation and Friends) gave an update on Foundation and Friends activities. The Foundation and Friends has tentative plans to reopen their bookstore in the Central Park Library on May 3, 2021. COVID-19 protocols, staffing, and hours of operation for the bookstore are still being developed.

The Foundation and Friends will be providing books for three "little free libraries" the Santa Clara Fire Department is installing at Fire Stations 1, 5 and 7.

GENERAL BUSINESS

- 2 [21-488](#) 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 informed **the Board** the new City Librarian recruitment began on March 22, 2021 and would end on April 18, 2021. At the time of the meeting, 11 applications had already been received. The executive recruiter, **Teri Black**, will screen the applications and provide the City with a list of qualified candidates.

Vice Chair Hintermeister would like to receive information about what materials will be presented to **the Board** and what decision **the Board** will be asked to make before the **City Manager** presents a City Librarian candidate for approval. **Acting City Librarian Bojorquez** will work with the executive recruiter to provide this information.

3 [21-516](#) Discussion of Potential Interview Topics for City Librarian Recruitment

Recommendation: Review and discuss potential interview topics to be forwarded to the City Manager for consideration.

Vice Chair Hintermeister provided a list of questions he would like to be considered for the interview panel of the City Librarian. **Acting City Librarian Bojorquez** presented potential interview questions that were drafted by **the Board** during the March 9, 2020 meeting. **The Board** added additional questions. The questions were as follows:

- Have you worked closely with a library board and/or a foundation in a recent library position?
- How would you work with a board or library commission to achieve your goals?
- Describe your approach to estimating needs for capital or library services improvements, up to and including facility planning.
- What is your experience with proposing planning for major facilities upgrades?
- Have you dealt directly with providing library services to a diverse community? What has worked and what has not?
- Name three basic experiences or attributes that lead you to believe you are ready to lead a library system like Santa Clara.
- What criteria do you use to measure the success of a library system in a community?
- What have you done with data to evaluate library performance?
- What qualities do you look for when hiring key library staff members, beyond technical proficiency?
- Have you made continuing education of staff a priority? Please quantify.
- How do you keep up with modern library trends in both materials and programming?
- What is your collection philosophy?
- How do you manage hiring and mentoring new hires for staff level librarians and other staff?

- Given staffing gaps, how would you address staff development?
- How would you manage staffing gaps?
- How would you manage training and development?
- What services could be provided during a library shutdown?
- What is your experience with strategic planning? Give examples.
- Our City Library is in the Silicon Valley, but operations are traditional. How can we be a gold star library of the 90s?
- How do you plan library capacity in relation to community growth?
- How do you plan to maintain a leadership role in the County?
- What is your management style?
- How do you manage organizational change and external change?
- How do you balance needs for budget and programming between main libraries and branch libraries?
- How do you show interest and support for history and genealogy?

Acting City Librarian Bojorquez explained confidential nature of the recruitment process and the limitations of information that can be discussed. The specific questions being asked in the interview panel and the names of the candidates are considered confidential.

Acting City Librarian Bojorquez discussed possible formats of the interview panel and the limited scope in which a panel interviewer can ask questions.

Acting City Librarian Bojorquez presented the results of a staff survey on the desired qualities of the new City Librarian.

Public comment: **Jonathon Evans** and **Linda Sanders**

STAFF REPORT

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- 4 [21-517](#) Verbal Report on Library Programs and Activities

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

Acting City Librarian Bojorquez presented updates on the following Library activities:

- The Mission Branch Library and Northside Branch Library reopened for limited in-person services on April 5, 2021;
- National Library Week activities happening between April 4, 2021 - April 10, 2021;
- All three Library locations would offer limited computer and printing services starting April 19, 2021;
- The Stanford Blood Center conducted a mobile blood drive on April 2, 2021 at the Northside Branch Library;
- A 40kw roof mounted photovoltaic system will be installed at the Northside Branch Library in late April. It is anticipated to be completed in early summer;
- The Library and Santa Clara City Library Foundation and Friends are working to support the Fire Department's three "little free libraries;"

An email from the Friends of the San Francisco Library was shared with **the Board** by the request of **Trustee Broughman**.

Acting City Librarian Bojorquez presented a list of current staff vacancies and the status of their recruitments.

Acting City Librarian Bojorquez discussed a survey comparing the required qualifications for Library Directors by other local libraries.

Trustee Hintermeister revisited creating a one-page policy document to help the Board advocate for Library services when the City is planning new developments. **Acting City Librarian Bojorquez** will speak with **Director of Community Development, Andrew Crabtree**, to provide guidance to the Board in this matter.

TRUSTEES REPORT

Trustee Broughman inquired about the status of the heating, ventilation and air conditioning (HVAC) system at Central Park Library. **Acting City Librarian Bojorquez** discussed some of the current capital improvement projects that have been prioritized.

ADJOURNMENT

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, that the meeting be adjourned at 7:34pm.

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

The Board of Library Trustees Meeting is adjourned to May 3, 2021.

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

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."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

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