



City of Santa Clara

Meeting Minutes

Board of Library Trustees

05/03/2021

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 6:01 p.m.

Present 3 - Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, and Chair Stephen Ricossa

Excused 1 - Trustee Leonne Broughman

A roll call vote was made to move item 21-669, Presentation on the City Plaza Park Gazebo Enhancement Project, to the first order of business.

Chair Ricossa recommended the approval of moving item # 2 21-669 to the first order of business.

Aye: 3 - Trustee Tryforos, Vice Chair Hintermeister, and Chair Ricossa

Excused: 1 - Trustee Broughman

CONSENT CALENDAR

- 1 [21-640](#) Board of Library Trustees Minutes of April 5, 2021

Recommendation: Approve April 5, 2021 meeting minutes

A motion was made by Vice Chair Hintermeister, seconded by Trustee Tryforos, to approve the minutes of the April 5, 2021 Board of Library Trustees meeting.

Aye: 3 - Trustee Tryforos, Vice Chair Hintermeister, and Chair Ricossa

Excused: 1 - Trustee Broughman

PUBLIC PRESENTATIONS

Santa Clara City Library Foundation and Friends Executive Director, **JoAnn Davis**, informed **the Board of Library Trustees (the Board)** that the Foundation and Friends bookstore at Central Park Library will reopen on May 10, 2021.

Vice Chair Hintermeister inquired about when the Foundation and Friends would accept book donations. **Executive Director Davis** answered that book donations would be accepted soon and the public could be notified through their mailing list.

GENERAL BUSINESS

STAFF REPORT

- 2 [21-669](#) Presentation on the City Plaza Park Gazebo Enhancement Project

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

Director of Parks and Recreation, **James Teixeira** presented information on a project to enhance the gazebo in City Plaza Park.

In 2018, the City worked with Project for Public Spaces to collect public input for improving the gazebo in City Plaza Park and better connect it to Mission Branch Library. The input focused on three areas: strengthening access to the gazebo from Mission Branch Library, opportunities of utilizing outdoor spaces for recreation activities and updating the appearance of the gazebo.

A public survey is available on the City's website to collect feedback on two design options for the gazebo project. The survey closes on May 12, 2021. The Parks and Recreation Commission will then hear public feedback, including from **the Board**.

Acting City Librarian, Cynthia Bojorquez, discussed the two options available in the survey.

Chair Ricossa asked to agendaize a discussion of the survey options for the Board of Library Trustees meeting on June 7, 2021.

3 [21-645](#) Youth Services Verbal Report on El Día Del Niño Programs

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

Youth Services Program Coordinator, **Rachel Schmidt**, presented on programming for Día Del Niños.

The Library applied for an American Library Association grant of \$1,500 to purchase books, supplies, and other materials to create learning kits and crafts for local school children. With the bookmobile, Youth Services staff distributed 430 learning kits at Scott Lane Elementary, Wilson Preschool and Kathryn Hughes Elementary. This was an important step in reconnecting with underserved children, families and schools after COVID-19.

On Friday, April 29, 2021, the Library held a live bilingual "Read with Me" that featured many City staff members sharing books and songs to a virtual audience. Patrons could see that the City staff reflects the diversity of the community through this program.

4 [21-641](#) Verbal 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 City Librarian recruitment closed on April 18, 2021. Over 40 applications were received for the position. The Executive Recruiter is currently screening the applications.

There will be two interview panels. One panel will include City department heads. The second panel will include a representative from **the Board**, a representative of the Santa Clara City Library Foundation and Friends, Library Consultant **Jane Light**, and Hayward Public Library Director of Library Services **Jayanti Addleman**.

Chair Ricossa asked if each candidate would meet with both panels. Acting City Librarian Bojorquez confirmed that to be correct.

City Manager, Deanna Santana, will recommend a candidate to **the Board** for approval during a special meeting in July. **Vice Chair Hintermeister** reiterated his request that the Board be informed of what materials they will be provided and what decision they will be expected to make during that meeting. **Acting City Librarian Bojorquez** noted the special meeting agenda packet will have the requested information.

5 [21-658](#) Verbal Report on Library Programs and Activities

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

Acting City Librarian Bojorquez provided **the Board** a summary of recent Library activities.

On April 5, 2021, the Library reopened the Mission Branch Library and the Northside Branch Library for limited hours to provide hold pickup and "grab and go" materials.

On April 19, 2021, computer access and printing services became available at all three branches.

The Library was featured by the San Jose Spotlight on April 26, 2021 in an article about local library reopening efforts.

The Northside Branch Library solar project is underway. The project was funded through community donations and matching funds from Silicon Valley Power for a solar project in the City. Residents chose the Northside Branch Library as the site for the project.

Recruitments are open for a Young Adult Librarian, a Branch Librarian, and a half-time Genealogy/Local History Librarian.

The State of California's Build Back Boldly budget proposal includes a provision that could eliminate fines and fees for overdue materials.

The Patrick Henry Project's specific plan is expected to go to City Council in September for approval.

Vice Chair Hintermeister inquired about the status of Bookmobile services. **Acting City Librarian Bojorquez** explained that the Library is working on a schedule with local schools and other locations to serve as Bookmobile stops during the summer.

TRUSTEES REPORT

Trustee Tryforos will be volunteering at the Santa Clara City Library Foundation and Friends bookstore when it reopens.

Chair Ricossa noted that Board elections should happen during the June 2021 Board of Library Trustees meeting.

Chair Ricossa asked about the recruitment for a fifth member of the Board. **Deputy City Clerk Simrat Dhaldi** informed **the Board** of the application and selection process.

ADJOURNMENT

A motion was made by Trustee Tryforos, seconded by Vice Chair Hintermeister, that the meeting be adjourned at 6:58pm.

Aye: 3 - Trustee Tryforos, Vice Chair Hintermeister, and Chair Ricossa

Excused: 1 - Trustee Broughman

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.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.