



City of Santa Clara

Meeting Minutes

Board of Library Trustees

06/10/2021

6:00 PM

Special Meeting - 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

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chair calls for a Special Meeting of the Board of Library Trustees to commence and convene on June 10, 2021 at 6:00 PM for a Special Meeting held virtually via Zoom, to consider the following matter(s) and to potentially take action with respect to them.

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 p.m.

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

Absent 1 - Trustee Leonne Broughman

PUBLIC PRESENTATIONS

No public presentations.

GENERAL BUSINESS

- 1 [21-825](#) Action on Recommendation to Parks & Recreation Commission on Schematic Design Input for the City Plaza Park Gazebo Enhancement Project

Recommendation: Make a recommendation to the Parks & Recreation Commission on a preferred schematic design for the City Plaza Park Gazebo Enhancement Project

Recreation Manager Kimberly Castro of Parks and Recreation presented results from the public input process for the City Plaza Park gazebo enhancement project. Public input was accepted through an online survey from May 1, 2021 until May 18, 2021. There were 181 public responses to the online survey.

Recreation Manager Castro invited the **Board of Library Trustees (the Board)** to ask questions about the two design options available and recommend a preferred option. This feedback will be submitted to the Parks and Recreation Commission during their June 15, 2021 meeting.

The public survey showed a preference for option B, a design that includes a larger paved space with seat walls, additional planting around the gazebo, and repairs and painting of the gazebo.

Chair Ricossa asked whether the new gazebo plan will include an ADA compliant ramp. **Recreation Manager Castro** confirmed it would.

Vice Chair Hintermeister inquired if the City would reconfigure the walkways through the park as part of the gazebo project. **Recreation Manager Castro** noted that with the exception of the ADA compliant ramp entrance to the gazebo, the sidewalks are not in the scope of the project.

Recreation Manager Castro confirmed that tree removal is not part of either project option, but shrubs around the gazebo may be replaced with additional landscaping.

Vice Chair Hintermeister asked if any physical changes will be made to the gazebo beyond what the design shows. **Recreation Manager Castro** noted that the gazebo would have repairs done to the woodwork and be repainted.

Vice Chair Hintermeister suggested staff should provide site visits for **the Board** when asking for feedback on City projects of this nature.

Recreation Manager Castro explained what steps will occur after the public feedback is presented to the Parks and Recreation Committee.

Trustee Tryforos made a motion, seconded by Chair Ricossa, that the Board recommend option A of the schematic design for the City Plaza Park Gazebo enhancement project to the Parks and Recreation Committee.

Aye: 2 - Trustee Tryforos, and Chair Ricossa

Nay: 1 - Vice Chair Hintermeister

Absent: 1 - Trustee Broughman

STAFF REPORT

2 [21-837](#) Verbal Report on Library Programs and Activities

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

Management Analyst, Justin Wasterlain, gave **the Board** updates about the Summer Reading Challenge, Bookmobile services, community support services and staffing.

Vice Chair Hintermeister inquired about when in-person library visits would be allowed again. **Management Analyst Wasterlain** informed him that dates for expanded services are to be determined.

TRUSTEES REPORT **Trustee Tryforos** is volunteering in the Foundation and Friends of the Santa Clara City Library bookstore.

Vice Chair Hintermeister asked that the Board be provided with more information about the City Librarian approval process in advance of the special meeting.

ADJOURNMENT **Trustee Tryforos made a motion, seconded by Vice Chair Hintermeister, to adjourn the meeting at 7:04 pm until the next regularly scheduled meeting on August 7, 2021 at 6:00 pm.**

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

Absent: 1 - Trustee Broughman

The next regular scheduled Board of Library Trustees Meeting is August 2, 2021, at 6:00 PM.

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.