



City of Santa Clara

Meeting Minutes

Board of Library Trustees

08/02/2021

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.

Trustee Hintermeister joined the meeting at 6:06 p.m.

Present 5 - Trustee Leonne Broughman, Trustee Debbie Tryforos, Trustee Jan Hintermeister, Chair Stephen Ricossa, and Vice Chair Jonathon Evans

CONSENT CALENDAR**Approved the Consent Calendar**

- 1 [21-1050](#) Action on the Meeting Minutes of May 3, 2021 and June 10, 2021

Recommendation: Approve the meeting minutes of May 3, 2021 and June 10, 2021

Trustee Broughman and **Vice Chair Evans** abstained from voting. The minutes being approved are for meetings neither were present for.

Trustee Hintermeister was not present during the consent calendar vote.

A motion was made by Trustee Tryforos, seconded by Vice Chair Evans, to approve the meeting minutes of May 3, 2021 and June 10, 2021.

Aye: 2 - Trustee Tryforos, and Chair Ricossa

Absent: 1 - Trustee Hintermeister

Abstained: 2 - Trustee Broughman, and Vice Chair Evans

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends, provided an update on the organization's activities.

GENERAL BUSINESS

- 2 [21-1059](#) Selection of Board of Library Trustees Chair and Vice Chair for FY 2021/22

Recommendation: There is no staff recommendation for this issue.

Acting City Librarian Bojorquez described the process of nominating and voting a new Chair and Vice Chair to the **Board of Library Trustees (the Board)**.

A motion was made by **Trustee Broughman**, seconded by **Trustee Hintermeister**, to nominate **Jonathon Evans** as Vice Chair of the Board of Library Trustees. **The Board** approved the nomination.

A motion was made by Trustee Tryforos, seconded by Trustee Broughman, to nominate Steven Ricossa as Chair of the Board of Library Trustees.

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

Abstained: 1 - Chair Ricossa

3 [21-1060](#) Board of Library Trustees Calendar of Meetings for 2022

Recommendation: There is no staff recommendation for this issue.

Acting City Librarian Bojorquez noted that meetings could possibly be virtual dependant on COVID-19 regulations in the future.

Trustee Hintermeister inquired about whether joint Council Committee meetings will be held this year. **Acting City Librarian Bojorquez** informed the Board these meetings will be postponed until in-person meetings are resumed.

A motion was made by Trustee Broughman, seconded by Trustee Hintermeister, to approve the proposed calendar of meetings with the recommendation that at least one meeting be held at each of the Branch Libraries on dates to be determined in coordination by the Chair.

Aye: 5 - Trustee Broughman, Trustee Tryforos, Trustee Hintermeister, Chair Ricossa, and Vice Chair Evans

STAFF REPORT

4 [21-1061](#) Verbal Report on Library Programs and Activities

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

Acting City Librarian Bojorquez gave an update about library activities including:

- reopening at all the branches,
- Celebrate Santa Clara events,
- Bookmobile's summer stops,
- appointment of **Patty Wong** to City Librarian,
- hiring of **Danny Le** as a full-time Adult Services Librarian,
- Technical Services Program Coordinator, Yu-Lan Chou's election as Chair of the Northern California Technical Processing Group

Acting City Librarian Bojorquez announced that due to increasing cases of the Delta Variant, hybrid Board meetings would continue until at least October. **Vice Chair Evans** asked if hybrid options would still be available after in-person meetings are allowed. **Acting City Librarian Bojorquez** explained how State decisions related to the Brown Act will determine that in upcoming months.

Trustee Hintermeister inquired about staff capacity for adding additional hours. **Acting City Librarian Bojorquez** discussed the staffing challenges facing each branch. **Vice Chair Evans** asked what hours the Library ultimately wanted to return to.

Trustee Hintermeister asked if **the Board** could get more information when new staff is hired to familiarize the Board with staff.

Vice Chair Evans asked how current circulation statistics compared to pre-COVID statistics. **Acting City Librarian Bojorquez** will share statistics with the Board during the September 13, 2021 meeting.

Trustee Broughman inquired about the recruitment of a librarian in part responsible for the genealogy/local history section. **Acting City Librarian Bojorquez** explained that the recruitment was still open.

TRUSTEES REPORT

ADJOURNMENT

A motion was made by Trustee Broughman, seconded by Vice Chair Evans, to adjourn the meeting at 6:54 p.m.

Aye: 5 - Member Broughman, Member Tryforos, Vice Chair Hintermeister, Chair Ricossa, and Member Evans

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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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