



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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11/02/2020

6:00 PM

Virtual Meeting

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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:

- <https://santaclaraca.zoom.us/j/91850194151>

Meeting ID: 918 5019 4151 or

- 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 6:08 PM.

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

**Absent** 1 - Trustee Joshua Briefman

**CONSENT CALENDAR**

**A motion was made by Trustee Broughman, seconded by Trustee Tryforos to approve the Consent Calendar.**

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

**Absent:** 1 - Trustee Briefman

**1.A**     [20-938](#)     Board of Library Trustees Minutes of September 14, 2020

**Recommendation:** Approve September 14, 2020 meeting minutes.

**Approved Staff Recommendation**

**1.B**     [20-1123](#)     Board of Library Trustees Minutes of October 5, 2020

**Recommendation:** Approve October 5, 2020 meeting minutes.

**Approved Staff Recommendation**

**PUBLIC PRESENTATIONS**

**JoAnn Davis, Executive Director (Library Foundation and Friends)**  
emailed an update on Foundation activities.

**GENERAL BUSINESS**

**2.**       [20-1121](#)     Election of a Board of Library Trustees Liaison to the Santa Clara City Library Foundation and Friends Board of Directors (Council Pillar: Enhance Community Engagement and Transparency)

**Recommendation:** Nominate and elect a Liaison from the Board of Library Trustees to the Santa Clara City Library Foundation & Friends for the remainder of FY2020-2021.

**A motion was made by Trustee Broughman, seconded by Trustee Hintermeister to elect Trustee Tryforos as Board of Library Trustee Liaison.**

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

**Absent:** 1 - Trustee Briefman

**STAFF REPORT**

3. [20-1122](#) Presentation on the City Charter Provisions Related to the Roles and Responsibilities of the Board of Library Trustees, Brown Act, and Conflict of Interest

**Recommendation:** Note and File the Report from the City Attorney's Office.

**Assistant City Attorney, Elizabeth Klotz** presented the City of Santa Clara Board of Library Trustees Roles and Responsibilities, Ralph M. Brown Act, Conflicts of Interest, and the Public Records Act.

**Approved Staff Recommendation**

4. [20-977](#) Discussion and Recommendation on Desired Attributes and Community Priorities for the Next City Librarian (Council Pillar: Enhance Community Engagement and Transparency)

**Recommendation:** Review and discuss additional attributes and desired characteristics of the next City Librarian for recommendation to the City Manager

The Board reiterated its recommendation that a Masters Degree in Library Information Science or equivalent be restored into the City Librarian job qualifications. The Board asks that the new City Librarian be willing to work with staff to stimulate and push innovation. An additional desired attribute is that the new City Librarian has experience in managing a multi-branch system.

**A motion to continue the discussion at the next Board Meeting was made by Trustee Broughman, seconded by Trustee Hintermeister.**

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

**Absent:** 1 - Trustee Briefman

5. [20-1120](#) Verbal Report on Library Programs and Activities (Council Pillar: Enhance Community Engagement and Transparency)

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

Acting City Librarian Bojorquez gave an update on Library projects and activities including the Library Voting Centers. The County Registrar of Voters reported that the Central Park Library had the highest rate of returns in the county.

**TRUSTEES REPORT**

**ADJOURNMENT**

The meeting was adjourned at 7:27 PM.

**A motion was made by Trustee Broughman, seconded by Trustee Tryforos to adjourn the meeting.**

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

**Absent:** 1 - Trustee Briefman