



City of Santa Clara

Meeting Minutes

Board of Library Trustees

02/08/2021

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:

<https://zoom.us/j/97806600133>

Meeting ID: 978 0660 0133 or

Phone: 1(669) 900-9128

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 February 8, 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 6:03 PM.

Chair Ricossa announced the resignation of **Trustee Briefman** from the Board of Library Trustees. The City Council will leave the position vacant for the remainder of the term ending June 30, 2021. The vacancy interviews will occur in May 2021 and a new Trustee will be appointed for July 2021. **Assistant City Manager Nader** confirmed that the action would go to Council on February 9, 2021 where it will be discussed further.

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

Absent 1 - Trustee Joshua Briefman

CONSENT CALENDAR

1. [21-245](#) Board of Library Trustee Minutes of December 7, 2020

Recommendation: Approve December 7, 2020 meeting minutes.

Trustee Broughman requests agenda item 20-1275 in the December 7, 2020 Board meeting minutes be amended to reflect the Board's recommendation to restore the requirement of a Masters in Library and Information Science, or equivalent, to the City Librarian classification go before City Council and **Acting City Librarian Bojorquez's** note that the Board's recommendations are given to the City Manager.

Assistant City Manager Nader noted staff can review the recording and return with amended minutes.

A motion was made by Vice Chair Hintermeister, seconded by Broughman, to continue this item to the Board of Library Trustees Meeting of March 1, 2021 to review incorporate the Board's request amendments.

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

Absent: 1 - Trustee Briefman

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director (Library Foundation and Friends) gave an update on Foundation activities including Librarypalooza, held on February 6, 2021, which raised around \$25,000. She reported that the Friends and Foundation was able to secure a \$5,000 Grant for the 2021 Library Comic Con.

GENERAL BUSINESS

2. [21-246](#) Presentation by the President of the Santa Clara County Historical and Genealogical Society, Linda Sanders.

Recommendation: There is no staff recommendation.

Linda Sanders, President (Santa Clara County Historical and Genealogical Society) gave a PowerPoint Presentation about the history of the SCCHGS and its partnership with the Library.

After the presentation, **Linda Sanders** requested to (1) have the desired attributes of the new City Librarian include having interest in Genealogy and (2) a new Library liaison be re-established at the appropriate time. The **Board of Library Trustee's** noted the request.

Public Speaker(s): Sue Fitzpatrick

Trustee Hintermister requested information on the organizations that have partnerships with the Library to help maintain and leverage these partnerships.

STAFF REPORT

3. [21-247](#) Verbal Report on Library Programs and Activities (Council Pillar: Enhance Community Engagement and Transparency)

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

Assistant City Manager Nader introduced **Library Advisor Light** who will assist with the daily oversight of the Library while **Acting City Librarian Bojorquez** is on leave.

Library Advisor Light gave an overview of her past experience.

Assistant City Manager Nader reviewed the **Acting City Librarian's Bojorquez** Monthly Report. She informed the Board that **City Manager Santana** will re-launch the recruitment process for the new City Librarian in the next few weeks.

Acting Management Analyst Wasterlain noted the progress on tenting the Mission Branch Library due to termites.

The Board reiterated its request to be provided a draft of the City Librarian job classification. **Trustee Broughman** noted that a Trustee member be on the City Librarian selection committee and requested City Attorney's opinion if there is a potential Brown Act violation by serving on the selection committee.

The Board requested a report on how the vacancies and reduction of staff will impact Library services.

Assistant City Manager Nader noted that staff will return with information on staffing at a future meeting and will follow-up with **City Manager Santana** regarding City Librarian qualifications and Boardmember involvement on the selection committee.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister, to add an update on the City Librarian recruitment process to each Board of Library Trustees agenda until a new City Librarian is hired.

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

Absent: 1 - Trustee Briefman

TRUSTEES REPORT

Vice Chair Hintermeister would like to discuss formalizing the Board's governance process.

Chair Ricossa would like to have meetings prior to City Council Priority Setting sessions to prepare the board for participation in those sessions. **Assistant City Manager Nader** noted there may be an opportunity to speak at an upcoming Priority Setting check-in meeting which is tentatively scheduled to return to Council in May. The Board will be informed when a date is finalized so that they may prepare accordingly.

The Board would like to be more aware of Goal and Priority Setting Council Meetings and other City Committee meetings that would impact the Board.

ADJOURNMENT

The meeting was adjourned at 7:29 PM.

A motion was made by Trustee Broughman, seconded by Vice Chair Hintermeister, to adjourn the meeting.

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

Absent: 1 - Trustee Briefman

The next regular scheduled Board of Library Trustees Meeting is March 1, 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.

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