



City of Santa Clara

Meeting Minutes

Board of Library Trustees

09/13/2021

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 meeting to order at 6:01pm

Vice Chair Evans inquired about need to vote for a member's excusal.

Chair Ricossa called for a vote to excuse Trustee Broughman from the September 13, 2021 Board of Library Trustees meeting. The vote passed.

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

Excused: 1 - Trustee Broughman

CONSENT CALENDAR

- 1 [21-1205](#) Update 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

Vice Chair Evans asked for item to be pulled for discussion.

Vice Chair Evans inquired about whether board members not present at a meeting needed to abstain from voting on that meeting's minutes. Guidance received from the City Attorney's Office to **Acting City Librarian Bojorquez** was that board members are not required to abstain from voting. **Vice Chair Evans** would like clarification on this procedure as it conflicts with guidance he has received in other commissions.

Trustee Hintermeister asks for the May 3, 2021 meeting minutes to be amended to reflect that his question during the public presentation by Santa Clara City Library Foundation and Friends **Executive Director JoAnn Davis** was specific to the acceptance of book donations.

Trustee Hintermeister would like meeting minutes to explicitly record if a motion passes or fails.

A motion was made by Trustee Hintermeister, seconded by Chair Ricossa, to approve the minutes of May 3, 2021 with corrections and the minutes of June 10, 2021. The motion passed.

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

Excused: 1 - Trustee Broughman

Abstained: 1 - Vice Chair Evans

- 2 [21-1159](#) Action on the Meeting Minutes of August 2, 2021

Recommendation: Approve the meeting minutes of August 2, 2021.

A motion was made by Vice Chair Evans, seconded by Trustee Tryforos, to approve the meeting minutes of August 2, 2021. The motion passed.

Aye: 4 - Trustee Tryforos, Trustee Hintermeister, Chair Ricossa, and Trustee Evans

Excused: 1 - Trustee Broughman

PUBLIC PRESENTATIONS

Santa Clara City Library Foundation and Friends **Executive Director, JoAnn Davis**, noted that there were two patio book sales recently at the Northside Branch Library and the Central Park Library. The Foundation and Friends have opened a pop-up bookstore in the Westfield Valley Fair Mall. The store is open until the end of September on Fridays from 3pm until 7pm, Saturdays from noon until 6pm and Sundays from noon until 4pm.

GENERAL BUSINESS

STAFF REPORT

3 [21-1168](#) Adult Services Division Update

Recommendation: No Recommendation for this item

Adult Services Program Coordinator, Theresa Campos, presented the **Board of Library Trustees (the Board)** with an update on the Division's recent activities and upcoming programs. Adult Services librarians **Nevin Alkaydin, Danny Le and Megan Tristao** aided in the presentation.

Trustee Hintermeister voiced an interest in the Library exploring ways to support local non-profit groups, particularly in relation to room use as the Library reopens. **Vice Chair Evans** added support for this idea. **Program Coordinator Campos** discussed how meeting rooms had been used pre-COVID. **Management Analyst Wasterlain** noted that community room use was an ongoing discussion across the City and could not be sufficiently addressed in this meeting.

Trustee Hintermeister asked about how young adult patrons utilized the reference desk. **Librarians Danny Le and Nevin Alkaydin** discussed some of the common behaviors of young adults using the Library.

Vice Chair Evans inquired about how programs are advertised. **Program Coordinator Campos** went over the multiple ways that program information is distributed online.

4 [21-1202](#) Statistical Report of Library Activity

Recommendation: No recommendations for this item.

Management Analyst Wasterlain presented a statistical report to **the Board** to provide comparisons between pre-COVID and current Library usage. The report also covered recent trends in patron activities showing increasing demand for library services.

Vice Chair Evans inquired whether e-media materials made up for the lower circulation numbers during the pandemic. **Management Analyst Wasterlain** discussed how the collections compliment each other, but don't necessarily replace one another.

Vice Chair Evans asked for an explanation of ebook pricing. **Management Analyst Wasterlain** spoke about the different distribution and pricing models vendors use to provide ebooks and how those models result in platform costs being variable.

5 [21-1160](#) Verbal Report on Library Programs and Activities

Recommendation: Note and file monthly update on Library activities.

Library Advisor, Jane Light, delivered an update on Library activities that included:

- Central Park Library expanded services on Aug 23, 2021
- Release of Library survey for feedback on hours and programming
- Recruitments of **Mission Branch Library Program Coordinator, Adina Aguirre** and **Young Adult Librarian, Michelle Grinstead**
- Recruitment of Assistant City Librarian
- **City Librarian, Patty Wong's** first day on October 4, 2021

Trustee Hintermeister voiced his appreciation of the work **Acting City Librarian Bojorquez** has done over the past year.

Trustee Hintermeister and **Chair Ricossa** discussed possible items of discussion for **the Board** to have with **City Librarian Wong** at the October 4, 2021 meeting.

TRUSTEES REPORT

ADJOURNMENT

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

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

Excused: 1 - Trustee Broughman

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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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