



City of Santa Clara

Meeting Minutes

Board of Library Trustees

11/01/2021

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 21-9013, the Board of Library Trustees meeting will be held by teleconference only. No physical location will be available for this meeting; however, the City of Santa Clara continues to have 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 6:00pm.

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

CONSENT CALENDAR

- 1 [21-1544](#) Action on the Meeting Minutes of October 4, 2021

Recommendation: Approve meeting minutes of October 4, 2021

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, to approve the meeting minutes of October 4, 2021. The motion passed.

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

PUBLIC PRESENTATIONS

No public presentations.

GENERAL BUSINESS**STAFF REPORT**

- 2 [21-1552](#) Introduction of New Mission Branch Library Program Coordinator

Recommendation: No recommendation for this item.

City Librarian Patty Wong introduced Mission Branch Library **Program Coordinator Adina Aguirre**.

Program Coordinator Aguirre gave a brief summary of her background in libraries, goals for the Mission Branch Library, and personal interests.

Trustee Broughman inquired about engagement with the Liberty Towers Retirement Community. **Program Coordinator Aguirre** noted she recently spoke with staff from the retirement community to better understand how Mission Branch Library can serve their residents.

Vice Chair Evans asked about in-person programming. **Program Coordinator Aguirre** described the passive programming currently happening and an upcoming in-person storytime.

3 [21-1553](#) Review of Board of Library Trustees Long-Term Work Plan

Recommendation: Evaluate, revise and update work plan items.

City Librarian Wong asked for the **Board of Library Trustees (the Board)** to review its existing long-term work plan.

City Librarian Wong gave a brief overview of potential opportunities in North Santa Clara for Library services.

Trustee Evans inquired if park fees could aid Library construction. **City Librarian Wong** explained that partner organizations could potentially receive loans from the Parks and Recreation department for projects that provide benefit to park land.

City Librarian Wong will bring information related to Sunnyvale Public Library's Lakewood Branch back the Board in response to **Trustee Broughman's** interest about its development.

Trustee Broughman gave background on **the Board's** previous work to be involved in the City's General Plan, in particular **Trustee Hintermeister's** presentation to City Council in February 2019 regarding library service needs in relation to population growth. **City Librarian Wong** is interested in pursuing this goal with **the Board** and noted that creating a facilities master plan or strategic plan would prepare the Library if the opportunity is available. These plans would incorporate **the Board's** interest in placemaking.

Vice Chair Evans summarized that **the Board** would like to see the environmental impact report process for new developments include consideration for impacts on Library resources and the Library service needs to be incorporated in a future General Plan.

City Librarian Wong stated that no additional updates are available for the Nexus study item on **the Board's** work plan.

City Librarian Wong will provide an update at a future meeting regarding the status of community room fees in the City.

Chair Ricossa asks that the remainder of the work plan be deferred until a future meeting.

Trustee Hintermeister noted that many items on the work plan were not action items, but a way of tracking comments that came from City Council meetings.

4 [21-1557](#) Board Development and Engagement

Recommendation: No recommendation for this item.

Trustee Tryforos inquired what the role of **the Board** could be. **City Librarian Wong** proposed the idea of **the Board** going through an onboarding process together to give all trustees a common foundation. Through this, **the Board** can examine how to be more effective in its actions.

City Librarian Wong noted that **the Board** has a responsibility to be the community's voice for the Library as well as the Library's advocate when speaking with the community and personal social circles. **City Librarian Wong** will be asking trustees what community organizations they belong to and who in the community she should engage.

Trustee Tryforos suggested **the Board** have an engagement page on the Library website to solicit community feedback and interest.

Trustees Broughman and Hintermeister are interested in receiving guidance from staff on where to direct efforts.

City Librarian Wong will begin to explore the Board's role in the City Charter at the next meeting.

5 [21-1558](#) City Librarian Report on Library Programs and Activities

Recommendation: Note and file monthly update on Library activities.

City Librarian Wong gave an update on library activities including:

- reopening planning
- hiring of **Assistant City Librarian Dolly Goyal**
- recent Bookmobile events
- Youth Service's outdoor in-person Halloween parade
- Pop up storytimes

TRUSTEES REPORT

Trustee Broughman inquired about tax preparation activities at the Library. Staff will contact the Volunteer Income Tax Assistance (VITA) program and return with information.

ADJOURNMENT

A motion was made by Trustee Broughman, seconded by Vice Chair Evans, to adjourn the meeting at 7:37pm.

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