



## Agenda Report

20-977

Agenda Date: 11/2/2020

### REPORT TO LIBRARY BOARD OF TRUSTEES

#### **SUBJECT**

Discussion and Recommendation on Desired Attributes and Community Priorities for the Next City Librarian (Council Pillar: Enhance Community Engagement and Transparency)

#### **BACKGROUND**

In January 2020, City Librarian Hilary Keith announced her intention to retire in July 2020. City Manager Santana attended the March Board of Library Trustees meeting to provide an overview of the recruitment process and to solicit input from the Board regarding the desired characteristics and attributes the Manager should consider when selecting a new City Librarian.

On March 11, the City declared a local emergency in response to the COVID-19 pandemic. City Librarian Keith agreed to continue with the City through September and the recruitment was suspended. Ms. Keith retired from the City in September. At the September meeting, City Manager Santana returned to the Board of Trustees to provide an update on the recruitment process. At that time, the Board expressed interest in providing additional input into the desired characteristics and attributes for the City Manager's consideration. The purpose of this item is to allow a forum for the Board to discuss and recommend to the City Manager any additional attributes for her consideration.

#### **DISCUSSION**

At the March 9 Board meeting, City Manager Santana gave a presentation on the process for the City Librarian recruitment. The Board was updated on the recruiter, recruitment period, tentative candidate interview timeline and tentative appointment date. The Board discussed recruitment questions for the interview process.

City Manager Santana also led the group in a discussion on desired attributes and community priorities for the next City Librarian. The Board discussed that they would want the new City Librarian to embrace innovation, implement new programs, be open to new ideas and stay on trends. Desired attributes included that the new City Librarian comes from a multi-branch system, have experience working with a Board/Committee and be experienced in handling emergency situations.

Chair Leone Broughman, Member Jan Hintermeister, and Member Stephen Ricossa were in attendance at the meeting. Due to COVID-19, City Librarian Keith agreed to delay her retirement through September and the recruitment process was suspended.

In September, the City Manager returned to the Board to provide another update on the recruitment indicating that due to COVID and the upcoming holidays, the recruitment for a permanent City Librarian would resume at the start of the calendar year. The Board expressed a desire to submit additional input for the City Manager's consideration and she invited the Board to do so. This information would be factored into the recruitment process as it proceeds forward.

It is recommended that the Board review and discuss any additional input on desired attributes and characteristics of a future City Librarian for recommendation to the City Manager.

**ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

**COORDINATION**

This item has been coordinated with the City Manager's office.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**ALTERNATIVES**

1. Review and discuss additional attributes and desired characteristics of the next City Librarian for recommendation to the City Manager
2. Note and file the report

**RECOMMENDATION**

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

Approved by: Cynthia Bojorquez, Assistant City Manager/Interim City Librarian