



Agenda Report

21-488

Agenda Date: 4/5/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Informational Report on the Recruitment Process for the City Librarian Position

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

In September 2020, the former City Librarian retired and Assistant City Manager Cynthia Bojorquez was appointed to serve as Acting City Librarian to assist with the daily oversight of the Library during COVID-19 pending the completion of a recruitment.

The Administration has retained Teri Black & Company to conduct a nationwide executive search for a new City Librarian. The recruitment opened on March 23, 2021 and will close on April 18, 2021.

At the February 8, 2021 Board of Library Trustees meeting, it was requested that staff provide regular updates on the recruitment process until the position is filled. This report is the second update to the Board of Library Trustees.

DISCUSSION

During the March 1, 2021 meeting, Acting City Librarian Cynthia Bojorquez shared the final text of a recruitment brochure Teri Black and Co. will be distributing to potential City Librarian candidates. Library staff feedback on the brochure and desired qualities of the new City Librarian were being gathered at that time. Acting City Librarian Bojorquez will share that feedback with the Board of Library Trustees.

Additional information on the status of the recruitment will be provided.

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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

This item is for information only; no action is required at this time.

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

