



City of Santa Clara

Meeting Minutes

Board of Library Trustees

12/05/2022

6:00 PM

Virtual Meeting

Pursuant to the Government Code section 54953(e) and City of Santa Clara Resolution 22-9160, 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://santaclaraca.gov.zoom.us/j/85864257230>

- Webinar ID: 858 6425 7230 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 Evans called the meeting to order at 6:05pm. **Trustee Broughman** was excused from the meeting.

Present 4 - Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, Trustee Stephen Ricossa, and Chair Jonathon Evans

Absent 1 - Trustee Leonne Broughman

CONSENT CALENDAR

Item 22-1486 should be listed under General Business not Consent Calendar.

Action on the Meeting Minutes of November 7, 2022

1.A. [22-1485](#)

Recommendation: Approve meeting minutes of November 7, 2022

City Librarian, Wong clarified that the Board should only recommend approval of the request to fundraise since the Board is Advisory. The minutes will be amended to reflect the correction.

The Board would like to invite the **City Manager's Office** and **City Attorney's Office** to a January 2023 Special Meeting to clarify the City Charter Provisions related to the Roles and Responsibilities of the Board.

A motion was made by Vice Chair Hintermeister, seconded by Trustee Tryforos to approve the Consent Calendar as amended. The motion passes 3-1.

Aye: 3 - Trustee Tryforos, Vice Chair Hintermeister, and Chair Evans

Nay: 1 - Trustee Ricossa

Absent: 1 - Trustee Broughman

[22-1486](#)

Action on Communication with the City Council Concerning the Library Budget

Recommendation: Discuss and consider communication with the City Council.

City Librarian, Wong informed the Board of the 10.8% discretionary budget reduction the library has been given. This is roughly 1 million 15 thousand, each year, for the next two years. This reduction may continue past the two year budget cycle, dependent upon City economics. Library staff has been drafting a target memo which is due to Finance December 9, 2022. We would like to maintain our current level of hours. Which can only be done if we keep all current staff including as-needed. We will ask to fill our vacant permanent coded positions. As of right now, we are considering reducing funds (beginning FY 23/24) primarily from two sources 1. the as-needed budget leaving enough funds to cover current staffing levels 2. the materials budget. The rest will come from building maintenance/utilities, and by reducing programming and training. The library was previously asked to take a 1.6 million reduction in 2020 along with other departments. Finance has mentioned parcel tax for future funding. The library was encouraged to include this in the Memo to Finance.

Assistant City Librarian, Goyal reviewed the last few years of levels of library service. In 2014 the library was open 172 hours across all 3 branches with 110 staff members. 2014-2020 hours were reduced to 144 hours. In February of 2021 due to COVID conditions and lack of staff the Central Park Library was open for lobby service for 24 hours. In April 2021 hours were increased to 48 hours between all of the branches. August 2021- January 2022 hours were increased to 64 hours a week. November 2022 to present the libraries are open 87 hours a week with 60 staff members.

The Board requested more information regarding the previous budget cut of 1.6 million and would like to know how much was cut from other City departments and if anything was returned to the library. They would also like information about neighboring libraries including budget, staffing levels, hours of operation, and funding. Data per capita as well as demographics were requested. Staff will provide requested information to the Board.

This item will be continued at a January 2023 Special Meeting.

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos to have a special meeting in January 2023 to discuss communication to the City Council. The motion passes 4-0.

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

Absent: 1 - Trustee Broughman

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. [22-1489](#) Initial Discussion of Work Plan for 2023

Recommendation: Review and approve work plan

Staff will share a draft of the 2023 **Board of Library Trustees** Work Plan at the February 2023 meeting for review and implementation upon Council approval.

4. [22-1490](#) Discussion and Action on Future Board Development and Engagement Agenda Items

Recommendation: No recommendation

City Librarian Wong clarified information given to her by **City Management** regarding **Board** involvement in the Facilities Master Plan. The **Board** will not be involved in the selection of the proponent since they will make recommendations on the process to avoid a conflict of interest.

The **Board** was confused on how there could be a conflict of interest. They said this was inconsistent with other City policies and Boards. Item 8. 22-1285 on the December 6, 2022 Council Agenda contradicts this information. The **Board** would like to invite **City Management** to a **Board** meeting and explain their standing.

STAFF REPORT

[22-1492](#)

City Librarian Report on Library Programs and Activities.

Recommendation: Note and file monthly update on Library activities.

City Librarian Wong shared that the one-time carryover of funds from last year is being used to replace PC's and Self-Checks.

There was an unfortunate situation that occurred on November 19th at the Central Park Library. A patron was found unresponsive. Staff did their best to revive the customer with no success. The City offered grief counseling the Monday after the incident by a former Chaplain at PD. Kudos to the team for handling the incident so well. Staff are very resilient. The **Security Guard Antonio Browder** did a great job in handling the situation. He will be working with us longer term. There was an incident at the Northside Branch where someone was vandalizing the building with a large amount of graffiti. The police are handling this through juvenile court. Staff and the custodians handled this very well. **Northside Library Assistant Andrew Paul** received his M.L.S. last year and has accepted an Adult Services Librarian position at the Sunnyvale Library. His last day in December 14 and we wish him well. As-Needed **Library Assistant Matthew Gallucci** has accepted a part-time position at the Sunnyvale Library. He will stay on with the Santa Clara City Library working on weekends.

TRUSTEES REPORT

ADJOURNMENT

The meeting was adjourned at 8:07pm.

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

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

Absent: 1 - Trustee Broughman

The Board of Library Trustees meeting is adjourned to February 6, 2022, at 6pm.

MEETING DISCLOSURES

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."

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