Board Approved

City of Santa Clara

Meeting Minutes

Board of Library Trustees

05/06/2024	**6:00 PM**	**Hybrid Meeting, Edinger Room** **Central Park Library,** **2635 Homestead Rd, Santa Clara, CA 95051**

The City of Santa Clara is conducting the Board of Library Trustees meeting in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

- Via Zoom:
- o https://santaclaraca-gov.zoom.us/j/85864257230

Meeting 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.

DRAFT

CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 6:00 PM.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, to approve Vice Chair Hintermeister participating remotely under the provision of AB2449.

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

Abstained: 1 - Vice Chair Hintermeister

CONSENT CALENDAR

1.A 24-399 Action on the Board of Library Trustees Meeting Minutes of April 1, 2024

Recommendation: Approve the Board of Library Trustees Meeting Minutes of April 1, 2024

1.B 24-400 Action to Recommend City Council Acceptance of the FY 2024/25 and 2025/26 California Library Literacy Services (CLLS) English as a Second Language (ESL) Grant Awards for Read Santa Clara for a Total Amount of $126,327 and the Related Budget Amendments

Recommendation: That the Board of Library Trustees recommend that the City Council accept the

FY 2024/25 and 2025/26 California Library Literacy Services (CLLS) English as a Second Language (ESL) Grant Awards for Read Santa Clara for a Total Amount of $126,327, including $61,618 for FY 2024/25 and $64,709 for FY 2025/26, and the Related Budget Amendments as described in this Report

A motion was made by Trustee Broughman, seconded by Trustee Tryforos to approve the Consent Calendar.

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

PUBLIC PRESENTATIONS

GENERAL BUSINESS

24-443 Discussion and Possible Action on Santa Clara City Library Draft Strategic Plan

Recommendation: Review and discuss the vision and mission statements and project updates on the Santa Clara City Library Draft Strategic Plan.

The **Board** received a presentation on the status and progress of the draft Library Strategic Plan, presented by **Cindy Fesemyer** of **Fast Forward Libraries**, the consultants engaged to produce the Strategic Plan. Discussion was held on the draft Strategic Plan, and the **Board** recommended some edits. **City Librarian Wong** informed the **Board** that staff will be working on the implementation planning component of the Strategic Plan, and will bring back updates to share with the **Board**.

DRAFT

STAFF REPORT

City Librarian Wong introduced the **Board** to **Michelle Templeton, Assistant to the City Manager,** who attended the meeting remotely.

Librarian Rachel Hughes provided an informational presentation to the **Board** about electronic resources (e-resources) at the Library. The presentation reviewed the types of e-resources provided by the Library, usage of e-resources, how they fit into the overall Library materials collection and budget, and how the COVID pandemic affected e-resource use.

City Librarian Wong informed the **Board** that staff had looked into a prior question from the **Board** whether a **Trustee** should be assigned to take notes at regular **Board** meetings. **Staff** and the **City Attorney's Office** reviewed the **Board**'s bylaws, which do not require a secretary. The **Board** agreed to agendize a review of the bylaws at the next regular meeting, and directed staff to review and revise the bylaws with the assistance of the **City Attorney's Office.**

On the subject of board and commission workplans, the **Board** was updated that the **City Manager's Office** is looking into systematizing this process, and updates will be provided when available.

City Librarian Wong updated the **Board** on elements in the proposed city budget impacting the Library, including capital improvement projects, and a proposal to provide funding for Sunday open hours at Central Park Library. Dates scheduled for **City Council** study sessions on the budget were shared with the **Board.**

City Librarian Wong informed the **Board** that **Trustee Tryforos** had connected with the staff liaison for the **City Youth Commission** regarding attending their regular board meetings, scheduled to resume in September. The **Board** were informed of the new Tell Your Story program at the Library, which allows patrons to record oral histories for the Local History collection at **Santa Clara City Library.** The **Board** were also informed of the volunteer recognition that had taken place for literacy volunteers at the Library, and their 27 year history of supporting literacy in Santa Clara.

DRAFT

TRUSTEES REPORT

Trustee Broughman inquired about the Library cafe status. **City Librarian Wong** informed the **Board** that a small committee is tasked to gather information and present options regarding the reopening of the Library cafe as well as the cafeteria at City Hall, and that this work is in progress. **Trustee Ricossa** shared that the **Santa Clara City Library Foundation and Friends** would no longer be operating the cafe, and reminded the **Board** of the Librarypalooza fundraiser scheduled for May 11, 2024 at the **Triton Museum.**

ADJOURNMENT

The meeting was adjourned at 7:52 PM.

A motion was made by Trustee Broughman, seconded by Trustee Ricossa to adjourn the meeting.

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

The Board of Library Trustees Meeting is adjourned to June 3, 2024, at 6:00 PM.

DRAFT

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."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.

DRAFT