City of Santa Clara

Meeting Minutes

Board of Library Trustees

11/06/2023 **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.

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CALL TO ORDER AND ROLL CALL

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

A motion was made by Trustee Tryforos, seconded by Trustee Broughman, to approve the excused absence of Vice Chair Hintermeister due to emergency circumstances.

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

Excused: 1 - Vice Chair Hintermeister

CONSENT CALENDAR

1.B 23-1303 Action on the Board of Library Trustee Meeting Minutes of October 2, 2023

Recommendation: Approve the Board of Library Trustees Meeting Minutes of October 2, 2023.

A motion was made by Chair Evans, seconded by Trustee Broughman to approve item 1B on the consent calendar.

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

Excused: 1 - Vice Chair Hintermeister

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Consent Items Pulled for Discussion

1.A 23-1302 Action on the Board of Library Trustee Meeting Minutes of September 11, 2023

Recommendation: Approve the Board of Library Trustees Meeting Minutes of September 11, 2023.

Chair Evans pulled the meeting minutes of September 11, 2023, to make a correction to page 8 and change the word "Member" to "Trustee" in two places.

A motion was made by Trustee Tryforos, seconded by Chair Evans, to make a correction to page 8 of item 1A, the meeting minutes of September 11, 2023, to change the word "Member" to "Trustee" in two places.

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

Excused: 1 - Vice Chair Hintermeister

A motion was made by Trustee Tryforos, seconded by Trustee Ricossa, to approve the corrected meeting minutes of September 11, 2023.

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

Excused: 1 - Vice Chair Hintermeister

PUBLIC PRESENTATIONS

Tareq Faritous, Community Member thanked the **Board** for expanded hours at the Library, and expressed an interest in increasing the number of programs.

JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends informed the **Board** of the upcoming **Foundation and Friends** book sale on Saturday, November 18, 2023 from 10 am to 2 pm at Central Park Library. The **Board** was informed that starting in January book sale hours will be expanding to coincide with the Library's expanded hours and that more information will be forthcoming.

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GENERAL BUSINESS

2 23-1304 Action to Recommend Council Adoption of a Resolution to Establish the 2024 Calendar of Meetings for the Board of Library Trustees

Recommendation:

Action to Recommend Council Adoption of a Resolution to Establish the 2024 Calendar of Meetings for the Board of Library Trustees.

Patty Wong, City Librarian informed the **Board** that item 2, the recommendation for **City Council** to adopt a Resolution to establish the 2024 Calendar of Meetings for the **Board of Library Trustees**, had been approved previously by the **Board,** and was returned to their attention to approve a change, removing the word "hybrid" from the Resolution. The **Board** was informed that there would continue to be an effort to hold **Board of Library Trustees** regular meetings in a hybrid manner, but there was a concern that it may not always be technically possible to do so, while the inclusion of the term "hybrid" in the Resolution would make this mandatory.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos, to take action to recommend council adoption of a resolution to establish the 2024 calendar of meetings for the Board of Library Trustees as amended.

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

Excused: 1 - Vice Chair Hintermeister

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3 23-1334 Discussion and Action on a Board of Library Trustee 2023 Workplan Update for the Joint Council/Board Annual Dinner and Continued Discussion and Action on Work Plan Goals and Activities for Calendar Year (CY) 2024

Recommendation: It is recommended that the Board:

1. Identify Board accomplishments to be included in the report for the joint Council/Board dinner meeting update.
2. Approve the Chair (or an alternate) to present the report on behalf of the Committee.
3. Review and discuss the status of 2023 workplan goals and identify which should be carried over for 2024 and if it is necessary to add additional goals for 2024.

The **Board** reviewed presentation slides summarizing **Board** accomplishments and talking points for the planned upcoming **Board** dinner with **City Council**. **Trustees** shared their draft talking points with the **Board**, and recommended revisions for the presentation, which will be shared by **Staff** at the next regular **Board of Library Trustees** meeting.

The **Board** also recommended adding some work plan goals to the draft work plan goals outlined for Calendar Year 2024, including support of the Strategic Plan, Facilities Master Plan, further development of the New Trustee Handbook, and advocating for additional funding for the **Library** collection.

A motion was made by Trustee Ricossa, seconded by Chair Evans to incorporate into the draft 2024 Board of Library Trustees work plan support of the Strategic Plan, support of the Facilities Master Plan, further development of the New Trustee Handbook, and advocating for additional funding for the Library collection.

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

Excused: 1 - Vice Chair Hintermeister

A motion was made by Trustee Ricossa, seconded by Trustee Broughman that all present members of the Board of Library Trustees present their report at the dinner with City Council, and that the revisions to the talking points discussed at this meeting be incorporated in the presentation for review at the Board of Library Trustee dinner with City Council.

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

Excused: 1 - Vice Chair Hintermeister

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STAFF REPORT

Patty Wong, City Librarian provided the **Board** with draft copies of the Learning Report produced with analysis of data collected as part of the Strategic Planning process. This material is for **Board** review in preparation for the **Board** Retreat Session scheduled for the December 4, 2023 regular meeting of the **Board of Library Trustees**, to be conducted by **Fast Forward Libraries**, as part of the Strategic Planning process.

The **Board** also received a presentation from **Megan Stroup Tristao, Librarian**, addressing Intellectual Freedom and the **Library's** procedure when a formal request of reconsideration is submitted.

TRUSTEES REPORT

Trustee Ricossa informed the **Board** that **Nancy Toledo** is being awarded the **Austin Warburton Award for Excellence in Community Service** by the **Mission City Community Fund.** The event is by invitation only, and **Trustee Ricossa** will be sharing invitations with the **Board. Nancy Toledo** was a founding member of the **Santa Clara City Library Foundation and Friends.**

ADJOURNMENT

The meeting was adjourned at 7:50 PM.

A motion was made by Trustee Broughman, seconded by Trustee Tryforos to adjourn the meeting in memory of former Santa Clara Mayor Patricia Mahan, who passed away in October 2023.

Aye: 4 - Trustee Broughman, Trustee Tryforos, Trustee Ricossa, and Chair Evans
Excused: 1 - Vice Chair Hintermeister

The Board of Library Trustees Meeting is adjourned to December 4, 2023, at 6:00 PM

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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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