Board Approved

City of Santa Clara

Meeting Minutes

Board of Library Trustees

02/05/2024 **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:
  - https://santaclaraca-gov.zoom.us/j/85864257230

    Meeting ID: 858 6425 7230 or

  - 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 6:01 PM.

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos, to approve the excused absence of Trustee Broughman due to illness.

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

Excused: 1 - Trustee Broughman

CONSENT CALENDAR

PUBLIC PRESENTATIONS

Betsy Megas, Library Patron, addressed the Board with feedback about Library services. She emailed an article to the **Board of Library Trustees** about the company who purchased Overdrive/Libby e-book platforms. She raised concerns about the bicycle repair station at Central Park Library being broken, and identified other area libraries with functional stations, addressing security and funding needs necessary to maintain these. She mentioned other regional libraries with strong "library of things" collections and asked if the **Board** was interested in expanding and promoting this at **Santa Clara City Library. Chair Evans** indicated it would be added as a topic to a future agenda in the staff report.

JoAnn Davis, Director of the **Santa Clara City Library Foundation and Friends**, reported to the **Board** on the addition of Friday book sales held by the **Foundation and Friends**, with more upcoming on February 16 and 17, 2024.

GENERAL BUSINESS

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GENERAL BUSINESS

1 24-58 Discussion and Action on a Board of Library Trustee 2023 List of Accomplishments and Talking Points for the Joint Council/Board Annual Dinner

Recommendation: Discuss and approve the list of accomplishments and talking points prepared for the joint City Council/Board of Library Trustees Dinner.

The **Board** identified several corrections to request in the 2023 List of Accomplishments and Talking Points presentation for the Joint **Council/Board** Annual Dinner. Requested changes included a correction to the spelling of the Chair's name, re-ordering the list of **Trustee** names to match the included photo, changing the word Testimony to Advocacy on the first Accomplishments slide, and changing the last word on the **Board** Development Goals slide from **BOLT** to Library.

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos, to request the specified changes to the 2023 List of Accomplishments and Talking Points for the joint Council/Board Annual Dinner, and to elect Chair Evans to present the List of Accomplishments to Council, with all Trustees being able to contribute to the discussion.

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

Excused: 1 - Trustee Broughman

2 24-1208 Discuss and Approve Draft Board of Library Trustees Handbook for New Trustee Onboarding

Recommendation: Approve the Board of Library Trustees Handbook subject to annual updates by Library staff.

The **Board** reviewed the **Board of Library Trustees** Handbook and identified several minor changes to recommend for future versions. The **Board** determined to approve the Handbook in concept subject to annual updates by Library staff.

A motion was made by Vice Chair Hintermeister, seconded by Trustee Tryforos, to approve the Board of Library Trustees Handbook subject to annual updates by Library staff.

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

Excused: 1 - Trustee Broughman

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STAFF REPORT

City Librarian Wong updated the **Board** on the recent Staff Workshop held February 2, 2024 as part of the Library's Strategic Planning process, and reminded the **Board** of upcoming dates and activities to support the Strategic Planning process. Library consultant **Fast Forward Libraries** will take this input and create a draft Strategic Plan. At the April 1, 2024 **Board** meeting, the **Board** will review the updated mission, vision and values, and will be asked to review and recommend **Council** approval of the Draft Strategic Plan. On May 7, 2024 **Council** will have the opportunity to review and approve the Draft Strategic Plan.

The **Board** was reminded of the upcoming expiring terms of two **Board** members, and advised that if no replacements were available in July, the **Trustees** would remain on the **Board** until new **Trustees** can be identified.

The **Board** was informed about upcoming support at the Library for the presidential primary elections, with drop off ballot boxes available at all three Library locations, and in-person voting available at both Central Park and Northside Branch Libraries.

City Librarian Wong informed the **Board** that National Library Week will be held from April 7-13, 2024, and that a proclamation will be provided to the **Board** at the March 4, 2024 **Board** meeting, with the proclamation being presented to **Council** on April 9, 2024.

The **Board** was provided an update on the deterioration of the tile at Northside Branch Library, and the **City's** efforts to address the problem. Further updates included information about **City** efforts to standardize work plans for all **Boards** and **Commissions** citywide for consistency, as well as an upcoming Love Your Volunteers appreciation event at Central Park Library on February 14, 2024 to thank the many Library volunteers. The event will be supported by the **Santa Clara City Library Foundation and Friends.** An update was provided on an orientation for statewide literacy program coordinators being attended by select Library staff.

The **Board** was provided Santa Clara Stands Against Hate posters available for sharing, and were also provided copies of an infographic from the Library's 2023 Counting Opinions annual survey results from the **California State Library**.

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TRUSTEES REPORT

Vice Chair Hintermeister reported that he had attended a meeting of the **Cultural Commission**, and that it was a great experience, and that there was mention of possible connections with the Library.

Trustee Tryforos reported that she had recently reserved a meeting room at Mission Branch Library for the **Soroptimist** club of which she is a member. She reported that it was a great location for a meeting, and that they received great support from staff, particularly thanking **Maryna Prostakova**.

ADJOURNMENT

The meeting was adjourned at 7:58 PM.

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

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

Excused: 1 - Trustee Broughman

The Board of Library Trustees Meeting is adjourned to March 4, 2024, 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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