Board Approved

City of Santa Clara

Meeting Minutes

Board of Library Trustees

04/01/2024 **6:00 PM** **Hybrid Meeting, Margie Edinger RoomCentral 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.

DRAFT

CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 6:03 PM.

Management Analyst James announced that **Trustee Tryforos** would be participating remotely under the provision of AB 2449 due to illness.

A motion was made by Vice Chair Hintermeister, seconded by Trustee Ricossa, to excuse Trustee Broughman.

A motion was made by Vice Chair Hintermeister, seconded by Trustee Ricossa, to approve Trustee Tryforos participating remotely under the Just Cause clause of AB 2449.

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

Excused: 1 - Trustee Broughman

CONSENT CALENDAR

1 24-315 Action on the Board of Library Trustees Meeting Minutes of March 4, 2024

Recommendation: Approve the Board of Library Trustees Meeting Minutes of March 4, 2024

A motion was made by Vice Chair Hintermeister, seconded by Trustee Ricossa to approve Staff Recommendation.

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

Excused: 1 - Trustee Broughman

PUBLIC PRESENTATIONS

DRAFT

GENERAL BUSINESS

2 24-316 Discussion and Action on Santa Clara City Library Draft Strategic Plan

Recommendation: Review and recommend revisions to the vision and mission statements and general content of the Santa Clara City Library Draft Strategic Plan.

The **Board** engaged in discussion with **Amanda Standerfer** of **Fast Forward Libraries**, the consultants working with the Library to develop a Strategic Plan. The **Board** reviewed and drafted language for the Vision and Mission statements.

24-318 Discussion on Connecting with other City of Santa Clara Boards and Commissions

Recommendation: Discuss and identify Boards and Commissions to connect with.

The **Board** held discussion on opportunities to connect with other Boards and Commissions. **Trustee Tryforos** volunteered to attend the next **Youth Commission** meeting, **Vice Chair Hintermeister** volunteered to connect with the **Youth Commission,** and **Trustee Ricossa** to connect with the **Parks and Recreation Commission. City Librarian Wong** indicated she would coordinate connecting the **Board** members to the appropriate contact from those commissions.

DRAFT

STAFF REPORT

City Librarian Wong introduced a member of the public attending the meeting who expressed interest in one of the upcoming vacant positions on the **Board. Salim Muhammad** introduced himself and shared that he had applied to be a member of the **Board.** Another member of the public asked for more information about how to apply. **Chair Evans** provided information about the recruitment and how to apply.

City Librarian Wong informed the **Board** that two library staff members will be attending the City of Santa Clara Leadership Academy for professional development, **Patricia Zeider** and **Nicole Jarvis**. The **Board** was invited to view the Smithsonian BIAS Exhibit being presented at **Santa Clara University**, and reminded of the service for **Former City Manager Sparacino.** Her role in supporting the building of the **Central Park Library** and supporting the **Mission Branch Library** renovations was acknowledged.

Information about the upcoming second **City Council** Priority Setting session was shared with the **Board. Vice Chair Hintermeister** was thanked for speaking on the importance of the library at the first priority setting session, and the **Board** was informed about several callers from the community who brought up the importance of the library.

Information was shared about the upcoming Librarypalooza fundraising event being held at the Triton Museum on May 11, 2024, as well as about Comic Con, scheduled for October 2024.

City Librarian Wong reminded the **Board** about the Proclamation for National Library Week being presented at **City Council** on April 9th, and invited them once more to attend.

DRAFT

TRUSTEES REPORT

Vice Chair Hintermeister shared information on the Triton Tequila Tasting fundraiser for the **Triton Museum.**

Vice Chair Hintermeister asked about an upcoming Patrick Henry meeting and the status of Library inclusion in the plan.

Vice Chair Hintermeister shared that he took notes from the **Board/City Council** dinner, and raised the question if the **Board** might want to assign the role of secretary in the future. It was decided to add this as a question to address at a future meeting.

ADJOURNMENT

The meeting was adjourned at 8:13 PM.

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos to adjourn the meeting in memory of Jennifer Sparacino, former Santa Clara City Manager for 25 years.

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 May 6, 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