Board
Approved

City of Santa Clara

Meeting Minutes

Board of Library Trustees

12/01/2025 **6:00 PM**

Hybrid Meeting
Mission Branch Library
Community Room
1098 Lexington St
Santa Clara, CA 95050

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 6:09 PM. The meeting began with the Joint Meeting of the **Board of Library Trustees** and the **Board of the Santa Clara City Library Foundation and Friends (SCCLFF)**. All members of the **Board of Library Trustees** were present. In attendance from the **SCCLFF Board** were **Janet Arsenault, Emma Atul, Kathy Betts, Lee Broughman, JoAnn Davis, Barbara Kempeny, Stephen Ricossa, Kamil Sakici, Linda Sorbi, Ken Young.**

Present 5 - Chair Jonathon Evans, Trustee Daniel Huynh, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Vice Chair Debbie Tryforos

6:00 PM - Joint Meeting will begin

JOINT MEETING OF THE BOARD OF LIBRARY TRUSTEES AND THE BOARD OF THE SANTA CLARA CITY LIBRARY FOUNDATION AND FRIENDS

25-1670 Informational Report - Role of Community Grants in Library Services and Programs

Recommendation: Note and file informational report.

The **Board of Library Trustees** held a joint meeting with the **Board of the Santa Clara City Library Foundation and Friends**. An informational presentation was shared on the role of grants in supporting library programs and services by **Rachel Schmidt**, **Program Coordinator of Youth Services**, and **Shanti Bhaskaran**, **Program Coordinator** for **Read Santa Clara**. The upcoming 25th anniversary of the **SCCLFF** will be held on May 16, 2026 at the Triton Museum. The **SCCLFF Board** requested volunteers and shared that support would be welcome. The **SCCLFF Board** indicated that it would be beneficial to have staff there to answer questions about services and programs, and to conduct joint presentations. They shared that increasing attendance and awareness of the Foundation is an important goal. Different opportunities to collaborate were mentioned, and the **Board** suggested they agendize this for a future joint meeting.

ADJOURN JOINT MEETING

A motion was made by Trustee Huynh, seconded by Trustee Mohammed, to adjourn the joint meeting.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

The joint meeting of the **Board of Library Trustees** and the **SCCLFF Board** was adjourned at 7:01 PM.

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7:00 PM (Approximately) - Start of Regular Board of Library Trustees Meeting

REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES

Chair Evans called the regular meeting of the **Board of Library Trustees** to order at 7:12 PM.

Present 5 - Chair Jonathon Evans, Trustee Daniel Huynh, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Vice Chair Debbie Tryforos

CONSENT CALENDAR

1 25-1673 Action on the Board of Library Trustees Meeting Minutes of November 3, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of November 3, 2025

A motion was made by Trustee Mohammed, seconded by Trustee Ricossa to approve Staff Recommendation.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of SCCLFF addressed the **Board.** She shared that book sale dates would be on December 5, 2025 at Northside Branch Library, and on December 20, 2025 a patio sale would be held at Central Park Library. The next regular sales will be January 16 and 17, 2026. The bookstore will be open most library open hours, and will be closed on some weekend days when volunteers not available during the holidays, signs will be posted at Central Park Library. The **SCCLFF** is partnering with the **Santa Clara Rotary** for Christmas for Kids on December 10, 2025 from 2:20 to 4:20 PM. The program will bring approximately 110 children from local schools and underserved communities to receive presents, coats, and presents for their family members which they can wrap. **Santa Claus** will be in attendance. The **SCCLFF** will be donating books to the children. Three **SCCLFF Board** members will be ending their terms at the end of June and are looking for new members.

GENERAL BUSINESS

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2 25-1676 Discussion and Possible Action on Charter Review Language for the Board of Library Trustees

Recommendation: Review and discuss charter language pertaining to the Board of Library Trustees.

City Librarian Wong shared with the **Board** that it will be helpful to review the charter and ordinance language for the charter review process, per City Attorney recommendation. Sections 1012 and 1013 from the City Charter were reviewed and discussed. **City Librarian Wong** shared that the term "qualified elector" in section 1012 prevented those who were not eligible to vote from serving on the **Board**. Discussion from the **Board** indicated an interest in replacing this term with "resident." The Board shared an interest in increasing the current, charter-specified number of members from 5 to 7 to strengthen community representation and enable the **Board** to work more effectively with other boards and commissions in their role as Library representatives. In reviewing section 1013, **City Librarian Wong** reminded the **Board** that the name of the Library has changed since it was included on the charter because the Library predated the **City of Santa Clara**. The meaning of the charter language related to the administrative or advisory capacity in which the **Board** acts was reviewed, and the responsibilities related to that distinction. **Deputy City Attorney Huyen Nguyen** answered the **Board**'s questions about administrative roles, related to administering day to day operations, compared to advisory roles in which the **Board** represents the community's voice in Library operations. The **Board**'s role of selecting the **City Librarian** was another point that was discussed, as was the job description's degree requirements. The need to consider the long-term vision of the **Board**'s role was considered, as was how other City boards and commissions operate. The **Board** requested additional information about Sec. 1013 (d) which indicates language was amended in 2000. The language in city ordinance 2.120.080 Board of Library Trustees was reviewed. The **Board** discussed how to proceed, and whether a special meeting might be scheduled to allow further discussion at pace with the City's timeline.

A motion was made by Vice-Chair Tryforos, seconded by Trustee Huynh to appoint Chair Evans, and Trustee Mohammed as a second or alternate, to represent the Board of Library Trustees in discussion with the Charter Review Committee.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

A motion was made by Trustee Mohammed,, seconded by Trustee Ricossa to use staff discretion to schedule and agendize items as needed to meet the timeline expressed by the Trustees tonight.

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Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

STAFF REPORT

City Librarian Wong informed the **Board** that all Library branches will be closed December 16, 2025 for the entire day for a staff recognition and training day. She also shared that Central Park Library would be open over the holidays except for Christmas Day, the Sunday after Christmas, and New Year's Day. The **Board** was informed that **Adina Aguirre, Program Coordiator** at Mission Branch, would be coming back shortly, and thanked **Anne Lee** and all the team who helped support Mission. Information was shared about STEM BOWL, being held at the Convention Center on April 19, 2025, and asked the **Board** to share any STEM-related resources or contacts.

TRUSTEES REPORT

Trustee Huynh inquired about a stargazing event, and **Mila Rianto, Assistant City Librarian** shared that this information was in the most recent library newsletter.

ADJOURNMENT

The meeting was adjourned at 8:40 PM.

A motion was made by Trustee Huynh, seconded by Trustee Mohammed to adjourn the meeting.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

The Board of Library Trustees Meeting is adjourned to February 2, 2026, 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."

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.

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