

11-21-2017

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**City of  
Santa Clara**  
The Center of What's Possible

**Board of Library Trustees**

Central Park Library, Board Room  
2635 Homestead Rd.  
Santa Clara, CA 95051

**Meeting Minutes  
October 2, 2017, 6:30 p.m.**

**Trustees in Attendance**

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Jan Hintermeister  
David Kyo  
Ashish Mangla  
Stephen Ricossa

**Trustees with Excused Absence**

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Lee Broughman

**Staff In Attendance**

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Hilary Keith, City Librarian  
Paul Sims, Assistant City Librarian  
Andrew Crabtree, Director of Community Development  
Donna Tanaka, Senior Library Assistant

**Public in Attendance**

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Tracy Wingrove, Library Foundation and Friends  
Steve Dewinter

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**Matters for Council Action:** Recommendation to approve change to the Board of Library Trustees meeting start time from 6:30 p.m. to 6:00 p.m., effective January 2018.

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1. Chair Ricossa called the meeting to order at 6:32 p.m.
2. Chair Ricossa called for a moment of silence in reflection for those whose lives were lost in the Las Vegas tragedy.
3. There were no Public Presentations.
4. Approval of Minutes:
  - A. Trustee Hintermeister made a motion to approve the minutes from the August 7, 2017 and September 18, 2017 meetings. The motion was seconded by Trustee Kyo. The motion was approved unanimously (Trustee Broughman absent).

5. Correspondence & Announcements: Note and file September 8, 2017 correspondence from Tim Stanley thanking staff for local genealogy and history information.
6. Gifts
  - A. Tracy Wingrove from Foundation and Friends reported that no gifts were received in the previous month. Ms. Wingrove gave the following updates:
    - i. Foundation Board is wrapping up the fiscal year end finances; Foundation donated \$226K to the library.
    - ii. Should Council move forward with the Mission Branch renovation now, Foundation will be reactivating the fundraising committee.
    - iii. Foundation donors will be recognized at the October 10, 2017 Council meeting as a Special Order of Business. Board is invited to attend.
    - iv. Librarypalooza will be held on February 3, 2018. The theme is Casino Royale.
7. Staff Presentations
  - A. Andrew Crabtree, Director of Community Development, gave an overview on Community Placemaking, including past events and workshops, and current community outreach/status on the El Camino planning process. There is not yet a formal work plan in place.
    - i. There is one more project in the contract with Project for Public Spaces (PPS) that potentially will be held in the springtime. PPS would like the project to be coupled with an existing event when there is already an audience available.
    - ii. The Board expressed an interest in viewing any results and implementation plans from the public outreach meetings. Director Crabtree will forward a summary from the Project for Public Spaces.
    - iii. Community Development Department does the planning for Community Placemaking outreach, but direction on implementation and budget decisions will come from Council.
    - iv. The Board offered their support and participation in future events and project role assignments. Board would like to be an active partner in the Community Placemaking process.
8. City Librarian's Report
  - A. Monthly Report: Assistant City Librarian reviewed fiscal year-to-date performance measure data. The decrease in the number of children's programs in August, particularly at Central Park Branch, was due mainly to the end of Summer Reading. Per Trustee request, future data will also include comparative data from the previous year.
  - B. Personnel Updates:
    - i. Cody Christiaens has been hired as the Library's new Bookmobile driver, with a start date of October 30, 2017.

- C. Events at the Library: Assistant City Librarian shared a PowerPoint slide set highlighting August and September 2017 programs. Library programming will continue to reflect our community through outreach in different languages and highlighting cultural diversity. In the past year, the Foundation & Friends provided funding to support cultural programs, including celebrating Diwali and Chinese New Year.

## 9. Unfinished Business

### A. Bookmobile update:

- i. Wrap design presented to and approved by Marketing Committee. Designer has been given the approval to proceed.
- ii. Delivery date has been pushed to November due to slight delay in construction and timing of wrap approval.
- iii. Cody Christiaens' responsibilities as the new Bookmobile driver will encompass a variety of activities; he will have a month of training with Library staff before the bookmobile arrives, and additional staff will be trained as back-up drivers. A Librarian will accompany him onboard for programs. Cody will be invited to an upcoming Board meeting.

### B. Mission Library renovation:

- i. City Librarian thanked the Board for their support and advocacy of the renovation project. Per Council direction, the award of contract will be presented at the October 10, 2017 Council meeting. We will have more information on results and timeline by the next Board meeting on November 6, 2017.

### C. Acquisition and Life of a Book:

- i. Assistant City Librarian will schedule a public, one-hour class/program, tentatively in late October / early November, and Board members will be welcome to attend. Will evaluate response and potentially expand to other topics.

## 10. New Business

- A. City Librarian led a tour of the Demo Garden and new pathway, and showed the newly installed Parkside lighting.

- B. Board discussed the Board of Library Trustees meeting calendar for 2018, including start time and alternate days. After discussing options, Board decided the 2018 meeting schedule would be:

- i. Day:
  - Remain at the first Monday of every month;
  - If conflict with a holiday, the second Monday;
  - September 2018 would be a "dark" month with no Board meeting, due to two consecutive Monday holidays;

- ii. Location:
  - Remain at Central Park Library for all dates, except October 1, 2018 meeting at Mission Branch and November 5, 2018 meeting at Northside Branch; and
- iii. Start time:
  - Change 2018 meeting start time from 6:30 p.m. to 6:00 p.m., as suggested by Trustee Broughman at the August 7, 2017 Board meeting.

Trustee Hintermeister made a motion to approve the 2018 Board of Trustees meeting calendar. The motion was seconded by Trustee Kyo. The motion was approved unanimously (Trustee Broughman absent).

- C. City Librarian proposed that the Central Park Library is open for regular Sunday hours (1:00 pm – 5:00 pm) on Easter, starting in 2018. Board agreed with Staff recommendation.

#### 11. Matters of Trustees Interest

- A. Trustee Ricossa inquired on the photos taken with Ro Khanna. Assistant City Librarian stated that they would be included in the Newsletter.
- B. Trustee Mangla thanked Staff for sharing the Bookmobile graphics.
- C. Trustee Hintermeister informed the Board that the Triton Museum's event, "Meet the New Chief Curator," will be held on Thursday, October 5, 2017, 4:30 p.m. – 6:30 p.m. This is an opportunity to meet staff and learn more about the museum. He will forward an email with details to the Board.
- D. Trustee Mangla inquired about the Library's booth at the recent Art & Wine Festival. Assistant City Librarian reported that the booth had about 1,874 visitors and 25 new patrons signed up for a library card.
- E. Responding to inquiries from Trustee Kyo and Trustee Ricossa, City Librarian advised that the Mission renovation timeline and progress will be shared with the public (including photos of progress) and a ribbon cutting ceremony.

#### 12. Upcoming Events

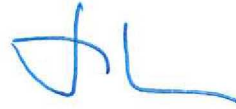
- A. Library closure dates:
  - i. Monday, October 9, Columbus Day
- B. Comic Con, October 7, 2017. Parking is available at St. Justin's, and both Mission and Northside branches will be open for patrons.

13. Future Agenda Topics: None noted.

14. Motion by Trustee Hintermeister to adjourn the meeting. Motion was seconded by Trustee Mangla. Motion to adjourn passed unanimously.

15. Meeting adjourned at 8:13 p.m. The next regular scheduled meeting is on November 6, 2017, 6:30 p.m. at the Northside Branch Library, Community Room.

Respectfully submitted,



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Jan Hintermeister  
Secretary, Board of Library Trustees