



**Meeting Minutes**  
**February 5, 2018, 6:00 p.m.**

**Trustees in Attendance**

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Lee Broughman  
Jan Hintermeister  
David Kyo  
Ashish Mangla  
Stephen Ricossa

**Trustees with Excused Absence**

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**Staff In Attendance**

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Hilary Keith, City Librarian  
Nadine Nader, Assistant City Manager  
Paul Sims, Assistant City Librarian  
Donna Tanaka, Senior Library Assistant

**Public in Attendance**

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Kate Degelau-Pierce, Library Foundation and Friends  
Steve DeWitt

**Matters for Council Action: None**

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1. Chair Ricossa called the meeting to order at 6:00 p.m.
2. There were no Public Presentations.

Trustee Hintermeister arrived at 6:04 p.m.

3. Staff Presentation
  - A. Assistant City Manager Nadine Nader was introduced and offered her assistance in partnering with the City Manager's Office. Discussion included outreach opportunities and messaging from the Goal Setting meeting: need to prioritize due to deficit; may have a community survey to help Council define goals; key constraints include hiring, space, and lack of automation.

4. Approval of Minutes:

- A. Trustee Hintermeister made a motion to approve the minutes from the January 8, 2018 meeting. The motion was seconded by Trustee Mangla. The motion was approved unanimously (Trustee Kyo abstained).

5. Correspondence & Announcements:

- A. Noted and filed February 1, 2018 email from Jeffery Duvall.

6. Gifts

- A. Ms. Degelau-Pierce gave an update on the Librarypalooza event held on February 3<sup>rd</sup> and thanked the Board for their support. This year's event was the most successful to date for attendance as well as funds raised (estimates: 174 people, \$50K raised).
- B. City Librarian reported a donation to the Foundation from Council Member Kolstad, in support of the Librarypalooza event.

7. City Librarian's Report

- A. City Librarian introduced Chair Ricossa as a member of the newly formed Council District Ad Hoc Committee. Chair Ricossa provided an overview of the Committee's selection process, purpose, goals, and timelines:
- As the Chair of the Board of Library Trustees (one of the original Charter established committees), Chair Ricossa was asked to participate as a member of the Ad Hoc Committee.
  - Recommend voting district lines, with input from public community meetings to be held in February and March.
  - Proposal for voting district lines will be included on the June 5, 2018 ballot, and applicable to the November 2018 election.
- B. Monthly Report: Assistant City Librarian discussed and reviewed first half performance measure data, including comparative data to previous year. Bookmobile data will be included in January stats presented in the next Board meeting.
- C. Personnel Updates: City Librarian reported recruitments for Librarian and Technology Intern are in process.
- D. Events at the Library: Assistant City Librarian shared a PowerPoint slide set highlighting January programs. City Librarian noted an "Effective Communication" program with Stanford researcher Antoine de Morreé will be held on Wednesday, February 7<sup>th</sup>.
- E. Assistant City Librarian gave an update on the Bookmobile location stops and outreach efforts. Cody Christiaens is looking into how fines are administered and managed since the stops are only weekly. Any feedback on stops or events should be sent to Assistant City Librarian; ideas mentioned were Ulistac Wild Flower Day and Easter egg hunt. There will be an event on March 14<sup>th</sup> at Santa Clara Square.

8. Unfinished Business

A. Mission Library renovation:

- Assistant City Librarian shared photos of progress. Timeline is on target for end of July completion and August opening.

B. Automated Material Handler update:

- On target for completion the end of March.

C. Board of Trustees Work Plan

- Staff will review policies and make recommendations to Board for input. Staff still working on Community Room Use and Free Speech Area policies. Need to emphasize that Library is neutral and does not endorse users/speakers. Will need to incorporate Mission's community room before the re-opening; will be same policy as other branches.

D. Preparation for February 6<sup>th</sup> Council dinner meeting: City Librarian sent information on the Planning Standards and Guidelines; discussion included scaling to city growth, General Plan, Developer's fees, Mitigation fees, inclusion of Art in STEAM. STE(A)M activities in evaluation, may be capacity constrained due to staffing vacancies.

9. New Business

A. Council Ad Hoc Committee: Covered in City Librarian's Report, item 7A.

10. Matters of Trustee Interest

A. Trustee Kyo inquired about the process for the Historical & Landmark Commission partnering with the Library on Mission Branch re-opening. Assistant City Librarian will contact Commission Member Patricia Leung.

B. In response to Trustee Hintermeister's inquiry, City Librarian advised that there are no new updates on Placemaking activities.

C. Chair Ricossa shared that he has been accepted into the Leadership Santa Clara program.

11. Future Agenda Topics: None noted.

12. Upcoming Events

A. Library closure dates/hours:

- Monday, February 19, Presidents Day

B. February 6: Dinner meeting with Council, 5:00 p.m., Council Chambers

13. Motion by Trustee Broughman to adjourn the meeting. Motion was seconded by Trustee Kyo. Motion to adjourn passed unanimously.

14. Meeting adjourned at 7:50 p.m. The next regular scheduled meeting is on March 5, 2018, 6:00 p.m. at the Central Park Library, Board Room.

Respectfully submitted,



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Jan Hintermeister  
Secretary, Board of Library Trustees