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City of Santa Clara
The Center of What's Possible

Board of Library Trustees
Central Library
2635 Homestead Rd.
Santa Clara, CA 95051

Meeting Minutes
March 6, 2017, 6:30 p.m.

Trustees in Attendance

Ashish Mangla
Lee Broughman
Jan Hintermeister
David Kyo
Stephen Ricossa

Trustees with Excused Absence

Staff In Attendance

Hilary Keith, City Librarian
Paul Sims, Assistant City Librarian
Hilda Lopez, Library Assistant
Donna Tanaka, Senior Library Assistant

Public in Attendance

Kate Degelau-Pierce, Library Foundation and Friends
Steve Dewinter

Matters for Council Action: None.

1. Chair Mangla called the meeting to order at 6:32 p.m.

2. There were no Public Presentations.

3. Trustee Broughman made the motion to approve the Minutes from the February 6, 2017 meeting. The motion was seconded by Trustee Hintermeister. The motion was approved unanimously.

4. Correspondence & Announcements

   A. Reviewed, noted and filed email dated March 3, 2017, from Jeff Duvall.

5. Gifts

   A. Kate Degelau-Pierce from Foundation and Friends reported receipt of a Kaiser grant of $12,000, and a donation from the Historic Home Tour of $1,025. Trustee Broughman made the motion to accept the donations. The motion was seconded by Trustee Hintermeister. The motion was approved unanimously.

   B. Ms. Degelau-Pierce also shared information on successful programs funded by the Foundation & Friends, including the Harry Potter Prom, Cooking Sauces classes, and Family Literacy math outreach to shelters.

6. Library Assistant Hilda Lopez presented an overview of ESL and Book Club programs, offerings, and services. ESL programs are funded primarily by the Foundation and Friends, and often incorporate and introduce participants to multi-cultural and American traditions. The ESL Book Club meets every first and third Thursday, and the ESL Conversation Club can be a gateway to Read Santa Clara programs. In addition to building community, belonging and friendship, their no curriculum/no homework model has been duplicated by other libraries. Ms. Lopez will contact the Technology Division about promoting ESL events on the website in addition to the Event Calendar.

7. City Librarian's Report

   A. The monthly report for January 2017 contained some discrepancies, and will be re-submitted and reviewed at the next Board meeting. Since the City no longer requires that the report is issued monthly, the Board requested that data presented at Board meetings are displayed in graph form. Assistant City Librarian shared data on library cards that were registered from the 2016 Comic Con and STEM events, including their current (active) status.
   B. Personnel Updates:
      I. Two new hires: Reference Librarian Megan Tristao and Literacy Advocate Zuleeka Mohammed. Panel interviews for four Library Assistant positions are in process.
      II. The City is funding an equipment upgrade in the Senior Center Tech Center, and Library staff will help set up systems and process. This will also provide the Library opportunities for outreach. The Board discussed ideas for Staff (or a vendor) to offer the Senior community support on smart phones.
   C. Events at the Library: Assistant City Librarian shared a PowerPoint presentation highlighting the main February programs and events. A flyer for the Ruth Colvin event at the Senior Center on March 18, 2017 was distributed.
   D. City Librarian thanked the Board for their comments at the February 21, 2017 Budget Study Session.
   E. The Interim City Manager, Rajeev Batra, announced his retirement effective the end of March, 2017. The Interim City Manager will stay on in a consultant role through the recruitment of a new City Manager.
   F. Foundation and Friends Spring 2017 grant: Staff is currently writing proposals for the Foundation's Spring 2017 grant. Proposals will tie into the City's strategic goals, cannot fund staff time, and will be reviewed by the City Librarian (including consideration of staff resources for implementation) before being submitted to the Foundation Board's April meeting. The proposals will be emailed to the Trustees for information sharing, and also will be reviewed at the next Board of Library Trustees meeting.

G. The Board is invited to attend the March 16, 2017 Rising Readers Literacy Collaborative Meeting, 3:30 – 5:00 p.m., at the Santa Clara Unified School District office on Lawrence Road.

H. Study session for the Proposed 2017-18 Municipal Fee Schedule will be held on April 4, 2017. The Library is proposing the elimination of over-due fines for children's materials. Assistant City Librarian will advise 1) how often the Library bills for items not returned, 2) if a reminder email for upcoming due dates are sent to the child (card holder) or parent (as the guardian), and 3) send a fact sheet, white paper, and fee information charged by other libraries.

I. Staff is focused on the planning for STEM Central on April 29, 2017, and Board members are welcome to volunteer and/or attend. A repeat of Comic Con in 2017 is being evaluated, and a request to the Foundation might be made to help with funding.

J. City Librarian is being honored as a recipient of Senator Bob Wieckowski's *Women of the Year* awards, on March 30, 2017, 6:00 – 7:00 p.m. Assistant City Librarian will email the Board the details.

8. Unfinished Business

A. Bookmobile: The agenda report to appropriate $280K for the purchase of the bookmobile will be presented to Council on March 7, 2017. Once approved, the purchase order will be placed.
B. Mission Library renovation: Work continues on the 100% Plan, with another review meeting with the architects scheduled for March 7, 2017. Alternative funding for the Children's Reading patio could potentially be covered by an Open Space Authority grant.

9. New Business

10. Matters of Trustee Interest

11. Upcoming Events

A. Ruth Colvin will be speaking about Adult Literacy on March 18, 2017, at the Santa Clara Senior Center.
B. Silicon Valley Reads event with author Adam Benforado, on March 23, 2017.
C. Free copies of "Smoke Gets in Your Eyes" were available and gone in one day; the book discussion will be held on March 27, 2017.
D. In partnership with Book, Inc., an event with author Raina Telgemeier is planned.
E. Adult Services is planning events for Poetry month in April. Trustee Hintermeister recommended the San Jose Poetry Center as a resource.
F. Jan Lieberman Concert on April 23, 2017.

12. Motion by Trustee Broughman to adjourn the meeting. Seconded by Trustee Hintermeister. Motion to adjourn passed unanimously.

13. Meeting adjourned at 8:14 p.m.

Respectfully submitted,

Stephen Ricossa

Stephen Ricossa
Secretary to the Board of Library Trustees