

5-16-2017

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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**  
**April 3, 2017, 6:30 p.m.**

**Trustees in Attendance**

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Ashish Mangla  
Lee Broughman  
Jan Hintermeister  
David Kyo

**Trustees with Excused Absence**

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Stephen Ricossa

**Staff In Attendance**

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Hilary Keith, City Librarian  
Paul Sims, Assistant City Librarian  
Lee Hagan, Support Services Division Manager  
Donna Tanaka, Senior Library Assistant

**Public in Attendance**

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Tracy Wingrove, Library Foundation and Friends  
Steve Dewinter

**Matters for Council Action: None.**

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1. Chair Mangla called the meeting to order at 6:34 p.m.
2. There were no Public Presentations.
3. Trustee Broughman made the motion to approve the Minutes from the March 6, 2017 meeting, as amended. The motion was seconded by Trustee Hintermeister. The motion was approved unanimously.
4. Correspondence & Announcements
  - A. Noted and filed email dated March 31, 2017, from Jeff Duvall.
  - B. Trustee Kyo has requested a reappointment to the Board of Library Trustees for the full term ending June 30, 2021. City Clerk's Office is recommending this reappointment at the April 4, 2017 Council meeting.

## 5. Gifts

- A. Tracy Wingrove from Foundation and Friends reported receipt of \$1,000 from an anonymous donor to sponsor the annual Emma Kaliterna Children's Author Event.
- B. Ms. Wingrove also gave an overview of the Spring 2017 grant process, including staff proposals, Foundation Executive Board approval and funding, and final approval by the full Foundation Board. After approval, the Foundation notifies Library staff with results. Funds not spent within six months are rolled over into the next grant cycle. Funding comes primarily from book sales and endowments.

## 6. Staff Presentations

- A. Lee Hagan, Support Services Division Manager, presented an overview of the facilities and Support Services roles and responsibilities. Discussion points covered security, access cards, maintenance schedules, alarm systems, flag retirement process, elevators, fire drills, upcoming projects, emergency manual and employee training, fire extinguisher training, sweeps at each location, and emergency response plans. Chair Mangla suggested that a specific number of Staff be CERT trained and requested a fire drill be held when Trustees can attend to observe; Staff will investigate and report back.
- B. Assistant City Librarian gave a demonstration and preview of the Retro Tech equipment and capabilities. A request will be made to patrons who use the equipment to donate one picture to the library.

## 7. City Librarian's Report

- A. Monthly Report: Discussion on performance measures suggested a request for an annual report including programs; monthly updates for stats; new targets for Mission Branch after re-opening; number of: open hours, visitors, registrations, program attendance, add stats on check-outs for Children's materials. Assistant City Librarian also shared information and hand-outs on the LJ Index and Hennen's American Public Library Rating Methods. Further Board inputs should be emailed to the Assistant City Librarian.
- B. Personnel Updates:
  - I. Four new hires for Library Assistant positions should start in April.
  - II. Request for a Bookmobile driver is in the proposed budget to the City Manager and Finance.
  - III. Paulette Kondos, Senior Library Assistant, will retire on April 21, 2017.
- C. Events at the Library: Assistant City Librarian shared a PowerPoint presentation highlighting the main March programs and events, which included programs for Citizenship, Cemetery tour, and speaking engagement with Ruth Colvin. A flyer for the *In Our Own Words* event on April 22, 2017 was distributed; Trustee Kyo and Trustee Ricossa will participate as judges. Trustee Hintermeister attended a presentation by the Santa Clara Historical Society; Genealogy Librarian Mary Boyle will be invited to a future Board meeting for a staff presentation.
- D. Spring 2017 Grant Proposals: Discussed under item 5.B with Ms. Wingrove.

- E. Resume workshop for staff development: Except for some promotional opportunities where existing city staff can receive a five point advantage, the Civil Service process is structured to be objective and neutral. To support and help keep staff competitive, Human Resources conducted a training class on the City recruitment process and resume writing for As-Needed staff (160 applications were received for the recent Library Assistant recruitment).
- F. Showering for the unhoused: The Library has had an on-going problem with patrons who are in need of showering and laundry facilities but have not had local access. Assistant City Librarian has located a mobile shower unit that could be available on a periodic basis at St. Justin's (on non-school days). Staff would be able to refer patrons to a local resource for showering and laundry. City Librarian will review with the City Manager.
- G. The pathway to the Parkside entrance has been approved, and is anticipated to be completed by the end of summer.

#### 8. Unfinished Business

- A. Bookmobile: Purchase order is in place. Assistant City Librarian viewed the Santa Clara County bookmobile which is built off the same design specs as the City's vehicle, and has received their punch list. The pre-construction meeting with the vendor is being scheduled. Vehicle will be parked where garbage bins are located; will need to add electrical, maybe video coverage for security. Estimated delivery date is October/November.
- B. Mission Library renovation: The 100% plan is still in review, so the timeline has been pushed out for a tentative end of August closure date, with ~six months scheduled for construction, dependent on final specs.

#### 9. New Business

- A. May 16, 2017 dinner meeting with Council: Discussed format and topics. Other commission dinner meetings are on video and available to view on the City's website. Will discuss and develop plan at the next Board meeting on May 1, 2017.
- B. Performance measures: Discussed under item 7.A, Monthly Reports.

#### 10. Matters of Trustee Interest

- A. Trustee Broughman distributed a hand-out and discussed the Campaign Committee's timeline and goals for the Mission Renovation, and requested inputs on contacts, companies, grants, funding sources. Contact Tracy Wingrove if interested in participating.
- B. Trustee Kyo requested an update on Virtual Reality (VR) equipment. Assistant City Librarian shared that it has shipped to the Sunnyvale location and AMD has assigned a local person to champion. VR will be a part of STEM Central on April 29<sup>th</sup>.
- C. Trustee Hintermeister reported on the Santa Clara University, March 24, 2017 event *Placemaking – Creating the City of the Future* and inquired if the City has a similar strategy. City Librarian shared that this is one of the City's priorities and referenced a potential panel on Public Art and placemaking, led by Community Development.

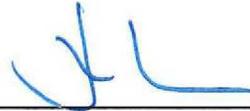
11. Upcoming Events

- A. National Library Week, April 9 – April 15: Senior Library Assistant will email flyer with events.
- B. *In Our Own Words* Event, April 22
- C. Jan Lieberman Concert, April 23
- D. STEM Central, April 29: Assistant City Librarian shared a PowerPoint presentation with highlights
- E. City Librarian will host *Walk & Talk with City Librarian*, April 12: Senior Library Assistant will email flyer.

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

13. Meeting adjourned at 8:39 p.m.

Respectfully submitted,



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Jan Hintermeister  
Vice Chair, Board of Library Trustees