



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

Trustees in Attendance

Jan Hintermeister
Ashish Mangla
Stephen Ricossa

Trustees with Excused Absence

Lee Broughman
David Kyo

Staff In Attendance

Hilary Keith, City Librarian
Paul Sims, Assistant City Librarian
Deanna Santana, City Manager

Public in Attendance

Tracy Wingrove, Library Foundation and Friends
Steve DeWinter; Joshua DeWinter; Evan Santana; Linda Jones

Matters for Council Action: None

1. Chair Ricossa called the meeting to order at 6:40 p.m.
2. There were no Public Presentations.
3. Staff Presentation
 - A. City Manager gave an overview of her journey to Santa Clara, shared her optimism for the City and expressed her support for the library and her excitement about the Mission Branch Library renovation. The City Manager also discussed opportunities for outreach in the parks and other areas in the City. Trustees Mangla, Ricossa, and Hintermeister each expressed their appreciation for the City Manager's visit to the Library Board of Trustees.
4. Approval of Minutes:
 - A. Trustee Mangla made a motion to approve the minutes from the October 7, 2017 meeting. The motion was seconded by Chair Ricossa. The motion was approved unanimously (Trustees Broughman and Kyo absent).

5. Correspondence & Announcements: None

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:
- Foundation Board would like to recognize the Rotary for donating to the Mission Library Fundraising effort.
 - Librarypalooza on February 3, 2018 has received \$6,500 in sponsorships to date.
 - The last book sales of the year are slated for November 17, 2017 at Central Public Library and December 2, 2017 at the Mission Branch Library.

7. City Librarian's Report

- A. Monthly Report: Assistant City Librarian reviewed fiscal year-to-date performance measure data.
- B. Personnel Updates:
- Program coordinator for Children & Youth Services is leaving at the end of December.
 - Adult Services Librarian in charge of Languages is retiring at the end of December.
 - New Senior Library Assistant for Bookmobile has started and may join the Board of Library Trustees at the January Meeting.
 - Two new Tech Aides were hired and recruiting continues to fill additional positions.
- C. Events at the Library: Assistant City Librarian shared a PowerPoint slide set highlighting October programs. Library programming will continue to reflect our community through outreach in different languages and highlighting cultural diversity.

8. Unfinished Business

- A. Bookmobile update:
- Vehicle is under construction and the vehicle wrap is slated for the last week of November.
 - Delivery date has been pushed to the first two weeks of December.
 - A preview of the vehicle will be at an upcoming Council Meeting with a Special Order of Business. Date TBD.
- B. Mission Library renovation:
- The Mission Branch Library will close on December 2nd with a closing party, book-sale, and speeches.
 - Pre-construction meeting with Public Works is slated to be held in late November.

C. Acquisition and Life of a Book:

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

9. New Business

A. Board of Trustees work plan

- Review and update library policies on a monthly basis.

10. Matters of Trustee Interest

- A. Chair Ricossa discussed visiting the Seattle Public Library and noted how busy the library is and the large collection.

11. Future agenda topics

- A. Trustee Hintermeister discussed opportunities the Library might be able to partner with the Open Space Authority, City Parks, and local art museums and work on joint advertising and joint programming.

12. Upcoming Events

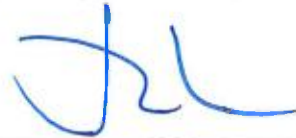
A. Library closure dates:

- Friday, November 10, Veteran's Day (Observed)
- Thursday, November 23 and Friday November 24, Thanksgiving Holiday

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

14. Meeting adjourned at 8:15 p.m. The next regular scheduled meeting is on December 4, 2017, 6:30 p.m. at the Central Park Library, Board Room.

Respectfully submitted,



Jan Hintermeister
Secretary, Board of Library Trustees