San Mateo County Libraries

Agenda Item III., C.

San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of February 10, 2019

Board Members Present:
Charles Stone, Belmont (Chair)
Elizabeth Lewis, Atherton
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Sam Hindi, Foster City
Reuben Holober, Millbrae
Mike O'Neill, Pacifica
Maryann Derwin, Portola Valley
Sara McDowell, San Carlos
Dick Brown, Woodside
Carole Groom, San Mateo County

Staff Present:
Anne-Marie Despain
Karina Labrenz
Danae Ramirez
Nicole Pasini
Carine Risley

I. Call to Order. The meeting was called to order at 8:18 a.m.

II. Public Comments. Chair Stone lauded outgoing Member Mahanpour for her services on the Governing Board; former Member Mahanpour thanked the Board for the recognition.

III. Approval of the September 23, 2019 Minutes. Meeting minutes approved without changes (MSP: McDowell/O'Neill).

IV. Approval of the November 4, 2019 Minutes. Meeting minutes approved without changes (MSP: McDowell/O'Neill).

V. Financial Audit Report for FY 2018-19. Financial Services Manager Ramirez introduced Brad Jones of JJACPA, Inc. who stated that the basic financial statements prepared by the Library are in accordance with generally accepted accounting principles, and there were no issue with inadequate internal controls. Member Brown complimented the Library on receiving a great report.

Motion: Recommend JPA Governing Board accept the Financial Audit Report for FY 2018-19. Passed (MSP: Holober/O'Neill).

VI. FY 2019-20 Mid-Year Report. Financial Services Manager Ramirez gave an overview of the FY 2019-20 Mid-Year Report. The FY 2019-20 Adopted Budget totals $61,546,697; Expenditures (Net Appropriations) total $37,845,203 and Reserves total $23,701,494.

Alternate Member Lewis asked whether ERAF funds are slated for one-time projects and whether they are included in the total revenue. ERAF funds are included in the budget, they are counted as a one-time revenue and earmarked for special projects and one-time enhancements. Alternate Member Lewis further inquired about HR costs and vacancies; savings have come from unfilled permanent and Extra Help positions.

Motion: Accept the FY 2019-20 Mid-Year Report and direct staff to move forward with development of the FY 2020-21 Budget. Passed (MSP: Groom/Wallace-Jones).

VII. Director's Report. Director Despain highlighted some of the items in the Director's Report, such as Book A Bike and the first Human Library which took place on Saturday in Portola Valley. Member Cunningham said that the Brisbane Library is behind schedule but moving forward. Director Despain mentioned that the conceptual design and cost model for the East Palo Alto Library will be presented to the East Palo Alto City Council in March; a site for the library has not yet been chosen. The City of Pacifica is continuing their outreach efforts. Director Despain further highlighted Curbside Delivery which will be piloted at San Carlos and Woodside, the Gratitude Initiative; and new Saturday Library Deliveries.

Member McDowell inquired about the library's involvement in the Census. All staff will receive Census training from the County in how to assist the public, the libraries will be questionnaire assistance centers, and advertise via programs and outreach. Member Groom added that the County has dedicated staff to get an accurate count. Member O'Neill said that the biggest undercount last time was on the Coast and suggested a special emphasis be placed on Half Moon Bay. Member Hindi suggested to also use emails in the library's communications plan. Social media posts with the County and a dedicated landing page on our website will also be used.

Member O'Neill inquired whether libraries can become comfort stations during times of power shutoffs; Member McDowell echoed the sentiment. Director Despain said the library is interested in offering assistance to our communities with power shutoffs becoming more frequent.

VIII. Governing Board Members Announcements. The date of the JPA Retreat will be pushed out later in the spring. Member Wallace-Jones suggested a Saturday for the retreat. Member Hindi thanked staff for welcoming him to the library system and Governing Board.

IX. Adjournment. The meeting adjourned at 9:10 a.m.