San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of February 4, 2020

Board Members Present:
Jeremy Dennis, Portola Valley (Chair)
Matthew Chidester, Half Moon Bay (Vice Chair)
Afshin Oskoui, Belmont
Clay Holstine, Brisbane
Jaime Fontes, East Palo Alto
Jeff Moneda, Foster City
Angela Louis, Millbrae
Kevin Woodhouse, Pacifica
Crystal Mui, San Carlos
Kevin Bryant, Woodside
Justin Mates, 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 1:30 p.m.

II. Public Comments. Chair Dennis welcomed new member Justin Mates, San Mateo County.

III. Approval of the October 29, 2019 Minutes. Meeting minutes approved without changes (MSP: Oskoui/Moneda).

IV. Unapproved Minutes of the Governing Board Meeting of November 4, 2019. Information only. Director Despain added that, per request of the Governing Board, the Exhibit and Display Policy is being reviewed and will be brought back for approval at a later date; the Board also had asked for a list of all policies.

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 issues with inadequate internal controls. Member Oskoui requested a copy of the library's Reserve Policy.

Motion: Recommend JPA Operations Committee accept the Financial Audit Report for FY 2018-19 and recommend JPA Governing Board approval. Passed (MSP: Chidester/Fontes).

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.

Member Oskoui asked about ERAF projections; Financial Service Manager Ramirez replied that the Library is expecting to receive an additional $1.5 million in ERAF funds which are not included in the Mid-Year Report due to its uncertainty. Member Bryant asked about the pension fund; Financial Service Manager Ramirez said that the County has increased its funding of the pension fund, and it is well funded.

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: Bryant/Moneda).

VII. Director's Report. Director Despain highlighted some of the items in the Director's Report, such as Book A Bike, Curbside Services, Gratitude Initiative and Library Love Letters. Member Holstine said that May 1 is slated for the Grand Opening of the new Brisbane Library. Member Woodhouse stated that Pacifica is continuing their outreach efforts. 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. Chair Dennis said that the Portola Valley Library will host the first Human Library on February 8. Member Mui asked whether there is a liability waiver before checking out the bikes, Director Despain replied that yes, there is a liability waiver. Director Despain mentioned that the JPA retreat will be moved to a later date in spring; the Board asked that the Operations Committee members attend.

VIII. Operations Committee Members Announcements. Vice Chair Chidester announced that the new Half Moon Bay Library was LEED Platinum certified; and the next San Mateo County Managers Association meeting is being held at the Half Moon Bay Library on Thursday. Member Fontes thanked the staff at the East Palo Alto Library for their toy drive efforts.

IX. Adjournment. The meeting adjourned at 2:00 p.m.