San Mateo County Libraries

Agenda Item III. C.

To: JPA Governing Board

From: Anne-Marie Despain, Director of Library Services

Date: November 3, 2020

Meeting: November 9, 2020

Re: 2021 Library JPA Meeting Schedule

Background

The Library JPA Agreement states that the Governing Board shall meet at least annually to consider and approve the budget of the Library JPA and to elect officers. The Governing Board is required to submit an annual budget to the County Board of Supervisors for its approval and shall be responsible for establishing policies in accordance with the JPA Agreement.

The Operations Committee shall meet at least quarterly and is responsible for administration and oversight of the day-to-day operations of the library system, working through the Library Director.

Each year a proposed meeting schedule is submitted for approval to the Library JPA Governing Board and Operations Committee.

Discussion

The JPA Governing Board currently meets five times a year in the months of February, May, June, September and November. The recommended Operations Committee meeting dates and agenda items correspond with the Governing Board meetings and agenda items. Currently, the Operations Committee meetings begin at 1:30 p.m. and the Governing Board meetings begin at 8:15 a.m. All meetings, unless reassigned, are held at Library Administration, 125 Lessingia Court, San Mateo.

The table below outlines the 2021 proposed meeting schedule. Also included is a list of items agendized on an annual basis. Notice of the time and place and the conduct of all regular meetings are in accordance with the Ralph M. Brown Act. The agenda is posted and distributed at least three days in advance of scheduled meetings. Additional agenda items are added to the schedule as needed and special meetings may also be held as convened by the Operations Committee Chair or the Governing Board Chair.

2021 Proposed Meeting Dates		
Operations Committee	Governing Board	Agendized Items
February 2	February 8	• Financial Audit Report • Mid-Year Report • Strategic Planning
May 11	May 17	• Introduction to the Recommended Budget
June 8	June 14	• Adoption of the Recommended Budget • Proposed Uses of Library Trust Funds • Election of Officers
September 14	September 20	• Grant Activities Report • Investment Report • Approval of the Final Adopted Budget • Library Director Evaluation
November 9	November 15	• Approval of JPA Meeting Schedule • Approval of Library Policies

Fiscal Impact

There is no fiscal impact associated with approving the proposed 2021 Library JPA Meeting Schedule.

Recommendation

Recommend JPA Governing Board approve the proposed 2021 Library JPA Meeting Schedule. Operations Committee members present at the November 3, 2020, meeting concurred with this recommendation.