San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of September 21, 2020

Board Members Present:
Reuben Holober, Millbrae (Chair)
Rick DeGolia, Atherton
Charles Stone, Belmont
Karen Cunningham, Brisbane
Mike O'Neill, Pacifica
Maryann Derwin, Portola Valley
Sara McDowell, San Carlos
Carole Groom, San Mateo County
Dick Brown, Woodside

Staff Present:
Anne-Marie Despain
Carine Risley
Danae Ramirez
Lindsey Freeland

I. Call to Order. The meeting was called to order at 8:17 a.m.

II. Public Comments. None

I. Consent Agenda. The Consent Agenda included the approval of the June 15, 2020 Minutes, Investment Report for FY 2019-20, Grant and Fundraising Report for FY 2019-20, and Summer Learning Report.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Cunningham/Brown)

II. Resident and Library Patron Survey Results. EMC Research, who worked with us in 2014, was engaged to survey and gain understanding of the demographic profile within our service area and conduct both a public opinion survey of residents the service area and of our library patrons. Due to COVID-19 and the Census, the demographic study has been postponed.

Director Despain introduced Tom Patras, Principal and Chief Operating Officer and Jillian Cruza, Director and Project Manager from EMC Research to present the results and answer questions. Mr. Patras shared that the library is well liked both on trust and favorability, similar to the results in 2014. The Libraries are highly regarded and well respected as a trusted source of information in the community. After the presentation, member Stone asked if we have data of respondents based on race, ethnicity, and gender. Director Despain will share the subgroup data with the board. Member O'Neil asked about zip code information. Ms. Prusa replied that zip code data is available but for analysis, data was broken down into two regions, coastside and bayside. Member DeGolia commented how adult literacy is highly rated and an opportunity is available to put some more focus on that service area. He also noted that the coastside performance rating was high and wondered if that had to do with

the opening of the Half Moon Bay Library. Member Cunningham stated it is important to get the word out about all services across the entire library system. Chair Holober asked for feedback on whether to hold off or move forward with a new strategic plan process. Member Groom recommended a mini-session to review the strategic plan to make sure we are on track and on target. Member Stone shared that the board might want to think about consolidations or expansions and what the system would look like in 10-20 years. Chair Holober said that he would work with staff to schedule a study session or mini-retreat to refresh and update the plan.

Motion: Approve the Resident and Library Patron Survey. Passed (MSP: DeGolia/Stone)

III. Current Operating Status and Phased Reopening Update. Deputy Director Risley presented the update. Since June, more than 34,000 curbside appointments have been booked and over 73,000 items have been checked out. For the health and safety of all, staff recommend continuing Phase 2 Operations and Curbside Service through the end of 2020. Staff will use the remainder of the year to prepare facilities to open to the public as early as January 2021. This includes further refining of current operations, introducing new services, increasing support of schools, addressing the digital divide with expanded technology access, and delivering support to vulnerable populations.

A discussion followed the presentation. Member O'Neil asked about hotspots and wondered about supporting school districts. Deputy Director Risley replied that all hotspots are loaned out and we are working with community partners to get them distributed to those who need them. Director Despain shared that Member O'Neil can send additional requests to the library. Vice Chair McDowell asked about the increase of summer learning books and Deputy Director Risley stated that the number of items was higher than Summer 2020 and was quite successful along with the virtual programs. Member DeGolia asked about WiFi usage in library parking lots and all hotspot usage. Director Despain stated that the Library is expanding WiFi at all locations and is working closely with the County on their broadband initiative. Member Groom commented that the County is investing several million dollars to expand broadband access and make sure needs are being met.

Motion: Approve Current Operating Status and Phased Reopening Update. Passed (MSP: Groom/McDowell)

IV. Approval of Agreement Regarding the Advancement of Funds Action from the Library JPA to the Town of Atherton. Interim Deputy Director Ramirez gave an overview of the new library that is currently under construction. In September 2018, the Governing Board approved the Town of Atherton's request to advance library funds to ensure the timely completion of the new library. Member DeGolia mentioned that the report shares that the reimbursement would come in FY 2024-25, but it might be fulfilled in FY 2023-24 due to savings from the project contingency funds.

Motion to Approve of Agreement Regarding the Advancement of Funds Action from the Library JPA to the Town of Atherton. Passed (Cunningham/Derwin).

V. Approval of the FY 2020-2021 Adopted Budget. Interim Financial Services Manager Freeland gave an overview of the proposed FY 2020-21 Adopted Budget. The FY 2020-21 Recommended Budget was approved by the JPA Governing Board on June 15 and implemented on July 1 totaling $57,662,212. The proposed FY 2020-21 Adopted Budget has more changes than is usually proposed at this point in the budget cycle to better align and support libraries key priorities. Based on fiscal year-end closing activities and updated information, the FY 2020-21 Adopted Budget now totals $66,419,925. Member Brown cautioned that we need to be careful about adding new programs due to future reductions in revenue. Chair Holober inquired about the cost savings for vacant positions. Director Despain stated that staff continues to be very conservative in estimating revenue and implementing new programs. Additionally, each vacant position is being reviewed and approved before being filled. Member Stone commented that the JPA is in a good position to know well in advance before any significant changes would occur.

Motion: Recommend JPA Governing Board accept the FY 2020-21 Recommended Budget. Passed (MSP: Stone/McDowell).

VI. Director's Report. Director Despain highlighted the author event coming up on September 29 with Professor Eberhardt discussing her book Biased. The new Brisbane Library is close to completion and the City will host a virtual dedication ceremony on October 24. Staff just completed the Annual Report for FY 2019-20 and a copy will be sent to each jurisdiction's council. Vice Chair McDowell commented about being excited about on-demand printing. She continued with a request to provide flyers for the schools with all school-related services. Deputy Director Risley shared that staff have reached out to all districts, are customizing services to schools, and connecting with families. Staff are also working on ensuring all students have access to a library card.

VII. Governing Board Member Updates.
Member DeGolia shared an image of the new Atherton Library.

VIII. Adjournment and Convene to Closed Session: Public Employee Performance Evaluation Closed Session pursuant to Government Code Section 54957 (Director of Library Services). The meeting adjourned at 9:40 a.m. with no further actions to discuss after closed session.