San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of November 9, 2020

Board Members Present:
Reuben Holober, Millbrae (Chair)
Charles Stone, Belmont
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Sue Beckmeyer, Pacifica (Alternate)
Maryann Moise Derwin, Portola Valley
Sara McDowell, San Carlos (Vice Chair)
Carole Groom, San Mateo County
Dick Brown, Woodside

Staff Present:
Anne-Marie Despain
Carine Risley
Lindsey Freeland

Others Present:
Derek Wolfgram, Redwood City
Marci Dragun, San Mateo County

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

II. Public Comments. None

III. Consent Agenda
The Consent Agenda included the approval of the September 21, 2020 Minutes; Approval of Updated Agreement Regarding the Advancement of Funds from the Library JPA to the Town of Atherton; and the 2021 Library JPA Meeting Schedule.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Cunningham/Wallace-Jones)

IV. Approval of Library Policies. Deputy Director Risley provided an overview of three policies that staff recommended for approval including the Investment Policy, Procurement Policy and Sustainability Policy. Member Brown asked if the Procurement Policy could provide preference while soliciting bids from minority businesses. Director Despain recommended that staff check with the Library's attorney and provide an update at the next meeting.

Motion: Approve the Investment Policy and the Procurement Policy. Passed (MSP: McDowell/Beckmeyer)

V. Fair Oaks Library Service Agreement
Director Despain introduced Derek Wolfgram, Redwood City Public Library Director and Marci Dragun, Senior Legislative Aide from District 4. Director Despain shared that for many years unincorporated residents of North Fair Oaks have been served by the Fair Oaks Library which is operated by the City of Redwood City. In 1995, when the library moved to its current location on Middlefield Road, a cost-sharing agreement was entered into between the County and Redwood City. When the JPA was formed

in 1999, it assumed the cost share obligation. From time to time, the County has asked both the city and the library JPA to look at the services that unincorporated residents are receiving to ensure that the library service either meets or exceeds what is provided at other library JPA facilities. Based on recent data, the City is operating the Fair Oaks library at a lower cost, and a somewhat lower level of service. Recently the County notified the City of Redwood City of their interest in transferring operational responsibility of the Fair Oaks library from Redwood City to the Library JPA. Staff have been working with both County and City staff to discuss options, including a new potential agreement. Potential long-term benefits of the transfer to the library JPA could include increased programming and hours of services. Over the next month staff will work to conduct community outreach and engagement efforts. Member Moise Derwin asked about the cost difference and staffing. Director Despain shared the current library costs are approximately $800,000 and the JPA is currently supporting about 50% of operating costs. Operating costs would increase under the Library JPA, primarily due to the JPA Agreement which would entitle the library to 60 hours per week. Current library staff would remain City staff. Member Groom shared that the County has the upmost respect for the quality of services of the Redwood City Library but with the JPA the residents could have more enhanced services. Alternate Member Beckmeyer asked about the school partnerships with the possible operations change. Director Despain responded that conversations have already begun since school boundaries are complicated and staff are working with Redwood City to ensure schools are supported. Vice Chair McDowell asked if Mr. Wolfgram had anything to share. Mr. Wolfgram shared that Redwood City has tried to do a lot for the community but understands the potential for enhanced services due to the difference between a general fund library and a JPA with minimum service hours. Mr. Wolfgram shared Redwood City is in agreement with Supervisor Groom that the goal is to provide the best possible service for the community.

Motion: Approve the Fair Oaks Service Agreement Report and direct staff to conduct community outreach and negotiate a new Fair Oaks Library Agreement. Passed (MSP: Stone/Cunningham)

VI. Director's Report. Director Despain highlighted a few items from the report. Curbside Services expanded to include walk-up services. Member Brown asked about the sewing machines and Director Despain shared that it was an idea from the Library's Pitch-It grant program for staff. Go-Pros and hiking backpacks are also available for check-out. Vice Chair McDowell asked if there is concern about Grab & Go bundles not returning to the library. Director Despain shared that staff are monitoring, but early indications are that the honor system is working. Vice Chair McDowell thanked the library for hosting the unconscious bias conversation and asked if it was recorded. Director Despain shared that recording events is our preference, but some authors will not allow it. Member Cunningham shared that on October 24, Brisbane Library held a limited gathering dedication for their stunning new building.

VII. Governing Board Member Updates. None.

VIII. Adjournment. The meeting adjourned at 8:56 a.m.