San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of February 8, 2021

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

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

Others Present:
Brett Jones, Auditor
Derek Wolfgram, Redwood City Library

I. Call to Order. The meeting was called to order at 8:15 a.m.

III. Public Comments None.

IV. Consent Agenda. The Consent Agenda included the approval of the November 9, 2020 Minutes, Approval of the Procurement Policy, and the Financial Audit Report for FY 2019-2020. Member Lewis pointed out that Member DeGolia was not listed as an attendee on the November 9, 2020 meeting minutes and she thought he was present. Chair Holober moved to postpone the approval the minutes, pending review from staff.

Motion: Approve the Procurement Policy and Financial Audit Report for FY 2019-2020. Passed (MSP: Stone/McDowell)

V. 2015-2020 Strategic Plan Review. Deputy Director Risley provided an overview of the 2015-2020 Strategic Plan Review that staff recommended for approval and extension through 2025. In 2020, library staff worked with EMC Research to mirror the previous approach with updated surveys covering similar topics and results were presented to the Governing Board in September. Based on the strong positive survey results, staff propose making minor adjustments to the current strategic plan for approval in fiscal year 2021-22 and an extension of the plan through 2025. Operations Committee members present at the February 2, 2021 meeting concurred with this recommendation. Governing Board members requested that an updated survey be conducted to capture the changes in usage patterns that have occurred over the last 12 months due to the coronavirus pandemic and predict how patrons

will be using libraries moving forward. A subcommittee of the Board consisting of Member Brown, Member Groom, Member Moise Derwin, Member O'Neill and Member Penrose was formed to oversee this initiative.

Motion: Accept the 2015-2020 Strategic Plan Review, approve the extension of the plan to 2025 and establish a subcommittee to work with library staff on gathering additional data. Passed (MSP: Lewis/Brown).

VI. Fair Oaks Library Service Agreement. Director Despain presented an overview of the proposed Fair Oaks Library Service Agreement that would transfer operational responsibility from the City of Redwood City to the Library JPA. As directed by the Governing Board on November 3, 2020, library staff worked with the City, County, JPA Attorney, and Chairs and Vice Chairs of the Operations Committee and Governing Board to develop and recommend a new operating agreement designed to enhance services to the community while equitably sharing ongoing operating costs with Redwood City. If approved, ongoing operations of the Fair Oaks Library would shift to the Library JPA as early as mid-March. Director Despain asked Library Director Derek Wolfgram to provide an update regarding the process for the City to approve the agreement. Mr. Wolfgram confidently expressed that a transfer of operations and a turnover of assets would be executed in time to allow the JPA to start delivering services by the mid-March goal. Member Lewis asked library staff how they envisioned the new Fair Oaks Agreement would affect the Atherton Library being that it services a lot of the unincorporated area of the North Fair Oaks residents. Director Despain reported that she did not believe there would be a significant impact aside from making operations more seamless between both communities.

Motion: Approve the Fair Oaks Service Agreement between the San Mateo County Library Joint Powers Attorney and the City of Redwood City. Passed (MSP: Groom/Stone).

VII. FY 2020-21 Mid-Year Financial Report. Deputy Director Ramirez presented the Mid-Year Financial Report which included year-end estimates and budget development recommendations for the fiscal year 2021-22. Vice Chair McDowell asked how Measure K funding for FY 2020-21 compared to previous years. Deputy Director Ramirez shared that Measure K funding has remained consistent from year to year except for a 3% cost of living adjustment that will not be awarded this year due to the economic environment. Members of the board expressed a strong desire for staff to "think big" and focus on efforts to address learning loss and suggested using excess ERAF and/or Reserves to fund programs. Member Cunningham asked if one-time initiatives would continue to be included in the budget, Director Despain indicated that staff will continue to include requests for priorities and projects in the budget.

Motion: Accept the FY 2020-21 Mid-Year Financial Report. Passed (MSP: Cunningham/Penrose).

VIII. Phased Reopening Update. Deputy Director Risley presented the Phased Reopening Update and recommended continuing preparations to implement Phase 3: allowing limited access to facilities, after the county moves into the red tier and as early as April 2021. Operations Committee members present at the February 2, 2021 meeting concurred with this recommendation.

Motion: Accept the Phased Reopening Update report. (Passed (MSP: Penrose/McDowell).

IX. Governing Board Member Updates. Member Cunningham shared an update about the Valentine's Chocolate and Wine fundraising event that the Foundation hosted last week. Member Stone recognized Kathleen Beasley, former Manager of the Belmont Library, for her contributions to the library system and announced her retirement. Member O'Neill asked if the library has received any requests to use the libraries as vaccination centers and if there is any reason why they could not be used if asked. Director Despain confirmed that the library has not received any specific requests but has volunteered to support county vaccination efforts.

X. Adjournment. The meeting adjourned at 9:13 a.m.