San Mateo County Libraries Joint Powers Authority
Operations Committee Meeting
Minutes of February 2, 2021

Board Members Present:
Afshin Oskoui, Belmont
Clay Holstine, Brisbane
Dante Hall, Foster City
Matthew Chidester, Half Moon Bay (Vice Chair)
Mackenzie Brady, Millbrae
Kevin Woodhouse, Pacifica
Jeremy Dennis, Portola Valley (Chair)
Kevin Bryant, Woodside
Justin Mates, San Mateo County

Staff Present:
Carine Risley
Danae Ramirez
Lindsey Freeland

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

I. Call to Order. The meeting was called to order at 1:34 pm by Chair Dennis.

II. Public Comments. None.

III. Consent Agenda. The Consent Agenda included the approval of the November 3, 2020 Minutes, Unapproved Governing Board Minutes of November 9, 2020, Approval of the Procurement Policy, and the Financial Audit Report for FY 2019-2020.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Oskoui/Bryant).

IV. 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 Operations Committee 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.

Motion: Accept the 2015-2020 Strategic Plan Review and approve the extension of the plan to 2025. Passed (MSP: Chidester/Mates).

V. Fair Oaks Library Service Agreement. Deputy Director Ramirez 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 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. Chair Dennis commended Redwood City Public Library Director, Derek Wolfgram, and his team for their contributions to this project and the great work they do with the Redwood City Public Library. He also shared his excitement for the proposed collaboration with the Library JPA and how patrons will benefit. Mr. Wolfgram echoed Chair Dennis' sentiment regarding the collaboration with the Library JPA and highlighted the ability to provide additional service hours and access to the library as key benefits for the Fair Oaks community. Member Holstine asked for clarification regarding whether Fair Oaks' representation on the Operations Committee and Governing Board will be through the County. Chair Dennis confirmed that North Fair Oaks is represented by the County.

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

VI. FY 2020-21 Mid-Year Financial Report. Deputy Director Ramirez presented the 2021 Mid-Year Financial Report. Staff recommended acceptance of the report and approval to move forward with the development of the fiscal year 2021-22 budget. Member Oskoui asked for clarification regarding the budgeting of ERAF as a one-time expense and whether the numbers shared reflect a decrease in expected revenue. Deputy Director Ramirez indicated that staff budgeted conservatively with anticipation for a decrease in revenue from unsecured taxes; however, funding has remained consistent, and staff do not anticipate having to make modifications to the recommended budget for the next fiscal year.

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

VII. 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. Chair Dennis shared appreciation and gratitude for library staff's flexibility while maneuvering the ongoing changes during the pandemic. Member Woodhouse asked where library staff fall in the vaccination priority tiers. Deputy Director Ramirez confirmed that library staff are currently not part of the tiers that are eligible for early vaccinations.

Motion: Accept the Phased Reopening Update report. (Passed (MSP: Woodhouse/ Hall).

VIII. Operations Committee Members Announcements. None.

IX. Adjournment. The meeting adjourned at 2:12 pm.