San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of May 17, 2021

Board Members Present:
Rick DeGolia, Atherton
Charles Stone, Belmont
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Reuben Holober, Millbrae (Chair)
Tygarjas Bigstyck, Pacifica (Alternate Member)
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
Danae Ramirez
Lindsey Freeland
Priscilla Bermudez

I. Call to Order. The meeting was called to order at 8:16 a.m. by Chair Holober.

II. Public Comments. None.

III. Consent Agenda. The Consent Agenda included the approval of the November 9, 2020 Minutes, approval of the February 8, 2021 Minutes, and the Director's Report.

Motion: Approve the Consent Agenda without changes. Passed (MSP: Stone/McDowell).

IV. Phased Reopening Plan Update. Deputy Director Ramirez provided an overview of the COVID-19 Phased Reopening Plan and notified the Board that the library has successfully transitioned into Phase 3 as of April 22, 2021. Based on the overwhelmingly positive response from the public and the absence of any significant challenges, staff recommends continuing Phase 3 operations through July which will allow them to continue to monitor Express Service, devote resources to summer learning, and plan operations for Phase 4: New Normal. Member Cunningham and Vice Chair McDowell expressed gratitude and support for the reopening of libraries and commended library staff for all the hard work that went into the reopening plan. Member Brown asked if libraries would be prepared to open fully, should the State reopen before July. Director Despain expressed interest in maintaining the current hybrid approach to prioritize the robust summer initiative and carve out dedicated days to serve kids this summer, while continuing to provide limited in-library services for all patrons. Director Despain also highlighted some upcoming changes including plans to gradually increase building capacity, indoor seating, operational hours, and looking at additional creative approaches to programming.

Motion: Accept the Phased Reopening Plan Update and the continuation of Phase 3 operations through July. Passed (MSP: Cunningham/Groom).

V. Summer Learning Initiative. Deputy Director Risley presented the Summer 2021 Learning Initiative which was established at the request of the Governing Board in February to address learning loss and the significant impacts of the COVID-19 pandemic on youth and families. Library staff developed a robust set of interventions, focusing on four main strategies to ensure that every child in San Mateo County is equitability supported to grow and thrive this summer. The four main strategies include: Big Lift Inspiring Summers, Library Explorers, Families CREATE and Partner Programs. Deputy Director Risley also thanked Vice Chair McDowell, Member Groom, and Member Stone for their contributions while developing this initiative. Member Wallace-Jones asked if the Summer Learning Initiative includes a plan to measure success outcomes. Deputy Director Risley shared that there are success metrics that are currently in place for Big Lift Inspiring Summers that will be used for the other initiatives and that staff are currently working on developing additional methods of evaluating success. Member Wallace-Jones requested that a summary of those findings be shared with the Board at the end of the summer. Vice Chair McDowell asked how enrollment is coordinated for Library Explorers and Families CREATE. Deputy Director Risley indicated that staff will work closely with schools to get referrals from educators to identify the highest need kids in the school districts for Library Explorers. Families CREATE will be promoted via normal marketing efforts and patrons can access additional information on the Libraries' website.

Motion: Approve the Summer 2021 Learning Initiative. Passed (MSP: McDowell/Stone).

VI. Introduction to the Recommended Budget FY 2021-22. Director Despain introduced the FY 2021-22 Recommended Budget and provided an overview of the system, Strategic Goals, and highlighted major accomplishments. Deputy Director Ramirez shared performance data. Financial Services Manager Freeland presented an overview of the FY 2021-22 Recommended Budget. The proposed budget totals $64,956,218. Total Revenue increased by $3,209,714 to $37,144,907. The total Operating Budget or Net Appropriations is $40,285,752. Salary and benefits, continue to be the primary expense, representing 54% of all expenditures or $21.9 million, the second largest segment is services and supplies at 37% or 14.8 million. Member Brown asked how funding for digital materials and programming compared to previous years. Financial Services Manager Freeland reported that $1.6 million has been dedicated to the digital divide and provided a breakdown of the allocations. Member Derwin complemented staff on the range of virtual programs and asked about plans to keep virtual events as things open. Director Despain agreed that virtual programs have been very successful and offer a different and easy way for community members to attend programs. Staff will continue to monitor the demand and need—
virtual programs will be continued for the foreseeable future and possibly permanently. Board members expressed support for continuing hybrid events.

VII. Governing Board Member Announcements. None.

VIII. Adjournment. The meeting adjourned at 9:04 a.m.