San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of June 14, 2021

Board Members Present:
Rick DeGolia, Atherton
Charles Stone, Belmont
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Sam Hindi, Foster City
Deborah Penrose, Half Moon Bay
Reuben Holober, Millbrae (Chair)
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. Approval of the May 17, 2021, Minutes. Meeting minutes approved without changes. (MSP: Stone/Cunningham)

IV. Adoption of the FY 2021-22 Recommended Budget. Financial Services Manager Freeland gave an overview of the final proposed FY 2021-22 Adopted Budget. The Adopted Budget totals $64,956,218. Total Revenue equals $37,144,907; $27 million of which is derived from property taxes. General operations total $40,285,752; $21.9 million of which is allocated to staff salary and benefits. Operating Reserves is budgeted at $4,464,763 and Capital Reserves at $20,205,703 for total reserves of $24,670,466. Annual priorities include building and updating library spaces, increasing digital equity, building foundational literacy skills, supporting critical out of school hours, increasing equity, and improving community outcomes, creating makers spaces, amplifying the talents of our library champions, and prioritizing sustainability in our practices. Member Brown asked for more information around equity and how it fits into the recommended budget. Financial Services Manager Freeland and Deputy Director Ramirez provided examples around some of the equity work that staff has begun to engage in. Director Despain suggested that the Board continue to discuss equity work as it relates to the current JPA agreement, and the way operating resources are allocated to each Library community. Discussion continued around the increased circulation of digital materials and how the budget would continue to support that trend.

Motion: Approve the FY 2021-22 Recommended Budget. Passed (MSP: Stone/Cunningham).

V. Director's Report. Director Despain provided an overview of the Director's Report and highlighted updates on the new State and Cal OSHA guidelines for face coverings, Phased Reopening Plan, Library Explorers Camp, the Strategic Plan Subcommittee, and the new Atherton Library project. Vice Chair McDowell asked about enrollment rates for Library Explorers camp and whether staff plan to apply for the State funding that is being offered to libraries. Director Despain discussed plans to apply for State funding as soon as it becomes available and Deputy Director Risley will gather updated enrollment numbers to share with the board. Chair Holober asked about the expansion of library service hours and Director Despain shared that staff is working to expand hours in the coming months.

VI. Election of the Library JPA Operations Committee Officers. Director Despain stated that Chair Holober and Vice Chair McDowell each have served one term in their positions, making them eligible to serve a second term. Member Derwin nominated Chair Holober to Chair and Vice Chair McDowell to Vice Chair; no other nominations were received.

Motion for Chair Holober to serve as Chair. Passed (MSP: Brown/Groom).
Motion for Vice Chair McDowell to serve as Vice Chair. Passed (MSP: Brown/Groom).

VII. Governing Board Member Announcements. None.

VIII. Adjournment. The meeting adjourned at 8:54 a.m.