San Mateo County Libraries

Agenda Item V.

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To: JPA Governing Board

From: Anne-Marie Despain, Director of Library Services

Date: November 10, 2021

Meeting: November 15, 2021

Re: 2022 Library JPA Meeting Schedule

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## Background

The Library JPA Agreement states that the Governing Board will meet at least quarterly and shall be responsible for administration and oversight of the day-to-day operations of the library system, working through the Library Director; and the Governing Board shall meet at least annually to consider and approve the budget of the Library JPA. The Governing Board is required to submit an annual budget to the County Board of Supervisors for its approval, and shall be responsible for establishing policies in accordance with the JPA Agreement.

Each year a proposed meeting schedule is submitted for approval to the Library JPA Operations Committee and Governing Board.

## Discussion

The JPA Governing Board currently meets five times a year in the months of February, May, June, September and November. The recommended Governing Board meeting dates and agenda items correspond with the Operations Committee meetings and agenda items. Currently, the Operations Committee meetings begin at 1:30 p.m. and the Governing Board meetings begin at 8:15 a.m. All meetings, unless reassigned, are held at Library Administration, 125 Lessingia Court, San Mateo.

The table below outlines the 2022 proposed meeting schedule. Also included is a list of items agendized on an annual basis. Notice of the time and place and the conduct of all regular meetings are in accordance with the Ralph M. Brown Act. The agenda is posted and distributed at least 3 days in advance of scheduled meetings. Additional agenda items are added to the schedule as needed and special meetings may also be held as convened by the Operations Committee Chair or the Governing Board Chair.

| 2022 Proposed Meeting Dates | | |
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| Operations Committee | Governing Board | Agendized Items |
| February 1 | February 7 | • Financial Audit Report<br>• Mid-Year Report<br>• Strategic Planning |
| May 10 | May 16 | • Introduction to the Recommended Budget |
| June 7 | June 13 | • Adoption of the Recommended Budget<br>• Proposed Uses of Library Trust Funds<br>• Election of Officers |
| September 13 | September 19 | • Grant Activities Report<br>• Investment Report<br>• Approval of the Final Adopted Budget<br>• Library Director Evaluation |
| November 8 | November 14 | • Approval of JPA Meeting Schedule<br>• Approval of Library Policies |

## Fiscal Impact

There is no fiscal impact associated with approving the proposed 2022 Library JPA Meeting Schedule.

## Recommendation

Recommend JPA Governing Board approve the proposed 2022 Library JPA Meeting Schedule. Operations Committee members present at the November 9, 2021 meeting concurred with this recommendation.