San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of November 15, 2021

Board Members Present:
Rick DeGolia, Atherton
Julia Mates, Belmont (Alternate)
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Sam Hindi, Foster City
Deborah Penrose, Half Moon Bay
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
Carine Risley
Danae Ramirez
Lindsey Freeland
Priscilla Bermudez

Others Present:
John Shupe, JPA Attorney
Tygarjas Bigstyck, Pacifica (Alternate)

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

II. Authorize Continued Use of Virtual Meetings. Director Despain presented an overview of the memo. Staff is recommending that as a result of the continuing COVID-19 pandemic and findings that meeting in person would present risks to the health and safety of attendees, that the board invoke the provisions of AB 361 and continue to meet virtually. Chair Holober provided further clarification around AB 361 and the implications for future Governing Board meetings.

Motion: Approve the continued use of virtual JPA Governing Board meetings. Passed (MSP: Penrose/Brown).

III. Public Comments. None.

IV. Approval of the September 20, 2021 Minutes. Meeting minutes approved without changes (MSP: McDowell/Cunningham).

V. Approval of the Library JPA Regular Meeting Schedule for Calendar Year 2022.

Motion: Approve the proposed 2022 Library JPA Meeting Schedule. Passed (MSP: O'Neill/Hindi).

VI. Approval of Library Policies. Director Despain presented an overview of the report and the three policies staff are recommending for approval. The Conflict of Interest policy was last approved by the Board in November 2018 and reflects minor changes. The Exhibit and Display Policy was established in June 2001. Updates include language that reflects the current library mission, existing practices and the Board's direction to clarify and broaden the hold harmless language. Lastly, The Procurement Policy was last approved in February 2021. The policy has been updated to include a Small Business First policy addendum.

Motion: Approve the Conflict of Interest Policy, Exhibit and Display Policy, and Procurement Policy. Passed (MSP: O'Neill/Penrose).

VII. Operations Update and Recommended Service Hours. Deputy Director Risley provided an overview of the report and highlighted staff recommendations to restore pre-pandemic hours utilizing a consistent library schedule at all locations, and an increase of hours pilot for Brisbane and Pacifica. when safe to do so in the second half of the fiscal year. Since the additional hours would begin no sooner than January 2022, the increase in costs is estimated at $150,500.There are sufficient existing funds in the FY 2021-22 Adopted Budget to accommodate the proposed temporary increase in service hours. Staff will work to evaluate and assess new service hour schedules and whether any budgetary increases should be recommended for the FY 2022-23 Recommended Budget to maintain hours.

Motion: Approve the recommendation to restore pre-pandemic hours when safe to do so in the second half of the fiscal year; and an expansion of hours pilot for Brisbane and Pacifica. Passed (MSP: O'Neill/McDowell).

VIII. Director's Report. Director Despain highlighted some updates from the Director's Report including the additional patron surveying that is being done in North Fair Oaks and other unincorporated communities in the service area, and update on the Atherton Library building project progress, and photographs of the new Brisbane Library celebration. Member Cunninham shared additional details on the very special glass artwork and how it relates to the landscape. Members congratulated Brisbane and commented that the opening was fabulous, and the new library is stunning.

IX. Governing Board Member Announcements. Member O'Neill invited Board Members to the Half Moon Bay Library on December 4 for a Christmas celebration that will be hosted in collaboration with the library and the Parks and Recreation department.

X. Adjournment. The meeting adjourned at 8:46 a.m.