San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of February 7, 2022

Board Members Present:
Elizabeth Lewis, Atherton (Alternate)
Charles Stone, Belmont
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Sanjay Gehani, 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)
Dick Brown, Woodside

Staff Present:
Anne-Marie Despain
Carine Risley
Danae Ramirez
Lindsey Freeland
Priscilla Bermudez
Carmen Letona-Adams
Jess Koshi-Lum
Ramses Escobedo
Stephanie Saba

Others Present:
Brett Jones, Auditor
Tom Petras, EMC Research
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. 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.

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

III. Public Comments. None.

IV. Consent Agenda. The Consent Agenda included the approval of the November 15, 2021 minutes and the Financial Audit Report for FY 2020-21.

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

III. Strategic Plan Subcommittee Summary and Research Reports. Director Despain provided a brief review of the strategic planning efforts that staff, the Library JPA and EMC Research have engaged in since 2014. In 2021 the Governing Board approved the extension of the 2015-2020 Strategic Plan to 2025 and established a subcommittee to work with library staff on gathering additional data around changes in usage patterns

and needs since the pandemic, developing a full demographic report, increasing the survey sample size, and analyzing results by community. Tom Petras with EMC Research highlighted some key findings from the most recent survey results and answered questions. Member Lewis asked for clarification of the rating scale which is one to seven. Member Brown requested more data around collections in languages other than English. Director Despain confirmed that Libraries does collect that information and can share that with the Board. Discussion continued around results, future planning and how to promote library usage amongst non-patron residents.

Motion: Accept the 2021 Survey of Library Patrons and Demographic Profile of Library Service Area reports. Passed (MSP: Stone/Brown).

IV. FY 2021-22 Mid-Year Financial Report. Financial Services Manager, Lindsey Freeland, provided an overview of the FY 2021-22 Mid-Year Financial Report which included year-end estimates and budget development recommendations for the fiscal year 2022-23. The FY 2021-22 adopted budget totals $72,053,116; expenditures totals $44.9 million; and Reserves total $27.2 million. Member Brown and Member Lewis asked for clarification for line items in the Financial Audit Report for FY 2020-21. Financial Services Manager Freeland provided more details. Vice Chair McDowell asked about plans for the Big Lift and Library Explorers. Director Despain and Deputy Director Risley provided an update. Vice Chair McDowell also shared her support for allocating resources to summer programming as well as mental health awareness resources. Director Despain encouraged the Board to provide direction regarding next steps to take or initiatives to focus on for the development of next year's budget.

Motion: Accept the FY 2021-22 Mid-Year Financial Report and approve for staff to move forward with the development of the FY 2022-23 Budget. Passed (MSP: Penrose/Cunningham).

V. Director's Report. Director Despain introduced the new library branch managers at Pacifica, North Fair Oaks, East Palo Alto, and San Carlos and shared some updates from the Director's Report including the launch of the Small Business First Policy; Makerspace Charter and Makerspace projects for Foster City, Millbrae, and Belmont; the Atherton Library project; and the Big Lift research findings. A video was also shared highlighting the sustainability field trips with local non-profit Sustainable Future Outdoor Academy and Pie Ranch.

VI. Governing Board Member Announcements. Member Penrose asked staff to look at opportunities to enhance programming for English language. Member Cunningham requested that more outreach be done for senior populations, especially those that may have limited access to technology.

VII. Adjournment. The meeting adjourned at 9:12 a.m.