San Mateo County Library Joint Powers Authority
Governing Board Meeting
Minutes of May 16, 2022

Board Members Present:
Rick DeGolia, Atherton
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
Danae Ramirez
Carine Risley
Lindsey Freeland
Katie Woods
Priscilla Bermudez

Others Present:
Tygarjas Bigstyck, (Alternate)
Matthew Chidester, OC Chair

I. Call to Order. The meeting was called to order at 8:18 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/Cunningham).

III. Public Comments. None.

IV. Approval of the February 7, 2022 Minutes. Meeting minutes approved without changes (MSP: O'Neill/McDowell).

V. Introduction to the Recommended Budget FY 2022-23. Director Despain introduced the FY 2022-22 Recommended Budget and provided an overview of the system and budget presentation. Communications Manager Katie Woods highlighted major accomplishments of the past year and Deputy Director Risley highlighted performance data. Deputy Director Ramirez gave an overview of the proposed FY 2022-23 priorities and recommended budget and Financial Services Manager Freeland shared budget details and project highlights. The Recommended Budget totals $72,141,002. Total Revenue is $39,128,684 and Net Appropriations, or the total operating budget, is $47,664,658. The budget sets Operating Reserves at $4,392,600 and Capital Reserves at $20,083,744, in compliance with the Library JPA Fund Balance Policy.

Director Despain thanked the Governing Board for their continued support and guidance and reminded members that this is an information item only; approval of the FY 2022-23 Recommended Budget will be on the June agenda. Member Penrose commended staff for doing a wonderful job developing and presenting the recommended budget and asked for more details regarding the mental health services portion of the budget. Financial Services Manager Freeland shared dollar amounts being allocated towards a pilot for providing social service supports in our libraries and enhancing staff training and support and Director Despain elaborated on those initiatives. Member Gehani expressed his gratitude to library staff for their service, commitment to excellence and execution of the library's vision to create spaces and programming for exploration and learning for all. Member Brown asked how we could monetize what portion of the budget was being allocated to equity and measure it's effectiveness. Director Despain explained the complexity of tracking these resource allocations being that equity is applied to various initiatives such as collections, programming, policies, operations, and community outreach – but indicated that this is something that staff can continue to explore. Vice Chair McDowell praised library staff for their adaptability in continuing to meet the various needs of our communities over the last two years and expressed support for more staffing and training – especially around mental health. Vice Chair McDowell shared her experience participating in the mental health first aid trainings made available through the generous support of the Board of Supervisors and encouraged Governing Board members to complete the trainings and contact her for more information on how to make it available in their cities. Member Wallace-Jones requested to see a breakdown of the recommended budget by budget priorities. Member DeGolia asked about the portion of the budget being allocated to salaries. Financial Services Manger Freeland confirmed the cost for the new positions. Member Cunningham requested that libraries develop a one-pager about what we're planning for the next year to engage the community more and promote library services. Member O'Neill and Member Penrose expressed interest in libraries building upon current collaborative efforts with school districts and community agencies to prevent operating in silos or duplicating efforts. Chair Holober expressed interest in doing more to support the unhoused populations in the communities we serve.

VI. Director's Report. Director Despain shared some highlights from the Director's Report including the Atherton Library grand opening date, County Fair participation, and revisions to the Holiday and Library Closure calendar in observance of Juneteenth and Staff Development Day.

VII. Governing Board Member Announcements. Chair Holober announced that the next Governing Board meeting will be held in-person at Brisbane Library and that Millbrae will be celebrating the grand opening of the new recreation center on June 11 at 11am.

VIII. Adjournment. The meeting adjourned at 9:16 a.m.