San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of June 13, 2022

Board Members Present:
Charles Stone, Belmont
Karen Cunningham, Brisbane
Regina Wallace-Jones, East Palo Alto
Sanjay Gehani, Foster City
Reuben Holober, Millbrae (Chair)
Mike O' Neill, Pacifica
Maryann Moise Derwin, Portola Valley
Sara McDowell, San Carlos (Vice Chair)
Carole Groom, San Mateo County

Staff Present:
Anne-Marie Despain
Danae Ramirez
Carine Risley
Lindsey Freeland
Katie Woods
Priscilla Bermudez

Others Present:
Tygarjas Bigstyck, (Alternate)
Matthew Chidester, Library JPA Operations Committee Chair

I. Call to Order. The meeting was called to order at 8:19 a.m. by Chair Holober. Governing board members and library staff introduced themselves.

II. Public Comments. None.

III. Approval of the May 16, 2022 Minutes. Meeting minutes approved without changes (MSP: O'Neill/McDowell).

IV. Adoption of the Recommended Budget FY 2022-23. Financial Services Manager Freeland provided a brief overview of the FY 2022-23 Recommended Budget that was presented at the May meeting. The proposed Recommended Budget totals $72,141,002. Total Revenue equals $39.1 million, $28.3 of which is derived from property taxes. General operations total $47.7 million, $23.6 million of which is allocated to staff salary and benefits. Operating Reserves are budgeted at $4.4 million and Capital Reserves at $20.1 million for total reserves of $24.5 million.

Annual priorities include reaching more community members through intentional outreach, applying an equity lens to our practices, providing mental health and social service supports, expanding our impact and building literacy skills for youth and adults, increasing digital equity through access to technology and skill building, supporting the well-being and growth of our library champions, updating libraries to include vibrant welcoming spaces and prioritizing sustainability in our practices.

Financial Services Manager Freeland also noted that Board members present at the May 16 meeting requested staff provide an estimate of the funding in the budget that is directed toward each of the fiscal year 2022-23 budget priorities and that a chart providing a high-level approximation of the recommended budget appropriations by priority was added to the memo. Financial Services Manager Freeland helped Member Wallace-Jones locate the updated chart.

Motion: Adopt the FY 2022-23 Recommended Budget. Passed (MSP: Groom/O'Neill).

V. Director's Report. Director Despain called out a few items from the Director's Reports Report including the start of the Summer Learning Challenge and Big Lift Summer Camps, a Makermobile update and the effect of the State Trailer Bill on excess ERAF. Member Cunningham stated that there is a lot of interest in the Big Lift Inspiring Summers camps in the Brisbane community and requested that tour invites be extended to city staff. Vice Chair McDowell expressed interested in having the Makermobile tour through various communities once it's operational. Member Wallace-Jones asked if there is a plan to install Electric Vehicle charging stations at all library facilities. Discussion continued around the County's EV Charging station pilot program. Director Despain clarified that the EV charging station at Library Administration was installed as a pilot site specifically for library vehicles. Director Despain presented photos and highlights from the Atherton Library Grand Opening celebration and discussion ensued around future library projects. Director Despain shared that applications for State infrastructure grants have been submitted for Pacifica, North Fair Oaks, and East Palo Alto but awards have not been made at this time.

III. Election of the Library JPA Governing Board Officers. Chair Holober and Vice Chair McDowell have each served two consecutive terms in their positions. Director Despain thanked outgoing Chair Holober for his last two years of service and guidance through this unprecedented time. Member Stone and Member Groom nominated Vice Chair McDowell for Chair; no other nominations were received. Member Derwin and Member Stone nominated Member Cunningham for Vice Chair; no other nominations were received.

Motion for Vice Chair McDowell to serve as Chair. Passed (MSP: Stone/Groom).
Motion for Member Cunningham to serve as Vice Chair. Passed (MSP: Derwin/Stone).

IV. Governing Board Member Announcements. Member Stone proposed that future Governing Board meeting be made accessible virtually. Chair Holober confirmed virtual and/or hybrid options would be considered for future meetings. Chair Holober also reminded Governing Board members that printed agenda packets will not be provided for future meetings.

V. Adjournment and Tour of Brisbane Library. Director Despain and Member Cunningham will provide a tour of the new Brisbane Library. The meeting adjourned at 8:54 a.m.