San Mateo County Libraries

Agenda Item VI.

To:	JPA Governing Board
From:	Anne-Marie Despain, Director of Library Services
Date:	October 28, 2025
Meeting:	November 3, 2025
Re:	Approval of Governing Board Meeting Schedule for 2026

Background

The Library JPA Agreement states that 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.

The Operations Committee 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.

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

Discussion

The Governing Board currently meets five times a year in the months of February, May, June, September and November. The recommended Operations Committee meeting dates and agenda items correspond with the Governing Board 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 in-person at Library Administration, 125 Lessingia Court, San Mateo and by teleconference pursuant to Government Code Section 54953(b).

The table below outlines the 2026 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 three 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.

Actions of the Operations Committee and Governing Board shall be taken only if a quorum is in attendance and shall be effective upon approval of a majority of the members present. A quorum is one more member than half of the total membership.

2026 Proposed Meeting Dates		
Operations Committee	Governing Board	Agendized Items
January 27	February 2	• Financial Audit Report • Mid-Year Report
May 5	May 11	• Introduction to the Recommended Budget
June 2	June 8	• Adoption of the Recommended Budget • Election of Officers
September 8	September 14	• Investment Report • Grant Activities Report • Proposed Uses of Library Trust Funds • Approval of the Final Adopted Budget
October 27	November 9	• Approval of JPA Meeting Schedule • Approval of Library Policies

Fiscal Impact

There is no fiscal impact associated with approving the proposed 2026 Library JPA Governing Board Meeting Schedule.

Recommendation

Recommend JPA Governing Board approve the proposed Library JPA Governing Board Meeting Schedule for 2026.