San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of September 15, 2025

Board Members Present:
Rick DeGolia, Atherton (Vice Chair)
Julia Mates, Belmont (Chair)
Frank Kern, Brisbane
Mark Dinan, East Palo Alto
Art Kiesel, Foster City
Deborah Penrose, Half Moon Bay
Reuben Holober, Millbrae
Mary Bier, Pacifica
Rebecca Flynn, Portola Valley
Sara McDowell, San Carlos
Dick Brown, Woodside

Staff Present:
Anne-Marie Despain
Paniz Amirinasi
Chelsea Quintanilla

I. Call to Order. The meeting was called to order at 8:17 a.m. by Chair Mates.

II. Public Comments. Written public comment received by letter dated September 4, 2025 from Emil Lawrence, distributed to board members and included in library files.

III. Director's Report and Staff Recognition. Director Despain shared several highlights from the Director's Report, notably the success of the Belmont Library Reopening Celebration, new makerspaces updates, and personnel announcements. Chair Mates thanked staff for the success of the refreshed Belmont Library and the wonderful community celebration. Member Flynn inquired about what emergency power equipment is offered at library locations. Deputy Director Danae Ramirez briefly shared about the portable jackeries used to charge multiple devices that are offered at all library locations. The board recognized several employees for their service awards including, Deputy Director Danae Ramirez for 10 years of service and Accountant Winnie Kuang-Todd on 20 years of service with San Mateo County. LEAD program graduates were also recognized with a certificate of completion. Nancy Analco, Nicole Fernandez, Nick Hernandez, Jenna Varden, and Julia Wright recently completed this six month mentoring and training program.

IV. Consent Agenda. The Consent Agenda included the Approval of the June 16, 2025 Minutes, the Investment Report for FY 2024-25, the Grant and Fundraising Report for FY 2024-25, the Summer Learning Report and the Atherton Library Children's Garden Project.

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

V. Approval of the Final FY 2025-26 Adopted Budget. Interim Finance Director Amirinasi provided an overview of the proposed FY 2025-26 Adopted Budget and highlighted the most significant changes. The Recommended Budget was approved by the JPA Governing Board on June 10 and implemented on July 1, totaling $92,163,562. Based on fiscal year-end closing activities, updated information and final adjustments, the Adopted Budget now totals $99,071,733. Interim Finance Director Manager Amirinasi shared key projects to look forward to in FY 2025-26, including the procurement of a new bookmobile, the Atherton's Children Garden, new makerspaces at the Foster City and San Carlos Libraries, purchasing assets to enhance outreach efforts, installing privacy pods, exploring AI service applications, establishing digital literacy hubs, and providing reading tutoring and homework help. Member DeGolia inquired about the estimated projection for property taxes. Interim Finance Director Amirinasi noted the under projection is due to a more conservative approach to the revenue received and the estimates reflected San Mateo County's projection of property taxes.

Motion: Approve the Final FY 2025-26 Adopted Budget. Passed (MSP: Flynn/Penrose).

VI. Proposed Uses of Restricted Library Funds. Director Despain summarized the Library JPA Agreement's provision regarding restricted Library funds. Proposed uses of restricted Library JPA Funds in FY 2025-26 total $2,664,152 and the following qualifying member cities are interested in using restricted Library funds to support community library related facility upgrades, maintenance and one-time projects: Atherton, Foster City, Portola Valley, San Carlos, and Woodside. Member McDowell inquired about the process of the 50:50 split. Director Despain clarified that the difference is determined at year-end and after member cities request proposed use of that amount, the difference would then be split 50:50. Member Flynn asked if current trust funds are not subject to the 50:50 split, to which Director Despain confirmed that the split is applied to new excess funds. Member Flynn asked if it is recommended by the Library JPA to use locally held funds first, to which Director Despain shared that it yes, locally held funds need to be used first. Member Brown asked about the definition of library uses. Director Despain shared that the language in the provision includes specific examples such as facility maintenance, remodeling or expansion, increased hours or increased material and equipment purchases, but the library related activities is not limited and could be broadly applied to many library enhancements.

Motion: Approve the Proposed Uses of Restricted Library Funds in FY 2025-26. Passed (MSP: Flynn/Holober).

VII. Governing Board Members Announcements. Member Penrose highlighted Half Moon Bay's Summer's End concert series at the newly renovated Carter Park through October 3rd and the annual Pumpkin Festival.

VIII. Adjournment. The meeting adjourned at 8:59 a.m.