San Mateo County Libraries Joint Powers Authority
Governing Board Meeting
Minutes of November 3, 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
Lisa Gauthier, San Mateo County
Dick Brown, Woodside

Staff Present:
Anne-Marie Despain
Danae Ramirez
Carine Risley
Paniz Amirnasiri
Mary Abler
Chelsea Quintanilla

I. Call to Order. The meeting was called to order at 8:19 a.m. by Chair Mates.

II. Public Comments. None.

III. Approval of the September 15, 2025 Minutes.

Motion: Approve the September 15, 2025 Minutes without changes. Passed (MSP: Penrose/DeGolia)

IV. Approval of Library Policies. Director Despain introduced the policies recommended for approval. The Conflict of Interest policy, last approved in November 2023, will be held for additional updates. The Procurement Policy, last approved in November 2024, has been updated with minor changes to align with the County Controller's Office requirements. Member Flynn inquired about the changes made for purchases under $10,000. Interim Financial Services Manager Amirnasiri explained that with the implementation of the Controller's new invoice system (Coupa), a minimum of three quotes is required for all dollar amounts and a contract is required for recurring items. Member Kiesel asked whether County policies take precedence over Library policies. Director Despain explained that, as County employees, library staff are required to follow County policies; however, the Board has the authority to approve Library policies.

Motion: Approve the Procurement Policy. Passed (MSP: McDowell/Bier)

V. San Carlos Makerspace Project. Deputy Director Ramirez presented the San Carlos Makerspace Project, stating that the design phase had been completed and that the project was now moving into the construction phase. The makerspace project involves renovating a 1,000-square-foot space on the second floor of the library, which will include new resilient flooring, cabinetry, and furnishings. Member Penrose asked when construction would begin, to which Deputy Director Ramirez gave a brief overview of the project's next steps, including moving forward to the San Carlos City Council this month and the bid for the contractor in January. Member Flynn asked where the main costs originate, and Deputy Director Ramirez shared that the main expenses are derived from the electrical, plumbing, and design features, such as cabinetry and seating.

Motion: Accept the San Carlos Makerspace Project Report. Passed (MSP: DeGolia/Flynn).

VI. Approval of Governing Board Meeting Schedule for 2026. Director Despain presented the proposed 2026 Library JPA Meeting Schedule.

Motion: Approve the Governing Board Meeting Schedule for 2026. Passed (MSP: Penrose/Kiesel).

VII. Director's Report. Director Despain shared several highlights from the Director's Report, including the addition of blood pressure monitor kits for checkout in partnership with San Mateo County Health; the Board of Supervisors' recognition of Wellness Leaders Richard Moala and Amy Selmi; the 2026 Holiday Library Closure dates; and an update on Quarter 1 data. Personnel updates were also shared, including the appointment of new Community Library Managers and leadership transitions at the Half Moon Bay, San Carlos, and Pacifica Libraries.

Member Penrose inquired about the blood pressure monitor kits and staff preparedness in responding to patron results. Director Despain clarified that the blood monitor kits are intended for checkout and informational use only, to help patrons understand and monitor their general blood pressure range, and in the event of a medical emergency or health concern, standard emergency procedures would be followed.

VIII. Governing Board Members Announcements. Member Holober asked if there are services available to support those affected by the suspension of SNAP. Director Despain highlighted the free meals at the library programs and our long-standing partnership with Second Harvest. Deputy Director Risley shared that staff are monitoring program attendance at the participating libraries in Half Moon Bay, East Palo Alto, Brisbane, and North Fair Oaks.

IX. Convene Closed Session: Public Employee Performance Evaluation Closed Session Pursuant to Government Code Section 54957 (Director of Library Services). No action was taken.

X. Adjournment. The meeting adjourned at 9:37 a.m.