JOINT POWERS AUTHORITY BOARD
MINUTES
Thursday, January 24, 2019
Services and Support Center, Campbell Conference Room
1370 Dell Avenue, Campbell, CA 95008

Members Present:
Mike Wasserman, Supervisor, District 1 (Chair)  Lynette Lee Eng, Los Altos
Joe Simitian, Supervisor, District 5 (1:34 p.m.)  Carmen Montano, Milpitas
Rich Waterman, Campbell  Shawn Leuthold, Monte Sereno
Darcy Paul, Cupertino  Yan Zhao, Saratoga, Alternate

Members Absent
Courtenay C. Corrigan, Los Altos Hills (Vice Chair)  Vacant, Morgan Hill
Dion Bracco, Gilroy  Rishi Kumar, Saratoga

Staff Present:
Nancy Howe, County Librarian  Chuck Griffen, Financial & Admin. Services Manager
Chris Brown, Deputy County Librarian  Diane Roche, Director of Communication and Marketing
Melissa Kinialocts, Deputy County Counsel  Cynthia Rios Garcia, Secretary

CALL TO ORDER/ROLL CALL
Chair Wasserman called the meeting to order at 1:30 p.m. There was a quorum present. There were no deletions, deferrals or corrections to the agenda.

ORAL COMMUNICATION
Doug Muirhead, Morgan Hill resident, thanked Heather Geddes, Morgan Hill Community Librarian for her presentation to the Morgan Hill City Council, in assisting them with their appointment to the JPA Board.

CONSENT CALENDAR
*1. Approve Minutes from October 25, 2018, Joint Powers Authority Board Meeting.
*2. Accept the following cash gifts:
   a. Cash donation of $4,631.50 to the Santa Clara County Library District and augment the budget for library materials.
   b. Cash donation of $83,000 to the Los Altos Library and augment the budget for library materials.
   c. Cash donation of $6,000 to the Morgan Hill Library and augment the budget for library materials.
   d. Cash donation of $3,896.78 to the Saratoga Library and augment the budget for wayfinding.
*3. Approve the ratification of Finance Committee Appointments.
*4. Approve Calendar Year 2019 Meeting Schedule.
*5. Approve annual support for Santa Clara County Library District Foundation through June 30, 2021.
*6. Amend the Library Building Policy.
*7. Add one full-time Account Clerk II to the Services and Support Center and one half-time Janitor to Milpitas Community Library.
*8. Approve the Food for Fines Project.

Chair Wasserman pulled item #3 for discussion. The Finance Committee requested a volunteer from the Board to serve as Alternate. Board Member Montano volunteered to serve as an Alternate for the Finance Committee.

Board Member Simitian took his seat at 1:34 p.m.

Motion was moved by Lee Eng and seconded by Simitian to approve Consent Calendar items #1 - #8 as amended. The motion passed unanimously by the following vote:
Ayes: Wasserman, Simitian, Waterman, Paul, Lee Eng, Montano, Leuthold, and Zhao

NEW BUSINESS
9. Delegate authority to the County Librarian to negotiate and execute contract for Campbell Library construction cost estimates

Staff report. Chuck Griffen, Financial and Administrative Services Manager. The City of Campbell passed Measure O for a $50 million bond to renovate facilities for both the police and library. The Board directed staff to develop a cost estimate for projected renovation/construction needed to bring the Campbell Library up to code as an efficient building that meets safety and ADA accessibility. The JPA Library Building policy does not allow JPA revenue to finance library-building expansions but does allow staff participation and funding towards design and cost estimates on a case-by-case basis and with JPA Board approval.

Staff requested approval of up to $50,000 for a construction cost estimate for library building needs, which will ultimately be shared with the City. This collaboration with the City of Campbell will influence design decisions and assist in keeping future maintenance costs down, recognizing that the City has the final decision. Once the library is built, the Library District is responsible for the interior of the building.

No public comment.

Motion was moved by Lee Eng and seconded by Montano to delegate authority to the County Librarian or designee to negotiate and execute contract for Campbell Library construction cost estimates not to exceed $50,000. The motion passed unanimously by the following vote:
Ayes: Wasserman, Simitian, Waterman, Paul, Lee Eng, Montano, Leuthold, and Zhao
10. Accept the Five-Year Financial Forecast for Fiscal Years 2018-2019 to 2022-2023 for the Library District

Staff report. Chuck Griffen, Financial and Administrative Services Manager. The Finance Committee has reviewed the Five-Year Financial Forecast and recommends approval and acceptance by the full JPA Board. The purpose of this report is to show a forecast of the Library District’s current and future revenues and expenditures. Approval of this forecast does not imply approval of the Library’s Budget, which will be presented to the JPA Board in April and in June for review and approval. The Library District is anticipating a net surplus for the next five years. The forecast is conservative and excess revenues over and above the base budget will be used to fund the Capital Maintenance Plan, the Three-Year Technology Plan and the Economic Uncertainty Reserve.

There was a question and answer period among the Board Members. No public comment.

Motion was moved by Lee Eng and seconded by Zhao to accept the Five-Year Financial Forecast for Fiscal Years 2018-2019 to 2022-2023 for the Library District. The motion passed unanimously by the following vote: Ayes: Wasserman, Simitian, Waterman, Paul, Lee Eng, Montano, Leuthold, and Zhao

11. Adopt Three-Year Technology Replacement and Improvement Plan for Fiscal Years 2019/2020 - 2021/2022

Staff report. Nancy Howe, County Librarian. The Three-Year Technology Replacement and Improvement Plan was presented to the Board for approval. Staff’s recommendation is to transfer $8,720,000 from the fund balance to the designated Technology Reserve. This will fund the Library’s technology needs for the next three years.

Some of the highlights from the last three years included replacement of staff and public computers, increased technology learning opportunities for children and adults, and increased use of eResources. The Library also created 77,000 student eAccounts for all Library District’s school districts to access digital tools. In the next three years, the major undertaking will be the replacement of the Automated Material Handling System (AMHS) equipment, which is reaching the end of its life. The AMHS originally installed in 2006 will cost approximately $4 million to replace. The goal in the next three years is to stay up-to-date with new technology product offerings, wireless and digital services district-wide. Currently, the Library is piloting two Lending Machines with up to 200 items that are RFID enabled and allow for easy check out of materials at the Morgan Hill Recreation Center and Milpitas Senior Center. If the pilot is successful, the Library will place additional Lending Machines in other communities. Both Allison Lew, Public Technology Manager and Sanjeev Singla, IT Manager, developed this plan for the benefit of the public.

No public Comment.
Board Member Simitian posed questions regarding privacy and RFID technology, specifically if the Library had considered any privacy implications that might be inherent in the proposed three-year Technology Plan.

County Librarian Howe responded that the Library is currently budgeting for a full privacy audit by an outside consultant that is part of the Tech Plan (item 6) which will include a review of all current Library and vendor practices. All products that the Library currently uses and any contract terms where privacy and protection of data are part of the framework will be reviewed. When the Library enters into an agreement with a third-party vendor, the Library follows privacy clauses that County Counsel delineates.

Board Member Simitian recommended that staff follow the concept “Privacy by Design,” which is to build privacy into the initial design on any new system implementation and not after. He requested that the Library take into account privacy on any new acquisitions before making acquisitions and not after and that the audit cover not only existing systems but any new systems as well.

Sanjeev Singla, IT Manager, assured the Board that the Library follows the “Privacy by Design” protocol and Countywide ISD Privacy Policies. Mr. Singla recommended performing a privacy audit every three years to cover any future acquisitions. This planned privacy audit will review what the Library has currently.

Board Member Simitian requested to agendize the results of the privacy audit when completed.

Motion by Simitian and seconded by Lee Eng to adopt Three-Year Technology Replacement and Improvement Plan for Fiscal Years 2019/20 - 2021/2022 with the amendments to incorporate privacy protection into the initial design for any new acquisitions. In addition, that the privacy audit cover not only existing systems but also new systems and agendize the results of the privacy audit when it is completed. The motion passed unanimously by the following vote: Ayes: Wasserman, Simitian, Waterman, Paul, Lee Eng, Montano, Leuthold, and Zhao

REPORTS/COMMENTS
12. County Librarian
   - The building at 1344 Dell will be demolished on February 11, 2019, followed by a RFP for architectural services.
   - The Silicon Valley Read kick-off event is on January 25, 2019, at the Los Altos Library.
   - All JPA Board Members have been invited to participate in Celebrity Storytimes at your community library.
   - Library staff and SEIU representatives have collaborated and reached an agreement to increase open hours to seven days a week at Campbell and Gilroy Libraries beginning on March 11, 2019.
   - The 16th Annual Library Forum is on Saturday, February 2, 2019.
13. JPA Board Members
   None.

ADJOURN
With no further business, Chair Wasserman adjourned the meeting at 2:18 p.m., to the next Joint Powers Authority Board meeting on Thursday, April 25, 2019 at 1:30 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

Respectfully submitted,

[Signature]

Cynthia Rios Garcia, Secretary
Library District Joint Powers Authority Board