CALL TO ORDER/ROLL CALL

Chair Wasserman called the meeting to order at 1:30 p.m. A quorum was present. There were no deletions, deferrals or corrections to the agenda.

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Title</th>
<th>Representing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Wasserman</td>
<td>Chair</td>
<td>Board of Supervisors</td>
<td>Present</td>
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<tr>
<td>Courtenay C. Corrigan</td>
<td>Vice Chair</td>
<td>Los Altos Hills</td>
<td>Present</td>
</tr>
<tr>
<td>Joe Simitian</td>
<td>Board Member</td>
<td>Board of Supervisors</td>
<td>Present</td>
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<tr>
<td>Liz Gibson</td>
<td>Board Member Alternate</td>
<td>Campbell</td>
<td>Present</td>
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<tr>
<td>Rich Waterman</td>
<td>Board Member</td>
<td>Campbell</td>
<td>Absent</td>
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<tr>
<td>Darcy Paul</td>
<td>Board Member</td>
<td>Cupertino</td>
<td>Present</td>
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<tr>
<td>Dion Bracco</td>
<td>Board Member</td>
<td>Gilroy</td>
<td>Present</td>
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<tr>
<td>Lynette Lee Eng</td>
<td>Board Member</td>
<td>Los Altos</td>
<td>Present</td>
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<tr>
<td>Carmen Montano</td>
<td>Board Member</td>
<td>Milpitas</td>
<td>Present</td>
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<tr>
<td>Shawn Leuthold</td>
<td>Board Member</td>
<td>Monte Sereno</td>
<td>Present</td>
</tr>
<tr>
<td>Rich Constantine</td>
<td>Board Member</td>
<td>Morgan Hill</td>
<td>Present</td>
</tr>
<tr>
<td>Rishi Kumar</td>
<td>Board Member</td>
<td>Saratoga</td>
<td>Present</td>
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</tbody>
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ORAL COMMUNICATION
None.

PRESENTATION
1. Recognition of Employee Excellence Honorees. The County Board of Supervisors recognized three Library employees for receiving Employee Excellence Awards.

- Gayatri Bhardwaj, Senior Library Clerk, for the Los Altos Library was recognized by the Board in August 2018 for taking the clerical lead to offer Passport Services, a new service. She was a leader in the planning and implementation of the Passport Acceptance Facility (PAF). She coordinated with the U.S. State Department to file the Library’s application to become a PAF, contacted PAFs nationwide to learn their best practices, created the training for library clerks and worked with IT and marketing staff on technology and promotion. Gayatri was also recognized as a County Top 10 Outstanding Employee of the Year for 2018.
• Allison Lew, Library Services Manager for Virtual Library was recognized by the Board in November 2018 for her leadership in bringing about positive change and dedication to providing quality service to the community. She has led countless initiatives, one being to reduce the wait time for new materials to reach patrons from 3 months to a few days. She is committed to making technology accessible and available to all, from maker workshops, coding classes and tech toolbars.

• Ron Garavaglia, Library Assistant II for the Saratoga Library, was recognized by the Board in February 2019 for his commitment to ensuring a successful launch of the County Library’s first laptop lending unit through his relentless curiosity to learn how the new service worked, how to best troubleshoot issues, and for going the extra-mile to provide the best user experience.

Board Member Rishi Kumar took his seat at 1:40 p.m.
Board Member Courtenay Corrigan took seat her seat at 1:40 p.m.

CONSENT CALENDAR

*2. Approve Minutes from January 24, 2019, Joint Powers Authority Board Meeting.


*4. Accept the following cash gifts:
   a. Cash donation of $9,631.11 to the Santa Clara County Library District and augment the budget for library materials.
   b. Cash donation of $1,317.50 to the Santa Clara County Library District and augment the budget for Reading Program and the Rise Up Program
   c. Cash donation of $13,572.73 to the Cupertino Library and augment the budget for furniture.
   d. Cash donation of $15,000 to the Gilroy Library and augment the budget for programming and supplies.
   e. Cash donation of $2,000 to the Los Altos Library and augment the budget for collaborative spaces.
   f. Cash donation of $7,627.23 to the Milpitas Library and augment the budget for furniture.
   g. Cash donation of $10,000 to the Milpitas Library and augment the budget for enhancing library services.

*5. Add 2.5 FTE Janitor positions at the Cupertino Library

*6. Add 1.0 Buyer position to the Services and Support Center

*7. Add one full-time Media Program Specialist and delete one half-time Media Program Specialist

*8. Adopt the amended Record Retention and Destruction Schedule

Board Member Simitian pulled item #8, “Record Retention and Destruction Schedule” for discussion.

Motion was moved by Constantine and seconded by Lee Eng to approve Consent Calendar items #2 – #7. The motion passed unanimously by the following vote:

Board Member Simitian had concerns regarding the length of retention periods placed on Reading Program Tutor & Learner records. Specifically, if records were retained forever and the reason for the retention period. In addition, he wanted clarification regarding retention of email communications between staff and public. He asked staff to report back at the next JPA Board Meeting.

**Motion** was moved by Simitian and seconded by Wasserman to approve Consent Calendar item #8, Adopt the amended Record Retention and Destruction Schedule with the exceptions of the two items awaiting follow-up on the security measures taken. The **motion passed unanimously by the following vote:**


**NEW BUSINESS**

9. Receive the Independent Audit Report for Fiscal Year 2017-2018

Staff report. Chuck Griffen, Financial and Administrative Services Manager. Mr. Griffen reported out on behalf of Mr. Benjamin Lau, Independent Auditor. The independent auditor reviewed with the Finance Committee the Independent Audit Report for Fiscal Year 2017-2018 in full detail at their meeting on April 17, 2019. Mr. Griffen highlighted that even after the implementation of the Governmental Accounting Standards Board Statement of the Net Pension liability of $35 million and OPEB liability of $19 million, the Library continues to be financially healthy.

At the Finance Committee, Committee Member Waterman inquired about the financial statements and why there was only one year listed on the balance sheet and not multiple years, and then requested that the statements show prior year comparisons. The auditor said this could be done and implemented for the next audit for FY2019.

The audit reported no deficiencies in internal control, nor in material weaknesses and no instances of non-compliance. In summary, the Library was issued a clean audit.

Board Member Simitian asked if the Library JPA was in a position to fund more fully the OPEB post-employment benefits. Board Member Corrigan requested that the Finance Committee agendize the discussion regarding OPEB and the possibility of investing excess funds and bring the information back to the Board for further review.

**Motion** was moved by Montano and seconded by Constantine to receive the Independent Audit Report for Fiscal Year 2017-2018. The **motion passed unanimously by the following vote:**


10. Receive the Passport Update and Recommended Expansion Report and add one full-time Library Clerk
Staff report.  Chris Brown, Deputy County Librarian.  The Finance Committee reviewed the Passport report at their meeting on April 17, 2019.  Staff's recommendation is to add one full-time Library Clerk at the Los Altos Library to implement Passport Services.

Board Member Simitian and others asked questions regarding fees charged, and additional passport services provided. The Board expressed their delight that this service was offered to the community.

Motion was moved by Simitian and seconded by Bracco to receive the passport update and recommended expansion report and approve adding one full-time Library Clerk. The motion passed unanimously by the following vote:

11. Consider and discuss the FY2019-2020 Preliminary Budget for the Santa Clara County Library District

Staff report.  Nancy Howe, County Librarian and Chuck Griffen, Financial and Administrative Services Manager.

County Librarian Howe presented the Library’s Vision Wheel with the goal of having all library residents using and benefitting from library services. The Library’s proposed budget is aligned with the Library’s Vision Wheel. These priorities include collaborating with schools, concentrating on literacy and learning, providing access to technology, seeking feedback from patrons with a satisfaction survey, expediting patron access to materials and services, increasing eBook circulation, and providing services to underserved.

For FY2020, the Library’s new initiatives are to offer free homework help, expand literacy services to families to increase reading scores by third grade, develop a comprehensive staff development and engagement plan, implement a security and privacy audit, launch a new website, implement automated marketing, implement ESL and ELL classes at all libraries, and develop and maintain strategic partner collaborations.

Next, Mr. Griffen presented an overview of the FY2020 Preliminary Library Budget, which represented a balanced, sustainable, and conservative budget to meet the demands of the District’s library users, and to accomplish the Library District’s goals over the next five years. The current operating revenues are $57.4 million, with $2.9 million transferred from the Board approved Capital Maintenance and Technology Plan reserves for projects identified in FY2020, and an additional $2.1 million rolled over to FY2020 to complete unfinished projects from current fiscal year.

Highlighted were the sustainability of the budget to fund new initiatives with conservative forecasting while providing an increase of $4 million to the Reserve for Economic Uncertainty, bringing it to $17 million. The personnel requests for administration and all libraries were reviewed. These positions will continue to support additional open hours at all libraries and are
in line with the Library’s vision for strategic initiatives and staff development at all levels to meet community needs. A balanced budget was presented with $5 million remaining in the Undesignated Fund Balance.

The Board considered and discussed the FY2019-2020 Preliminary Library Budget. The final Library Budget will come to the Board in June for approval.

It was the consensus of the Board to accept the report on the FY2020 Preliminary Library Budget.

REPORTS/COMMENTS
12. County Librarian
   - 1344 Dell Avenue building (formerly American Legion) has been demolished. Bids for architecture & design will be reviewed.
   - Headspace -Mindfulness App. The Santa Clara County Library District is the only library in the country offering this service free with a library card. There are 500 seats available.
   - Brainfuse online tutoring service available 24/7 for K-12, college, ELL and adult learners
   - Augmented Reality (AR) App is a new experience that will be introduced to the public as a memorable way to expose residents to this new technology.
   - United Nations Association Film Festival (UNAFF). The Library is collaborating with UNAFF in Libraries, which hosts film festivals and has brought filmmakers from all over the world to offer documentaries and films. Screenings are offered at all of the District’s libraries presenting quality documentaries. Attendance is strong.

13. JPA Board Members
   - Board Member Kumar proposed moving the start time of the JPA meeting to 12 noon. Library staff will conduct a poll of JPA Board Members to see if 12 noon is preferable to 1:30 p.m., starting in October 2019.

ADJOURN
With no further business, Chair Wasserman adjourned the meeting at 2:34 p.m., to the next Joint Powers Authority Board meeting on Thursday, June 27, 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,

Cynthia Rios Garcia
Cynthia Rios Garcia, Secretary
Library District Joint Powers Authority