JOINT POWERS AUTHORITY BOARD
FINANCE COMMITTEE MINUTES
Wednesday, January 9, 2019
1370 Dell Avenue, Campbell, CA 95008

CALL TO ORDER/ROLL CALL

Committee members present: Mike Wasserman, BOS District 1, Courtenay C. Corrigan, Los Altos Hills and Carl Cahill, Los Altos Hills Town Manager

Staff in attendance: Nancy Howe, County Librarian, Chris Brown, Deputy County Librarian, Chuck Griffen, Financial and Administrative Services Manager, Diane Roche, Director of Communications and Marketing and Cynthia Rios Garcia, Secretary.

Chair Wasserman called the meeting to order at 2:07 p.m. There were no deletions, deferrals or corrections to the agenda.

ORAL COMMUNICATION

None.

CONSENT CALENDAR

*1. Approve Minutes from October 10, 2018, Finance Committee meeting.
*2. Recommend to the JPA to 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 Calendar Year 2019 Meeting Schedule.
*4. Recommend to the JPA to approve annual support for Santa Clara County Library District Foundation through June 30, 2021
*5. Recommend to the JPA to amend the Library Building Policy
*6. Recommend to the JPA to add one full-time Account Clerk II to the Services and Support Center and one half-time Janitor to Milpitas Community Library

MOTION was moved by Cahill and seconded by Corrigan to approve the Consent Calendar items 1 - 6. The motion passed unanimously by the following vote:

Ayes: Wasserman, Cahill and Corrigan

Noes: None
NEW BUSINESS
7. Recommend to the JPA to delegate authority to the County Librarian to negotiate and execute contract for Campbell Library construction cost estimates

Staff report. Nancy Howe, County Librarian. The City of Campbell’s Measure O, a $50 Million bond to renovate the police and library buildings was approved by its residents. The Campbell Library building is not ADA compliant and the Library wants assurance that the building will be ADA accessible and meet all required earthquake and fire safety codes. The City of Campbell is moving forward with the project and therefore, Library staff is requesting that an architect perform a preliminary assessment of library building needs and the construction cost estimates for submission to the City of Campbell to inform the allocation of bond proceeds. The Library District is collaborating with the City to provide an efficient library building.

MOTION was moved by Corrigan and seconded by Cahill to approve the recommendation to the JPA to delegate authority to the County Librarian 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, Cahill and Corrigan
Noes: None

8. Recommend to the JPA to 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. A summary of the financial forecast for fiscal years 2019-2023 was presented. The forecast is a financial planning tool and not the budget document. It is based on a set of assumptions using the last five years of expenditures and revenues. A modest increase in property tax revenues is expected, as well as an annual increase of 5.6% in salary and benefit costs. The Library continues to allocate 10-15% towards the books and materials budget. The forecast predicts a positive cash flow over the next five years while building up the Library’s earmarked cash reserves.

MOTION was moved by Corrigan and seconded by Cahill to approve the recommendation to the JPA 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, Cahill and Corrigan
Noes: None

REPORTS/COMMENTS
9. County Librarian
   - The JPA Board has expressed interest in doing the Food for Fines Project again this year. The program will run the month of April. Last year, over $142,000 in fines and fees were waived.
   - Morgan Hill Library is now open on Sundays effective December 9, 2018.
   - Campbell and Gilroy Libraries plan to open soon on Sundays.
   - Saratoga Library plans to increase their open hours on Sundays.
10. Financial & Administrative Services Manager
    - The 1344 Dell Avenue received BAQMD clearance and asbestos clearance.
    - County Fire is using the building to conduct practice/training sessions for their staff prior to demolition.

11. Finance Committee Members
    Committee member Corrigan congratulated Nancy Howe, County Librarian, on the Library’s Star Award recognition.

ADJOURNMENT
With no further business, Chair Wasserman adjourned the meeting at 2:43 p.m., to the next Finance Committee meeting on Wednesday, April 17, 2019 at 2:00 p.m. at the Library Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

Respectfully submitted,

Cynthia Rios García, Secretary
Santa Clara County Library District Joint Powers Authority