JOINT POWERS AUTHORITY BOARD

MINUTES
Thursday, April 26, 2018
Services and Support Center, Campbell Room
1370 Dell Avenue, Campbell, CA 95008

Members Present:
Mike Wasserman, Supervisor, District 1 (Chair)
Joe Simitian, Supervisor, District 5 (1:45)
Rich Waterman, Campbell
Steven Scharf, Cupertino
Courtenay Corrigan, Los Altos Hills (Vice Chair) (1:32)
Burton Craig, Monte Sereno
Steve Tate, Morgan Hill
Emily Lo, Saratoga

Members Absent
Dion Bracco, Gilroy
Jean Mordo, Los Altos
Garry Barbadillo, Milpitas

Staff Present:
Nancy Howe, County Librarian
Chris Brown, Deputy County Librarian
Melissa Kiniyalocxs, Deputy County Counsel
Chuck Griffen, Financial & Admin. Services Manager
Diane Roche, Director of Communication and Marketing
Tracy Ellenberger, 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
None

WRITTEN COMMUNICATION
A. Letter from American Legion Post 99
B. Email to the Joint Powers Authority Board from Liana Crabtree, dated February 23, 2018
C. Letter to the Joint Powers Authority Board from the Registrar of Voters, dated March 14, 2018

PRESENTATION
1. Recognition of Employee Excellence Honorees. Three Library employees were recognized for receiving Employee Excellence Awards by the County Board of Supervisors. In addition, Melissa Kiniyalocxs, Lead Deputy County Counsel was recognized for her outstanding service as the lead litigator for the county.
Pat Andrews, Senior Library Clerk for the Cupertino Library was recognized by the Board in August, 2017 for her service excellence, kind demeanor and for overseeing the coordination of library volunteers.

Amytha Willard, Supervising Librarian of Bookmobile was recognized by the Board in November, 2017 for her enthusiasm, ingenuity and collaborative spirit.

Jean Nei, Librarian II for the Los Altos Library was recognized by the Board in February, 2018 for her strong teamwork skills and dedication to children’s services.

Melissa Kiniyalocts, Lead Deputy County Counsel. Melissa is the lead litigator for the county. She represents both the Library and the Coroner’s office.

CONSENT CALENDAR


*3. Accept the Santa Clara County Library semi-annual gift report:

*4. Appointment of Cheryl Houts to the Santa Clara County Library Foundation board of directors.

*5. Accept the following cash gifts:
   a. Cash donation of $2,000 to the Santa Clara County Library District and augment the budget for library programs and materials.
   b. Cash donation of $500 to the Santa Clara County Library District and augment the budget for library equipment.
   c. Cash donation of $279.68 to the Santa Clara County Library District and augment the budget for library equipment.
   d. Cash donation of $1,750 to the Santa Clara County Library District and augment the budget for the Reading Program.
   e. Cash donation of $8,533.84 to the Santa Clara County Library District and augment the budget for lobby furniture.
   f. Cash donation of $5,674.13 to the Santa Clara County Library District and augment the budget for library materials.
   g. Cash donation of $1,000 to the Santa Clara County Library District and augment the budget for the Summer Reading program.

*6. **Pulled for discussion**

A member of the public requested to pull item #6 from the Consent Calendar for discussion.

*Motion* was moved by Corrigan and seconded by Tate to approve Consent Calendar items #2- #5g as on the agenda. The motion passed unanimously by the following vote:

**Ayes:** Wasserman, Waterman, Scharf, Corrigan, Craig, Tate and Lo
NEW BUSINESS

7. Consider and discuss the FY2018-2019 Preliminary Budget for the Santa Clara County Library District.

Staff report. Chuck Griffen, Financial and Administrative Services Manager presented a sustainable balanced budget. Current revenue is $49.4 million. $890,000 will be transferred from the Board-approved Capital Maintenance Plan and Technology Plan Reserves. $3.28 million will be rolled over from uncompleted projects from the 2017-2018 fiscal year. There is an undesignated fund balance of $3 million dollars, as well as a $13 million reserve for economic uncertainty. In October, the Board will be asked to use some of that cash reserve for the next Three Year Technology Plan as well as a more robust Capital Maintenance Plan.

Motion was moved by Craig and seconded by Corrigan to consider and discuss the FY2018-2019 Preliminary Budget for the Santa Clara County Library District The motion passed unanimously by the following vote:

Ayes: Wasserman, Simitian, Waterman, Scharf, Corrigan, Craig, Tate and Lo

8. Receive Expanded Hours report and provide direction to staff.

Public comments were received from Kelly Brennan Young and Sharon Kelly.

Staff report. Chris Brown, Deputy County Librarian. At the January 25th JPA Board meeting, staff were directed to prioritize the expansion of hours in the 2018-2019 budget. Since that meeting, staff conducted a review of the SCCLD Patron Satisfaction Survey to identify which hours the public would be most likely to respond to and prepared a cost estimate correlating with those hour preferences. Four patterns of preferences stood out:

- Friday and Saturday evenings
- Sunday afternoon
- Sunday morning
- Weekday’s mid-day from 10:00 a.m. to 1:00 p.m.

Based on those preferences, staff prepared three options.

1. Minimum of 52 hours at each library, which would add Sundays to their schedules
2. Minimum of 61 hours at each library, which would add Sundays, and Friday and Saturday evening
3. 71 hours at all libraries. Currently at Los Altos and Milpitas library. Cupertino beginning June 1st.

Staff asked the Board to approve the prioritization of additional revenue towards option 2 (61 hours) and option 3 (71 hours) should they see additional revenue in the future. Staff also pointed out that the library and SEIU adhere to a departmental agreement and any hours that
expand to Friday and Saturday evening would be outside of that agreement and would require a meet and confer to change those hours. Based on FY 2018-2019 budget, and preserving the funding formula, SCCCLD expects to be able to expand Sunday hours at Campbell Library and Morgan Hill Library.

The Board and staff discussed each option and the amount of additional revenue needed to run through the funding formula to allow for at least 61 hours a week or 71 hours a week at all libraries.

Chair Wasserman requested that any motion that the Board goes forward with includes the availability to get Gilroy, Campbell and Morgan Hill libraries open on Sundays and they should have a minimum standard throughout the libraries and be open every day.

Supervisor Simitian expressed a desire to see that any expansion is financially sustainable.

Board Member Lo commented that expanding library hours is one of the basic expectations of our patrons. She supports staff recommendation to prioritize it when extra revenue comes in and examine efficiencies to reduce cost.

**Motion** was moved by Lo and seconded by Wasserman to approve option 2, should additional revenue become available, with the goal of moving to option 3, if feasible. **The motion passed unanimously by the following vote:**

**Ayes:** Wasserman, Simitian, Waterman, Scharf, Corrigan, Craig, Tate and Lo

9. Recommend that the JPA Board adopt a resolution supporting the Library’s full cooperation with the County of Santa Clara Registrar of Voters (ROV) to increase voter participation.

Staff report. Nancy Howe, County Librarian. Ms. Howe asked the JPA for policy direction regarding the extent to which the Santa Clara County Library District locations can support the Registrar of Voter’s (ROV) requests to serve as polling sites and/or sites for ballot drop-offs. For the past five years, the Library has fully cooperated with ROV’s requests. Recently, there have been concerns expressed by Cupertino residents to the Library and to the Santa Clara County Citizen’s Commission on Voting because no electioneering can occur within 100 feet of polling sites and ballot drop-off sites. This limits free speech in and near the libraries during elections. Ms. Howe explained that cities control the space outside the Library. Thus the policy issue before the JPA is whether or not all libraries in the district should participate as polling sites and/or having a return ballot box inside the libraries. Ms. Howe proposed a resolution (attached) that would support the Library’s full cooperation with the RCV to increase voter participation.

Public comments were received from Brooke Ezzat, Liana Crabtree, Jean Bedford, Liang Chan and Shannon Bushey.
The Board reviewed and discussed staff’s recommendation.

Motion was moved by Corrigan and seconded by Wasserman to adopt the resolution. The motion passed by the following vote:
Ayes: Wasserman, Simitian, Waterman, Corrigan, Craig, Tate and Lo
Nays: Scharf

Item pulled from the Consent Calendar for discussion
*6. Approve recommendation on 1344 Dell Ave. lease.

Public comments were received from Stu Lavatai, Larry Lynch, Larry Maggio and Daraius Sorabji.

Chair Wasserman asked staff about the estimated demolition date and timeframe schedule for 1344 Dell Ave. Chuck Griffen, Financial and Administrative Services Manager, reported that the original date to begin demolition was July 1, 2018, however the construction timeline suggests that this may not happen until the month of October.Extending the lease 90 days would allow for the demolition to occur closer to the construction of the new building. The Library is currently at capacity with staff and supplies, and may need to have some negotiations on utilizing parking lot space and are asking the Board to approve an extension of the Library District’s lease with the American Legion Post 99 to September 28, 2018.

The Board reviewed and discussed staff’s recommendation.

Motion was moved by Corrigan and seconded by Wasserman to support extending the lease to September 28, 2018. The motion passed unanimously by the following vote:
Ayes: Wasserman, Simitian, Waterman, Scharf, Corrigan, Craig, Tate and Lo

REPORTS/COMMENTS

10. County Librarian

- Libraries will be closed for our bi-annual Staff Development Day on Friday, April 27, 2018
- Passport services are in full swing at Cupertino and Milpitas. We were fully booked before we opened with online registration. In the past three weeks, we have had 250 applications processed.
- A Mental Health resource fair, funded by a grant through the state will be held on Saturday, May 19th at the Gilroy Library.
- Library Modernization –
  - Los Altos Library is working toward a potential November ballot measure to approve a modernization of that library
  - The Campbell library building is in urgent need of renovation or a new library in order to meet current earthquake, fire and ADA code. The council of Campbell
has conducted a study and we are on the agenda next Tuesday, May 2nd where the council will consider the next step.

Diane Roche, Director of Communications and Marketing gave an update on the Direct Mail Campaign and the Food for Fines program.

The Direct Mail Campaign will kick off tomorrow, April 27, 2018. 75,000 households within the district that currently do not have a cardholder present will receive a mailer.

We had an overwhelming response to the Food for Fines program. Over 4,000 people in the first three weeks have brought in food to waive their fines. We have filled 104 barrels with food, which equates to 15,600 lbs. of food that will provide 13,000 meals.

11. Santa Clara County Library Foundation
   None

12. JPA Board Members
   None

ADJOURN
Chair Wasserman adjourned the meeting at 3:25 p.m., to the next JPA Board meeting on Thursday, June 7, 2018, 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]
Tracy Ellenberger, Secretary
Library District Joint Powers Authority