JOINT POWERS AUTHORITY BOARD
FINANCE COMMITTEE MINUTES
Santa Clara County Library District
1370 Dell Avenue, Campbell, CA 95008, Farrier Room
October 9, 2019, 2:00 p.m.

CALL TO ORDER/ROLL CALL
Chair Wasserman called the meeting to order at 2:00 p.m.

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Title</th>
<th>Representing</th>
<th>Status</th>
</tr>
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<tbody>
<tr>
<td>Mike Wasserman</td>
<td>Chair</td>
<td>Board of Supervisors</td>
<td>Present</td>
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<tr>
<td>Dion Bracco</td>
<td>Committee Member</td>
<td>Gilroy</td>
<td>Present</td>
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<tr>
<td>Rich Waterman</td>
<td>Committee Member</td>
<td>Campbell</td>
<td>Absent</td>
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<tr>
<td>Courtenay C. Corrigan</td>
<td>Committee Member</td>
<td>Los Altos Hills</td>
<td>Present</td>
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<tr>
<td>Carl Cahill</td>
<td>Committee Member</td>
<td>Santa Clara County/Cities Managers' Association</td>
<td>Present</td>
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County Librarian Howe introduced Jennifer Weeks, new Deputy County Librarian.

ORAL COMMUNICATION
None.

CONSENT CALENDAR
*1. Approve Minutes from May 22, 2019, Finance Committee meeting
*3. Recommend to the JPA to accept the following cash gifts:
a. Cash donation of $5,158.07 to the Santa Clara County Library District from various donors for library materials.
b. Cash donation of $5,200 to the Santa Clara County Library District and augment the budget for library materials and author programs.
c. Cash donation of $12,000 to the Santa Clara County Library District and augment the budget for Bookmobile services.
d. Cash donation of $10,000 to the Gilroy Library and augment the budget for library materials, programming and services support.
e. Cash donation of $81,000 to the Los Altos Library and augment the budget for library materials.
f. Cash donation of $32,000 to the Los Altos Library and augment the budget for library materials, science and technology programs, and supplies.
g. Cash donation of $10,000 to the Milpitas Library and augment the budget for library materials.
h. Cash donation of $142,400 to the Saratoga Library and augment the budget for library materials, programming and personnel.

*4. Recommend to the JPA to add one full-time Supervising Account Clerk and delete one full-time Senior Account Clerk.

**MOTION** was moved by Bracco and seconded by Corrigan to approve the Consent Calendar items 1-4. The motion passed unanimously by the following vote:

* Ayes: Wasserman, Bracco, Corrigan, and Cahill
* Absent: Waterman

**NEW BUSINESS**

5. Recommend to the JPA to accept the Fiscal Year 2018-19 Year-End Fiscal Report.

Staff report. Chuck Griffen, Financial and Administrative Services Manager. Every October, a review of the previous year’s finances are reported to the Finance Committee and the JPA. The operating budget is organized so that any revenues received cover all ongoing operating expenses. Any surpluses are used to replenish the 10-Year Capital Maintenance Plan, the 3-Year Technology Plan, funding of the economic uncertainty reserve and any one-time expenditures. This year the current revenue exceeded operating expenditures by $8.6 million mostly due to ERAF reimbursements. The ERAF funds will offset the cost of additional positions. Projects not completed during the fiscal year were rolled over to the current year and are reflected in the report. The Fund Balance Status including designated reserves, Silicon Valley Reads and Special Tax as of June 30, 2019 was $51,735,940.

The Finance Committee reviewed and discussed the Fiscal Year 2018-2019 Year-End Fiscal Report.

**Motion** was moved by Bracco and seconded by Cahill to accept and recommend to the JPA to accept the Fiscal Year 2018-2019 Year-End Fiscal Report. The motion passed unanimously by the following vote:

* Ayes: Wasserman, Bracco, Corrigan, and Cahill
* Absent: Waterman

6. Recommend to the JPA to approve the addition of 10.5 FTE Library Circulation Aide positions. Staff report. Chuck Griffen, Financial and Administrative Services Manager. This new position of Library Circulation Aide was the result of the Library District and the County’s Employee Services Agency working together for over 18 months to review the clerical functions of Library Pages and Library Clerks. Over the years, due to clerk vacancies there was a business need to use Pages in work out of class assignments as Library Clerks. Going forward with the new positions there will no longer be a need to assign work out of class assignments resulting in salary savings. The cost for the new positions is $889,060 fully funded by ongoing revenue. The new Library Circulation Aide position will better serve the public by performing combined paging and clerk duties and will also provide a promotional career path for Library clerical staff.

The Finance Committee reviewed and discussed the addition of the new Library Circulation Aide positions.
Motion was moved by Corrigan and seconded by Bracco to approve and recommend to JPA to approve an expenditure of $889,060 with the addition of 10.5 FTE Library Circulation Aide positions. The motion passed unanimously by the following vote: Ayes: Wasserman, Bracco, Corrigan, and Cahill

Absent: Waterman

REPORTS/COMMENTS

7. County Librarian

The County and SEIU Local 521 are still in negotiations and could strike. If Library SEIU members decide to go on strike this may affect staffing levels at the libraries to keep them open. The Library’s goal is to keep all libraries open.

Staff are working with the County’s Emergency Operations regarding PG&E’s rolling power outages, which may threaten closure of several libraries.

Campbell Library Feasibility Study prepared by Architect Steinberg Hart, identifying deficiencies and the cost to fix deficiencies, was shared with the City of Campbell. The City is discussing next steps.

8. Financial and Administrative Services Manager
No further reports.

9. Finance Committee Members

Committee Member Corrigan shared positive comments about passport services at the Los Altos Library.

ADJOURN

Chair Wasserman adjourned the meeting at 2:32 p.m., to the next Finance Committee meeting on Wednesday, January 8, 2020 at 2:00 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell CA 95008.

Respectfully submitted,

Cynthia Rios Garcia, Secretary
Library District Joint Powers Authority