JOINT POWERS AUTHORITY BOARD

MINUTES
Santa Clara County Library District
1370 Dell Avenue, Campbell, CA 95008, Campbell Room
Thursday, October 24, 2019 at 1:30 p.m.

CALL TO ORDER/ROLL CALL

Chair Wasserman called the meeting to order at 1:32 p.m. A full Board 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>
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<tr>
<td>Joe Simitian</td>
<td>Board Member</td>
<td>Board of Supervisors</td>
<td>Present</td>
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<tr>
<td>Rich Waterman</td>
<td>Board Member</td>
<td>Campbell</td>
<td>Present</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>
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<tr>
<td>Rishi Kumar</td>
<td>Board Member</td>
<td>Saratoga</td>
<td>Present</td>
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Chair Wasserman welcomed Jennifer Weeks, the Library’s newest Deputy County Librarian.

ORAL COMMUNICATION
None.

CONSENT CALENDAR

*1. Approve Minutes from June 27, 2019, Joint Powers Authority Board Meeting.
*3. Accept the following cash gifts:
   a. Cash donation of $5,158.07 to the Santa Clara County Library District from various donors for goods and 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. Add one full-time Supervising Account Clerk and delete one full-time Senior Account Clerk.

*5. Approve the addition of 10.5 FTE Library Circulation Aide

Public comments received from Don Phillips, Teen and Adult Services Librarian and SEIU Chief Union Steward for the County Library addressed the Board regarding item #5, Approve the addition of the 10.5 FTE Library Circulation Aide positions. The Library Steward Council expressed appreciation to Management for working with them to find a solution to address circulation issues and looked forward to implementation.

Motion was moved by Lee Eng and seconded by Constantine to approve Consent Calendar items 1 – 5. The motion passed unanimously by the following vote:
Noes: None

NEW BUSINESS
6. Accept the Fiscal Year 2018-19 Year-End Fiscal Report

Staff report. Chuck Griffen, Financial and Administrative Services Manager. The Finance Committee reviewed the report at their meeting on October 9, 2019 and recommended acceptance by the JPA Board. Every October, a summary of expenditures and revenues is reviewed with the Board. The revenues for the last few years have been robust. This year, the operating surplus was over $8.76 million due to $3 million in large scale projects carried over to FY2020, and higher than expected property tax revenue, including ERAF reimbursements. Personnel costs did increase 1.9% over last year due to JPA approval staffing increase to open all libraries 7 days a week. The ending Undesignated Fund Balance is $10.9 million, and the Library reserves are in a healthy state.

Motion was moved by Lee Eng and seconded by Constantine to accept the Fiscal Year 2018-19 Year-End Fiscal Report. The motion passed unanimously by the following vote:
Noes: None
7. **Adopt revised Behavior Policy**

Staff report. Nancy Howe, County Librarian and Chris Brown, Deputy County Librarian. County Librarian Howe reported that the Behavior Policy is approved by the Board and was last reviewed in 2014. This policy sets the acceptable range of behavior in the library, allows for staff discretion and if needed the ability to summon law enforcement. The Behavior Policy provides guidance for the public’s behavior when visiting the Library to ensure a welcoming and clean space.

Next, Chris Brown, Deputy County Librarian, presented the revised draft that included recommendations from each library commission followed by County Counsel review.

There was no public comment.

The Board reviewed and discussed at length the revised Behavior Policy asking for clarification and offering suggestions. Staff were directed to revise the draft Behavior Policy with the Board’s suggestions to create a document that is fair, not restrictive and that allows staff discretion to handle situations that arise at their community library; and bring back to the Board for further review and adoption at the meeting on January 23, 2020.

**It was the consensus of the Board to postpone the adoption of the revised Behavior Policy.**

8. **Accept FY 2019 Year-End Review of Services**

Diane Roche, Director of Library Communication & Marketing. The FY2019 Year-End Review of Services was presented with highlights of programs and projects completed during FY2019, including; all libraries are now open seven days a week. Some of the highlights were: first Teen battle of the bands, STEM programs, first Gilroy Library Mini Maker Faire; 255,000 books were read during the Summer Reading Program; partnered with YMCA to offer preschool at Gilroy and Morgan Hill Libraries. All 90,000 students K-12 throughout the Library District have access to online library services with eAccounts. The Rise Up Youth program was created with multiple partnerships in conjunction with the Gilroy Library to improve the lives of at-risk youth.

Food for Fines was offered for a 2nd year to remove barriers for patrons owing fines and fees so that they could return to using the library. In the two years offering Food for Fines, more than 14,000 participants regained borrower status and over 35 tons of food collected, enough for 60,000 meals. When tragedy struck the Gilroy community, the Gilroy Library worked closely with the City of Gilroy and County District Attorney’s Office to be a center for client intake, victim services and a gathering place after the Gilroy Garlic Festival Shooting.

District residents made up 72% percent of library cardholders; 10 million items circulated; circulation increased by 8% attributed to eMaterials circulation increase of 67%; all eight of the District’s libraries are open seven days a week; and 3,349,435 people visited our libraries. The Library District earned the Library Journal’s Star Library Award as a Four Star Library and recognition as one of America’s top ten public libraries in the nation for 11 years straight.
New offerings for FY2019-2020 include launching a new website in January; the kick-off of Distinguished Author Series; free homework help at the libraries; expanding adult literacy services to families and expanding English language learning programs to all libraries; and conducting a privacy and security audit for the Library District.

There was no public comment.

**Motion** was moved by Lee Eng and seconded by Corrigan to accept the FY2019 Year-End Review of Services report. The motion passed unanimously by the following vote:
Noes: None

9. Consider and approve JPA meeting start time for calendar year 2020

Board Member Kumar proposed changing the start time from 1:30 p.m. to 12:00 p.m., to coincide with the lunch hour.

There was no public comment.

**Motion** was moved by Constantine and seconded by Bracco to move the JPA meeting start time to 12:00 p.m., starting in calendar year 2020 to coincide with the lunch hour. The motion passed unanimously by the following vote: Ayes: Wasserman, Corrigan, Simitian, Waterman, Paul, Bracco, Lee Eng, Montano, Leuthold, Constantine, and Kumar. Noes: None

10. Election of Officers for 2020

The Nominating Committee (Chair Mike Wasserman, Vice Chair Courtenay Corrigan and Board Member Lynette Lee Eng) proposed a slate of nominees for approval by the JPA Board. The slate of nominees was presented: Chair Mike Wasserman was nominated for Chair and Board Member Lee Eng was nominated for Vice Chair. There were no nominations from the floor.

Motion was moved by Corrigan and seconded by Constantine to approve nominations of Board Members Mike Wasserman as Chair and Lynette Lee Eng as Vice Chair for 2020 Officers. The motion passed unanimously by the following vote: Ayes: Wasserman, Corrigan, Simitian, Waterman, Paul, Bracco, Lee Eng, Montano, Leuthold, Constantine, and Kumar. Noes: None

11. Accept Campbell Library Feasibility Study

Staff report. Nancy Howe, County Librarian. The JPA approved up to $50,000 for a cost estimate to renovate and bring the Campbell Library up to code for ADA accessibility and to address deficiencies. The report has been presented to Campbell City staff. The Library is working in partnership with the City.

**Motion** by was moved by Montano and seconded by Waterman to accept the Campbell Library Feasibility Study. The motion passed unanimously by the following vote: Ayes: Wasserman,
Corrigan, Simitian, Waterman, Paul, Bracco, Lee Eng, Montano, Leuthold, Constantine, and Kumar.  
Noes: None

REPORTS/COMMENTS
12. County Librarian
   All libraries were closed on Saturday, October 19, 2019, due to an SEIU strike.
   The Santa Clara County Library District was a 2019 CSAC Challenge Award Recipient for its Rise Up At-Risk Youth Program. A collaborative effort to improve the lives of at-risk youth in South County.
13. JPA Board Members
   Chair Wasserman and County Librarian Howe, commended Don Phillips, SEIU Library Chief Steward for his positive and thoughtful role in fostering mutual and beneficial agreements between SEIU and the Library District.
   Board Member Simitian introduced his Board Aide Candace Joy.

ADJOURN
With no further business, Chair Wasserman adjourned the meeting at 2:36 p.m., to the next Joint Powers Authority Board meeting on Thursday, January 23, 2020 at 12:00 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