JOINT POWERS AUTHORITY BOARD
MINUTES
Thursday, April 30, 2020

Pursuant to the provisions of California Governor’s Executive Order N-29-20, issued on March 17, 2020, this meeting was held by virtual teleconference.

CALL TO ORDER/ROLL CALL
Chair Wasserman called the meeting to order at 12:02 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>Lynette Lee Eng</td>
<td>Vice Chair</td>
<td>Los Altos</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>Courtenay C. Corrigan</td>
<td>Board Member</td>
<td>Los Altos Hills</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>
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<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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ORAL COMMUNICATION
None.

PUBLIC COMMENT
a. Written communication received from Doug Muirhead.

CONSENT CALENDAR
*2. Accept follow-up report to Patron Satisfaction Survey results

Board member Simitian joined meeting at 12:05 p.m.

Motion was moved by Constantine and seconded by Lee Eng to approve Consent Calendar items 1-2. The motion passed unanimously by the following vote:
Ayes: Wasserman, Lee Eng, Simitian, Waterman, Paul, Bracco, Corrigan, Leuthold, Constantine and Kumar
Absent: Montano
NEW BUSINESS

3. Approve the updated Library Building Policy

Staff report. Chuck Griffen, Financial and Administrative Services Manager. In 1999, the City Managers developed a Building Policy that was financially feasible for the newly formed JPA. In essence, the policy was crafted to keep the Library District’s funds dedicated for operations and to end the Library’s financial contribution to new library buildings after the completion of the Girod, Milpitas and Morgan Hill Libraries. Annual lease payments were drawn-up for those buildings and are continuing; meanwhile all other leases are in place but payments have ended. Several cities are in the planning stages of renovating their libraries. In 2019, the policy was amended to allow for District funding to be used towards preliminary cost estimates of new or remodeled buildings on a case by case basis. As in the case of Campbell Library, the Board approved $50,000 for a feasibility/cost estimate study of the City of Campbell’s library-building project. The Finance Committee reviewed and discussed the Library Building Policy at its meeting on January 8, 2020 and then again on April 1, 2020, and they recommended that the Library Building Policy be amended to include language regarding the use of 10 Year Capital Maintenance Plan Funds. The amendment in summary states if a city is planning a major renovation or a new library building, and there are funds already set aside in the Capital Maintenance Plan for maintenance projects in the next three years at said library, those funds could be applied towards the renovation project. This funding approach is on a case-by-case basis and with JPA Board approval.

No public comment.

The Board Members reviewed and discussed the Library Building Policy. Board Member Paul requested an off agenda report of all current library lease agreements and payment terms. Mr. Griffen will provide the report to the entire JPA Board.

Motion to approve the updated Library Building Policy was moved by Bracco and seconded by Wasserman. The motion passed unanimously by the following vote:

Ayes: Wasserman, Lee Eng, Simitian, Waterman, Paul, Bracco, Corrigan, Leuthold, Constantine and Kumar
Absent: Montano

4. Consider and discuss the FY2020-2021 Preliminary Budget for the Santa Clara County Library District

Staff report. Chuck Griffen, Financial and Administrative Services Manager. The preliminary budget was presented. The Finance Committee at their meeting on April 1, 2020, also reviewed and discussed the budget. The budget is subject to change due to possible reductions in property tax revenue, which is the Library’s primary funding source. If there are reductions, it is unclear at this time to what degree. The Library’s finances are in good shape for Fiscal Year 2021, but there is discussion about possible reductions in excess ERAF funds. If necessary, the Library should have $1-$2 million in personnel savings in FY19/20 that would offset any reductions in ERAF monies. Staff’s goal is to present a sustainable budget that meets the demands of library users while reserving sufficient funds for expected technology and capital maintenance needs and anticipated financial fluctuations.
Five years ago, the Library JPA Board unanimously approved a dramatic increase to the Economic Uncertainty Reserve. The original intent was to offset 6 months of special tax funding, in the event that voters did not extend it beyond 2013. Fortunately, the voters overwhelmingly approved the extension and since that time, the Board directed staff to increase the reserve to an amount that would be needed to weather a typical economic downturn and to continue providing essential library services to patrons when needed most. The current amount of the reserve is $17,000,000.

Due to a softening of property tax revenue and reductions in funding, staff recommended rolling over $3 million in savings from the FY 2020 budget to cover reductions in property tax revenue for FY2021. The budget will come back to the JPA Board for final review and approval on June 25, 2020.

The Board reviewed and discussed the FY2020-2021 Preliminary Budget for the Santa Clara County Library District.

Board Member Montano joined the meeting at 12:25 p.m.

REPORTS/COMMENTS

During this closure of library facilities in response to COVID-19, SCCLD public service is completely online. And as a county department, our focus during an emergency is on our County Continuity of Operations plan (COOP), which outlines three main functions for the library:
- Provide for safe public access to library buildings
- Make the library collection available
- Provide public information about disaster to the community and Emergency Operations Center (EOC)

All libraries closed to the public to comply with the directive to shelter in place from the Public Health Department due to COVID-19 on March 14, 2020, for the safety of staff and patrons.

As of March 16, 2020, all library staff have been teleworking in accordance with county directive to provide safe spaces for staff and public. SCCLD continues:
- Essential business functions such as accounting, procurement and payroll
- Ensuring our facilities are safe and secure
- Keeping the website updated with latest public health information, CDC and County updates
- Continuing with building project planning at various libraries

While library staff are non-essential county workers, all coded library staff were given the opportunity to work from home during this Shelter in Place directive, and some employees have been activated as Disaster Service Workers (DSW) by the EOC.

Meanwhile, with library buildings closed, SCCLD continues to offer enhanced online services to the public during this time including:
- Student eAccount access
- eCards for new patrons and county employees
- Access to expanded digital collections
Live programs/storytime on Facebook twice a day Monday through Saturday
Call in book clubs
Library staff available by phone, chat and email, 7 days a week from 10a – 6p
Extended loan periods until reopening
No fines assessed during this time
Refreshed virtual and digital web content
Increase communications to patrons from monthly to weekly
New centralized phone services

The next steps for the Library is to reopen safely to the staff and public by following the guidelines from Public Health, County leaders and our partners cities. We are also considering guidance from the Public Library Association, the American Library Association, and the Institute of Museum and Library Sciences.

6. JPA Board Members
Board Member Corrigan commented that she is proud of library staff for all their hard work.

ADJOURN
With no further business, Chair Wasserman adjourned the meeting at 12:37 p.m., to the next Joint Powers Authority Board meeting on Thursday, June 25, 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

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