JOINT POWERS AUTHORITY BOARD
FINANCE COMMITTEE MINUTES
Wednesday, April 1, 2020 at 1:00 p.m.

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 1:04 p.m.

<table>
<thead>
<tr>
<th>Committee 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>Committee Member</td>
<td>Los Altos</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>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>
</tr>
<tr>
<td>Courtenay C. Corrigan</td>
<td>Alternate, Committee Member</td>
<td>Los Altos Hills</td>
<td>Present, non-voting</td>
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ORAL COMMUNICATION
None.

CONSENT CALENDAR
*1. Approve Minutes from January 8, 2020, Finance Committee meeting.
*2. Amend Calendar Year 2020 Meeting Schedule

Committee member Bracco joined meeting at 1:06 p.m.

MOTION was moved by Cahill and seconded by Waterman to approve the Consent Calendar items 1-2. The motion passed unanimously by the following vote:
Ayes: Wasserman, Lee Eng, Bracco, Waterman, Cahill and Corrigan

OLD BUSINESS
3. Review and recommend to the JPA to adopt the revised Building Policy.
Staff report. Jennifer Weeks, Acting County Librarian. As directed by the Finance Committee at their meeting on January 8, 2020, the Building Policy was revised to include language regarding Capital Maintenance Funds. Staff’s recommendation is for the Committee to review and recommend adoption of the revised Building Policy by the JPA Board.
The Finance Committee discussed and reviewed the revised Building Policy.

No public comment.

**MOTION** was moved by Lee Eng and seconded by Cahill to recommend to the JPA to adopt the revised Building Policy.  The motion passed by the following vote:
Ayes: Wasserman, Bracco, Waterman, Cahill and Gerrigan
Abstain: Lee Eng

**NEW BUSINESS**

4. **Consider the FY2020-2021 Preliminary Budget for the Santa Clara County Library District.**
Staff report. Chuck Griffen, Financial and Administrative Services Manager. A base budget with no new programs or services was presented. Property tax revenues account for 96% of the Library’s funding but in light of COVID-19 it is unknown what the impact will be and for how long. Fortunately, the Library JPA Board established an Economic Uncertainty Reserve some years ago for funding Library operations through an economic downturn. Over the years, funds allocated to the reserve have reached $17,000,000. Instead of using reserves at this time, Library staff recommended rolling over any current FY 2019-20 budget savings into the FY2020-21 Budget to cover immediate reductions now and to save the Economic Uncertainty Reserve for any further reductions in revenue. The Budget will come back to the Finance Committee for further review and approval on May 20, 2020.

The Committee discussed the FY2020-2021 Preliminary Budget for the Santa Clara County Library District.

**REPORTS/COMMENTS**

5. County Librarian. Jennifer Weeks, Acting County Librarian.
On March 14, 2020, all Library buildings were closed to the public based on Public Health COVID-19 guidelines and restrictions. SCCLD has implemented our steps as part of County Continuity of Operations Emergency COVID-19 plan. As a non-essential county service, the Library has three main functions:
- Provide for safe public access to library buildings (which is not possible at this time).
- Make the library collection available.
- Provide public information about disaster to the community and E.O.C.

As of March 16, 2020, all library staff are teleworking due to a county directive. SCCLD is:

- Focusing on our essential business functions such as accounting, procurement and payroll.
- Ensuring our facilities are safe.
- Updating website with latest public health info.
- Expanding virtual and digital services.
While library staff are non-essential county workers, the county is committed to keeping workers engaged and paid. All library staff are being given the opportunity to work from home during this Shelter in Place directive, and some employees have been activated as Disaster Service Workers.

The Library is providing enhanced online services to the public during this time including:

- eBooks
- Storytime on Facebook
- Book Club via Zoom/phone
- Reference
- No fines during shelter in place
- Extended loan periods
- Enhanced web content

   The Fiscal Year-End 2019 Audit presentation to the Finance Committee is scheduled for May 20, 2020 and to the JPA Board on June 25, 2020.
   Due to shelter in place, cash donations will not be included in packet until Finance Committee, May 20, 2020 and JPA, June 25, 2020.

7. Finance Committee Members
   None.

ADJOURN
With no further business, Chair Wasserman adjourned the meeting at 1:47 p.m., to the next Finance Committee meeting on Wednesday, May 20, 2020 at 1:00 p.m., at the Library Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

Respectfully submitted,

Cynthia Rios Garcia, Secretary
Library District Joint Powers Authority Board