

**JOINT POWERS AUTHORITY BOARD**

**FINANCE COMMITTEE MINUTES**

Wednesday, May 20, 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 teleconference only.

1. CALL TO ORDER/ROLL CALL

Chair Wasserman called the meeting to order at 1:00 p.m. There were no deletions, deferrals or corrections to the agenda.

Committee Member	Title	Representing	Status
Mike Wasserman	Chair	Board of Supervisors	Present
Lynette Lee Eng	Committee Member	Los Altos	Present
Dion Bracco	Committee Member	Gilroy	Present
Rich Waterman	Committee Member	Campbell	Present
Carl Cahill	Committee Member	Santa Clara County/Cities Managers' Association	Present
Courtenay C. Corrigan	Alternate, Committee Member	Los Altos Hills	Present, non-voting

2. ORAL COMMUNICATION

None.

3. CONSENT CALENDAR

3.a Approve Finance Committee Minutes from April 1, 2020.

3.b Recommend to the JPA to accept Santa Clara County Library District Semi-Annual Gift Report: July 1 – December 31, 2019

3.c Recommend to the JPA to accept cash donation of \$12,000 for Bookmobile Services

3.d Recommend to the JPA to accept cash donation of \$9,000 for the Cupertino Library

3.e Recommend to the JPA to accept cash donation of \$1,000 for the Los Altos Library

3.f Recommend to the JPA to accept cash donation of \$1,008 for the Milpitas Library

3.g Recommend to the JPA to accept grant of \$20,000 for the Milpitas Library

MOTION was moved by Bracco and seconded by Cahill to approve consent calendar items 3a – 3g.

The motion passed unanimously by the following vote:

Ayes: Wasserman, Lee Eng, Bracco, Waterman, and Cahill

Noes: None

#### 4. NEW BUSINESS

##### 4.a Receive and recommend acceptance of the Independent Audit Report for Year Ending June 30, 2019

Benjamin Lau, Auditor of Macias, Gini & O'Connell, LLP, presented two documents: 1) the required Communication Letter issued on April 17, 2020, which states that the audit had no findings and no corrected or uncorrected misstatements; and 2) the Independent Auditor's Report, which states there were no findings in the audit and it received a clean opinion.

Last year, at the request of the Finance Committee, it was recommended to add side by side comparisons of balances between the years. On page 4 of the audit report, the side by side comparisons have been added. It was noted that cash increased by \$8.5 million from 2018 to 2019, and property tax increased by \$2.7 million. The report also includes a COVID-19 Disclosure regarding possible impact for next year's audit that are unknown at this time.

Alternate Committee Member Corrigan commented that there were two page 29s and should be corrected to reflect pages 28 and 29. Mr. Lau confirmed that the pages will be corrected.

MOTION was moved by Lynette Lee Eng and seconded by Rich Waterman to receive and recommend acceptance of the Independent Audit Report for Year Ending June 30, 2019 with corrected page numbers by the JPA Board.

The motion passed unanimously by the following vote:

Ayes: Wasserman, Lee Eng, Bracco, Waterman, and Cahill

Noes: None

##### 4.b Approve and recommend adoption of the Fiscal Year 2020-21 Library Budget

Staff report. Chuck Griffen, Financial and Administrative Services Manager. The final budget was presented for approval. The first reading of the budget was reviewed by the Finance Committee and JPA Board on April 1 and April 30, 2020, respectively. The Library's finances are in good shape and staff recommends approval by the Finance Committee and adoption by the full JPA Board.

The Committee reviewed and discussed at length the Fiscal Year 2020-21 Library Budget.

MOTION was moved by Bracco and seconded by Lee Eng to approve and recommend for adoption the Fiscal Year 2020-2021 Final Budget by the JPA Board.

The motion passed unanimously by the following vote:

Ayes: Wasserman, Lee Eng, Bracco, Waterman, and Cahill

Noes: None

## 5. REPORTS/COMMENTS

### 5.a County Librarian Jennifer Weeks.

Due to easing of shelter in place restrictions some maintenance projects have been completed:

- New carpet installed in some libraries
- Buildings have been deep cleaned
- Vehicles have been serviced and are ready

And some building projects have resumed:

- Morgan Hill Library will complete its new spaces in early Fall
- Cupertino Library continues work on their two story addition of their community rooms
- Gilroy Library's patio project continues
- City of Campbell has selected Jayson Architects for their library renovation project

Summer Programs:

- Lunch in the Library in South County is planned
- Summer Reading will start June 1<sup>st</sup> and be completely online

The Library District is working with the County Executive, the Emergency Operations Center and key County Departments making plans on reopening:

- Chris Brown, Deputy County Librarian is taking the lead with the reopening team on what services can be provided safely for staff and patrons. The team is looking at offering curbside services of materials plus drop off and pick up of holds once restrictions have been lifted.

### 5.b. Financial and Administrative Services Manager Chuck Griffen No further reports.

### 5.c. Finance Committee Members

🚧 Chair Wasserman commended Diane Roche for her presentation on eServices. Several stats reported were an increase of 2,300 eCards since shelter in place and checkout of 5,000 eBooks a day for a total 150,000 a month.

🚧 Chair Wasserman announced that the Public Health Department launched an updated website, [sccfreetest.org](http://sccfreetest.org) that uses an interactive map to locate free testing sites available. Testing does not require insurance, a doctor's note and it does not affect immigration status. Please get the word out to family, friends and staff.

🚧 Committee Member Corrigan asked for a correction to the April 1, 2020 Finance Committee minutes by withdrawing her two votes as she was attending the meeting as an Alternate. County Librarian Weeks will confirm with Counsel and update Committee Member Corrigan. [Minutes reflect withdrawn votes]

6. ADJOURN

With no further business, Chair Wasserman adjourned the meeting at 1:47 p.m., to the next Finance Committee meeting on Wednesday, October 14, 2020 at 1:00 p.m., at the Library Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

Respectfully submitted,

A handwritten signature in black ink that reads "Cynthia Rios Garcia". The signature is written in a cursive style with a distinct loop at the end of the name.

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