

**JOINT POWERS AUTHORITY BOARD**

**MINUTES**

Thursday, June 25, 2020 at 12:00 PM

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

Board Member	Title	Representing	Status
Mike Wasserman	Chair	Board of Supervisors	Present
Lynette Lee Eng	Vice Chair	Los Altos	Absent
Anita Enander	Board Member, Alternate	Los Altos	Present
Joe Simitian	Board Member	Board of Supervisors	Present
Rich Waterman	Board Member	Campbell	Present
Darcy Paul	Board Member	Cupertino	Present
Dion Bracco	Board Member	Gilroy	Absent
Courtenay C. Corrigan	Board Member	Los Altos Hills	Present
Carmen Montano	Board Member	Milpitas	Present
Shawn Leuthold	Board Member	Monte Sereno	Present
Rich Constantine	Board Member	Morgan Hill	Present
Rishi Kumar	Board Member	Saratoga	Present

1. CALL TO ORDER/ROLL CALL  
Chair Wasserman called the meeting to order at 12:01 p.m. A quorum was present. There were no deletions, deferrals or corrections to the agenda.
2. ORAL COMMUNICATION  
None.
3. CONSENT CALENDAR
  - 3.a Approve Minutes from April 30, 2020, Joint Powers Authority Board meeting.
  - 3.b Accept Santa Clara County Library District Semi-Annual Gift Report:  
July 1 – December 31, 2019.
  - 3.c Accept cash donation of \$12,000 for Bookmobile Services
  - 3.d Accept cash donation of \$9,000 for the Cupertino Library
  - 3.e Accept cash donation of \$1,000 for the Los Altos Library
  - 3.f Accept cash donation of \$1,008 for the Milpitas Library
  - 3.g Accept grant of \$20,000 for the Milpitas Library

Board Members Kumar, Simitian, Waterman, and Montano joined the meeting at 12:03 p.m.

MOTION moved by Kumar and seconded by Constantine to approve the Consent Calendar items 3.a – 3.g. The motion passed unanimously by the following vote:

Ayes: Wasserman, Montano, Corrigan, Paul, Enander, Simitian, Constantine, Waterman, Kumar, and Leuthold

Noes: None

4. NEW BUSINESS

4.a Receive and accept the Independent Audit Report for Year Ending June 30, 2019

Benjamin Lau, Independent Auditor, presented the required communication letter to the Board, which stated the audit had no exceptions, no items requiring the Board's special attention, nor findings identified and that the audit went smoothly. Secondly, the Independent Audit Report addressed the financial statement for 2019 and gave it an unmodified opinion certifying there were no material misstatements, which was consistent with prior years.

The balance sheet of income comparisons for 2018 and 2019 showed an increase in assets of \$7.6 million due to an increase of cash by \$8.6 million attributed to property taxes received that were greater than expenditures, offset by a \$1 million decrease in capital assets. Last year, the Finance Committee recommended modifying the financial statement to show prior year comparisons. This year's report reflects that change.

The report included a COVID-19 disclosure on page 27, "Note 8 – Subsequent Event," indicating that this global pandemic might have an adverse effect on the Library's finances that cannot be estimated for 2020. The independent auditor observed no deficiencies in internal control and was happy to report that it was a clean audit.

MOTION moved by Corrigan and seconded by Montano to accept the Independent Audit Report for Year Ending June 30, 2019.

The motion passed unanimously by the following vote:

Ayes: Wasserman, Montano, Corrigan, Paul, Enander, Simitian, Constantine, Waterman, Kumar, and Leuthold

Noes: None

4.b Adopt the Fiscal Year 2020-21 Santa Clara County Library District Budget.  
Staff report. Chuck Griffen, Financial and Administrative Services Manager.

The Fiscal Year 2020-2021 Budget was presented to the JPA Board for adoption. After the second reading of the budget at the JPA Finance Committee meeting on May 20, 2020, the Finance Committee recommended approval.

The budget is subject to change, as the magnitude of property tax reductions is unclear at this time. However, the Library District did receive positive news regarding revised property tax projections, which estimates about \$1.4 million more than previously projected. In

addition, the Library should net roughly \$3.4 million dollars in savings over and above the amounts originally estimated for 2019-20 revenue and expenses. These projections were received too late to change the budget, but will yield positive results.

The budget transmittal stated that the State was looking at revising Excess ERAF calculations, and retroactively penalizing entities that received this revenue. This would have been disastrous for the County and the Library District as well. Fortunately, Mr. Griffen learned of a last minute compromise that would protect the Library retroactively (not affecting property tax revenues received prior to Fiscal Year 2019-20), but likely affecting the Library District going forward.

The Library will continue to see significant salary and benefits savings due to the pace in which the community libraries begin to reopen. The Library temporarily discontinued use of its extra-help positions, part-time staff are limited to their base level of hours, and most vacant positions will remain vacant as long as possible. With these savings, plus projected property tax revenue for fiscal year 2020-21, not including any ERAF adjustments, and additional savings in the current budget, the Library District will get through this next fiscal year without needing to dip into the reserve for economic uncertainty at this time.

During the next fiscal year, Library staff will scrutinize potential changes in service delivery that may be required beyond 2020-21, based on a projected reduction in revenue beginning in 2021-22 and minimal growth thereafter. Staff will seek guidance from the JPA Board and Finance Committee if there are any changes and/or significant sudden financial fluctuations.

Staff presented a sustainable budget to meet the demands of library users, while reserving sufficient funds for expected capital maintenance needs over the next ten years, expected technological needs over the near term, and expected financial fluctuations.

The Board reviewed and discussed the Fiscal Year 2020-2021 Budget.

MOTION moved by Wasserman and seconded by Paul to adopt the Fiscal Year 2020-21 Santa Clara County Library District Budget.

The motion passed unanimously by the following vote:

Ayes: Wasserman, Montano, Corrigan, Paul, Enander, Simitian, Constantine, Waterman, Kumar, and Leuthold

Noes: None

#### 4.c Ratify Appointment of Nominating Committee

Chair Wasserman asked the Board for volunteers to participate on the 2020 Nominating Committee. The Nominating Committee members are Chair Wasserman, Vice Chair Lee Eng and at least 1 additional JPA member.

Board Members Darcy Paul and Courtenay C. Corrigan volunteered to serve on the Nominating Committee.

MOTION moved by Wasserman and seconded by Constantine to ratify the appointment of Nominating Committee of Chair Wasserman, Vice Chair Lee Eng and Board Members Corrigan and Paul. The motion passed unanimously by the following vote:

Ayes: Wasserman, Montano, Corrigan, Paul, Enander, Simitian, Constantine, Waterman, Kumar, and Leuthold

Noes: None

## 5. REPORTS / COMMENTS

### 5.a. County Librarian. Jennifer Weeks

#### Highlights on Library Services

- Four thousand ecards were created in April and May
- Virtual programs logged 18,000 attendees
- One million checkouts of eMaterials
- Library staff continue to provide public services by text, chat and phone logging over 3,000 sessions
- Curbside service began on June 15 with contactless return of materials and pickup of holds. An appointment system was implemented to manage this service. To date 20,000 items have been returned.
- The Library's website continues to be updated with information and resources regarding COVID-19, as well as on current trends and online services.

#### Next steps – Stage 1 Services

- Library staff continue to telework part time and work onsite in the library to support curbside services.
- Bookmobile is supporting Lunch at the Library in South County.
- To reopen safely, the Library must follow public health guidelines and staff are in discussion with the Unions regarding safely staffing library spaces
- The Library currently has 50 staff deployed as DSW workers, including 15 full time Contact Tracers. Chris Brown, Deputy County Librarian is leading the reopening efforts.

#### Summer Reading

- The Summer Reading program runs from June 1 through July 31. Participants log reading online and join in online programming. There are incentives for readers who complete their goals.
- Lunch in the Library serves over 200 meals each day in both Morgan Hill and Gilroy three days a week.

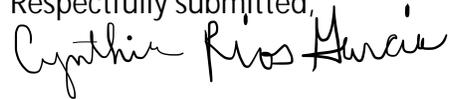
### 5.b. JPA Board Members

- Board member Alternate Enander expressed appreciation for the Library providing staff to do contact tracer work.

6. ADJOURN

With no further business, Chair Wasserman adjourned the meeting at 12:31 p.m., to the next Joint Powers Authority Board meeting on Thursday, October 22, 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,

A handwritten signature in black ink that reads "Cynthia Rios Garcia". The signature is written in a cursive style with a prominent initial "C".

Cynthia Rios Garcia, Secretary

Santa Clara County Library District Joint Powers Authority