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.

Vice Chair Lee Eng and Board Members Waterman and Corrigan joined the meeting at 12:04 p.m.

2. PRESENTATIONS
2.a Recognition of Library Employee Excellence Award Recipients
   • Viet Dinh, IT Field Specialist
   • Bryant Bao, Supervising Librarian, Woodland Library
   • Joseph Chow, Library Page, Gilroy Library
   • Kelly Brennan Young, Supervising Librarian, Gilroy Library

2.b Recognition of Outgoing Board Members. Certificates of appreciation presented virtually:
   • Courtenay C. Corrigan, Los Altos Hills, Council Member served on the JPA Board since January 2013 and served as Vice Chair for years 2017, 2018 and 2019.
   • Rich Waterman, Campbell, Council Member, served on the JPA Board since April 2018 and as Alternate for years 2011, 2012, 2013 and 2014.
3. **ORAL COMMUNICATION**
None.

4. **CONSENT CALENDAR**
4.a Approve Minutes from June 25, 2020, Joint Powers Authority Board
4.b Accept Santa Clara County Library District Semi-Annual Gift Report: January 1 - June 30, 2020
4.c Accept cash donation of $2,771.37 to the Santa Clara County Library District
4.d Accept cash donation of $104,000 for the Saratoga Library
4.e Accept a cash donation of $1,001 to the Saratoga Library
4.f Accept cash donation of $1,000 for the Saratoga Library

No public comment.

**MOTION** moved by Corrigan and seconded by Wasserman to approve the consent calendar items 4a-4f. *The motion passed unanimously by the following vote:*

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

**Abstain:** None

**Noes:** None

5. **NEW BUSINESS**
5.a Accept Fiscal Year 2019-20 Year-End Fiscal Report

Staff report. Chuck Griffen, Financial and Administrative Services Manager.

Chair Wasserman, reported that on October 14, 2020, the JPA Finance Committee discussed the report and unanimously voted for acceptance and approval, forwarding the report to the JPA Board.

Mr. Griffen reported that revenues exceeded estimates and that there were savings in most categories except for eBook materials, as there was an increased demand due to closed library spaces. As a result of this operating surplus, the Library District’s net fund equity remains healthy.

No public comment.

**MOTION** moved by Lee Eng and seconded by Constantine to accept Fiscal Year 2019-20 Year-End Fiscal Report. *The motion passed unanimously by the following vote:*

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

**Abstain:** None

**Noes:** None
5.b Budget Update for Fiscal Year 2020-21
Staff report. Chuck Griffen, Financial and Administrative Services Manager.
The Finance Committee received an update at their meeting on October 14, 2020, on the Fiscal Year 2020-21 Budget potential impacts.

The Library budget includes designated reserves of over $59 million in net equity built up since FY2015, when the Library began to receive large ERAF reimbursements. Included in the $59 million is the $17 million Reserve for Economic Uncertainty established by the Board to withstand an economic downturn to continue to provide library services when needed most. However, there remains a looming potential State impact to ongoing ERAF reimbursements, which could include all or part of $9.37 million received in June 2020 and all or part of $4.7 million expected to be received in FY2021.

Library Administration will follow this State action closely and update the Board in January or April once the information is available. To mitigate these impacts, the Board will then be presented with a combination of proposed strategies, including budget reductions and the use of the Economic Uncertainty Reserve.

No public comment.

Chair Wasserman, reported that the Finance Committee reviewed the Budget update and recommended approval by the JPA.

MOTION moved by Bracco and seconded by Montano to receive the budget update for Fiscal Year 2020-21. The motion passed unanimously by the following vote:
Ayes: Wasserman, Lee Eng, Simitian, Waterman, Paul, Bracco, Corrigan, Montano, Constantine, Leuthold, Kumar
Abstain: None
Noes: None

5.c Approve Elimination of Overdue Fines
Staff report. Jennifer Weeks, County Librarian.
The Finance Committee reviewed this at their meeting on October 14, 2020 and approved forwarding it the JPA Board.

Eliminating overdue fines fulfills the Library’s core mission to provide free and equal access to information and library services. Late fines do not affect everyone equally and may negatively affect those who need library services the most. A fine free Library provides a more positive and fair patron experience versus a punitive model. This move also aligns the Library District with the American Library Association’s (ALA) 2019 Mission Statement calling for all public libraries and their governing boards to support the mission of free access to library materials by removing barriers created by imposing fines. Because of Measure A and the healthy reserves that are in place, the Library District is able to move forward with eliminating fines with very little financial impact. There is parity with this action as well since online resources do not incur fines. SCCLD would be
joining a number of other local library systems who have gone fine free. Staff is recommending that the JPA Board approve the elimination of overdue fines.

No public comment.

**MOTION** was moved by Constantine and seconded by Lee Eng to approve the elimination of overdue fines. **The motion passed unanimously by the following vote:**
- **Ayes:** Wasserman, Lee Eng, Simitian, Waterman, Paul, Bracco, Corrigan, Montano, Constantine, Leuthold, Kumar
- **Abstain:** None
- **Noes:** None

5.d  Election of Officers 2021
Chair Wasserman recommended that the JPA Board review the Nominating Committee’s slate of candidates for Chair and Vice Chair. The Nominating Committee members were Chair Mike Wasserman, Vice Chair Lynette Lee Eng, and Board Members Darcy Paul and Courtenay C. Corrigan. The Nominating Committee recommended Mike Wasserman for Chair and Lynette Lee Eng for Vice Chair. Chair Wasserman asked for any nominations from the floor. There were no nominations.

No public comment.

**MOTION** was moved by Simitian and seconded by Constantine to approve the recommendation of the Nominating Committee for election of officers for calendar 2021, nominating Mike Wasserman for Chair and Lynette Lee Eng for Vice Chair.
**The motion passed unanimously by the following vote:**
- **Ayes:** Wasserman, Lee Eng, Simitian, Waterman, Paul, Bracco, Corrigan, Montano, Constantine, Leuthold, Kumar
- **Abstain:** None
- **Noes:** None

5.e  Accept Fiscal Year 2019-2020 Year-End Service Report
Staff report. Diane Roche, Director of Library Communications and Marketing. The Fiscal Year 2019-2020 Year-End Service Report was presented highlighting service excellence and resilience. This was a very unique year. In March, when the pandemic hit, the Library had to close its doors to the public and move to all remote and virtual services. In June, when some restrictions lifted, the Library began offering contactless curbside services for returns and pick-up of materials.

Some of the highlights were:
- Patron satisfaction survey offered every 3 years. Some 7,000 patrons participated and 85% highly recommend the Library and 91% visited the website in the last 12 months. 97% agreed that staff were friendly and approachable.
- Distinguished Author Series. The Library hosted three authors and offered these programs in community venues drawing over 900 attendees.
• Redesign of Library website in January 2020, included a new function, an eCard online application platform. From March through June 2020, the Library added over 7,600 new library cardholders.
• In March, staff pivoted from offering in person programming to virtual programming services.
• Reference and account services provided by chat, email and phone.
• Digital holdings were increased which resulted in 80% increased circulation of eMaterials.
• Partnerships with school districts continued for Lunch at the Library.
• Free Wi-Fi installed at each library in the parking lot.
• The Library served as emergency cooling and evacuation centers
• Up to 20% of library staff designated as Disaster Service Workers including Contact Tracers for COVID-19 response.
• 75% of residents are Library District cardholders.

No public comment.

Comments and questions received from Board Members.

MOTION was moved by Montano and seconded by Wasserman to accept Fiscal Year 2019-2020 Year-End Service Report. The motion passed unanimously by the following vote:
Ayes: Wasserman, Lee Eng, Simitian, Waterman, Paul, Bracco, Corrigan, Montano, Constantine, Leuthold, Kumar
Abstain: None
Noes: None

6. REPORTS /COMMENTS
6.a County Librarian Jennifer Weeks.
When library buildings closed in March 2020, due to COVID-19, library services went online. Although the spaces were closed to the public, libraries served as cooling centers, evacuation resource centers and clean air centers throughout the summer. When restrictions lifted in the summer, Libraries began to offer contactless curbside services for physical material checkouts. In October, the Library is safely reopening more of the building by offering limited lobby service for holds pickup, to browse materials and use of computers. Virtual homework help pods were launched for students. The Library continues to offer a robust digital collection and online programs for patrons. Additionally, the Service and Support Center, and Milpitas Library will be Voting Centers beginning October 31, 2020.

6.b JPA Board Members
No additional comments.
ADJOURN

With no further business, Chair Wasserman adjourned the meeting at 12:50 p.m., to the next Joint Powers Authority Board meeting on January 28, 2021, 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
Santa Clara County Library District Joint Powers Authority