

APPROVED

ACCEPTED

PENDING

DENIED

PRESENTED

MODIFIED

BY THE SANTA CLARA COUNTY LIBRARY  
DISTRICT JOINT POWERS AUTHORITY

DATE: 4/26/18

SECRETARY

JPA-\*2  
04/26/2018

## JOINT POWERS AUTHORITY BOARD

### MINUTES

Thursday, January 25, 2018

Services and Support Center, Campbell Room

1370 Dell Avenue, Campbell, CA 95008

#### Members Present:

Mike Wasserman, Supervisor, District 1 (Chair)

Joe Simitian, Supervisor, District 5

Liz Gibbons, Campbell

Steven Scharf, Cupertino

Jean Mordo, Los Altos

Courtenay Corrigan, Los Altos Hills (Vice Chair)

Burton Craig, Monte Sereno

Steve Tate, Morgan Hill

Emily Lo, Saratoga

#### Members Absent

Dion Bracco, Gilroy

Garry Barbadillo, Milpitas

#### Staff Present:

Nancy Howe, County Librarian

Chris Brown, Deputy County Librarian

Melissa Kiniyalocts, Deputy County Counsel

Chuck Griffen, Financial & Admin. Services Manager

Diane Roche, Director of Communication and Marketing

Tracy Ellenberger, Secretary

#### **CALL TO ORDER/ROLL CALL**

Chair Wasserman called the meeting to order at 1:30 p.m. There was a quorum present. There were no deletions, deferrals or corrections to the agenda.

#### **ORAL COMMUNICATION**

None

#### **CONSENT CALENDAR**

#### **ACTION**

- \*1. Approve Minutes from November 2, 2017, Joint Powers Authority Board Meeting.
- \*2. Accept the following cash gifts:
  - a. Cash donation of \$68,389.41 to the Santa Clara County Library District and augment the budget for a Pop-up Library electric vehicle.
  - b. Cash donation of \$1,500 to the Santa Clara County Library District and augment the budget for the California Humanities Immigratititude workshop.
  - c. Cash donation of \$34,300 to the Santa Clara County Library District and augment the budget for library materials.
  - d. Cash donation of \$1,000 to the Santa Clara County Library District and augment the budget for library materials and programs.

- e. Cash donation of \$30,000 to the Santa Clara County Library District and augment the budget for library materials.
- f. Cash donation of \$13,000 to the Santa Clara County Library District and augment the budget for library materials.
- g. Cash donation of \$1,000 to the Santa Clara County Library District and augment the budget for library materials and programs.
- h. Cash donation of \$500 to the Santa Clara County Library District and augment the budget for the Reading Program.
- i. Cash donation of \$100,000 to the Santa Clara County Library District and augment the budget for improvements to children and family spaces.
- j. Cash donation of \$40,000 to the Santa Clara County Library District and augment the budget for library materials.
- k. Cash donation of \$1,607.23 to the Santa Clara County Library District and augment the budget for materials and programs.
- \*3. Approve the ratification of Finance Committee Appointments.
- \*4. Approve Calendar Year 2018 Meeting Schedule.
- \*5. Approve the addition of one half-time Library Clerk position.
- \*6. Accept the Public Services Officer Progress Report.

**Motion** was moved by Lo and seconded by Tate to approve Consent Calendar items #1- #6 as on the agenda. **The motion passes unanimously by the following vote:**

**Ayes: Wasserman, Simitian, Gibbons, Corrigan, Scharf, Mordo, Craig, Tate and Lo**

#### **NEW BUSINESS**

- 7. Accept the Five-Year Financial Forecast for Fiscal Years 2017-2018 to 2021-2022 for the Library District.

Staff Report. Chuck Griffen, Financial and Administrative Services Manager. The forecast document is a forecast only and does not constitute approval of the library budget which will come to the board in April for review and then in June for adoption. The forecast provides a snapshot of the Library's current revenues and expenditures and where we expect them to go. Assumptions include a 3% annual increase in property tax revenues. In the past several years it has been closer to 4.9% per year. Salaries and benefits has a 5.6% annual increase to meet increases in salaries and retirement health costs. We have a building reserve of 5.9 million dollars for capital maintenance, an economic uncertainty reserve of 13 million dollars and 11.6 million cash balance. This is the last year of our technology reserve of \$400,000.

**Motion** was moved by Gibbons and seconded by Craig to Accept the Five-Year Financial Forecast for Fiscal Years 2017-2018 to 2021-2022 for the Library District. **The motion passes unanimously by the following vote:**

**Ayes: Wasserman, Simitian, Gibbons, Corrigan, Scharf, Mordo, Craig, Tate and Lo**

8. Approve the Food for Fines project.

Staff Report. Nancy Howe, County Librarian. Staff asked for permission from the Board to waive overdue fines, one time, up to \$100.00 for the month of April 2018, in return for patrons bringing in canned or dry packaged food that will be donated to the Second Harvest Food Bank.

There was a discussion among Board Members and staff. The Board requested staff report back after a one month trial.

**Motion** was moved by Simitian and seconded by Corrigan to approve the Food for Fines project. **The Motion passes unanimously by the following vote:**

**Ayes: Wasserman, Simitian, Gibbons, Corrigan, Scharf, Mordo, Craig, Tate and Lo**

9. Approve the allocation of funds for South County Youth Task Force.

Staff Report. Nancy Howe, County Librarian. The library is now a participating member of the South County Youth Task Force. Staff is asking for \$15,000 dollars now, and \$30,000 to put in the budget for next year to support the work of the multi-jurisdictional South County Youth Task Force.

There was a brief question and answer period between Board Members and staff.

**Motion** was moved by Wasserman and seconded by Tate to approve the allocation of \$15,000 for South County Youth Task Force. **The motion passes unanimously by the following vote:**

**Ayes: Wasserman, Simitian, Gibbons, Corrigan, Scharf, Mordo, Craig, Tate and Lo**

10. Consider recommendations relating to the Library's property at 1344 Dell Avenue.

Staff Report. Staff presented a recommendation on the phase II development of the Dell property which was purchased in 2011. Staff and RMW Architects shared three options, in support of the recommendation, and addressed the following questions that were raised by the JPA at the November 2<sup>nd</sup> meeting.

1. Explanation of the existing and long term requirements of the Library Services and Support Center.
2. A description of how parking and events could be accommodated.
3. An option for building to the maximum allowed floor/area ratio.
4. A potential revenue generating option if the library were to lease a portion of the building, or the entire building if needed.



Diane Roche, Communications and Marketing Director provided an overview of the functions that are centralized and managed at the Services and Support center.

RMW Architects addressed the current forecast space needs as well as presented the following 3 options:

Option 1 - A 9,600 square feet building with an approximate cost of 5.3 million dollars. The largest single story building that can be built with compliance surface level parking to avoid increased costs with an additional floor and elevator.

Option 2 - (The Staff recommended option) Is a two story, 12,000 square foot building that meets the projected space needs for the next 20 years and would allow for some short term discretionary use, including some potential short or long term rental. The cost is approximately 6.8 million.

Option 3 - The largest building (18,000 square feet), with a parking structure that meets the maximum floor area ratio allowed by the city. Approximate cost of 14.4 million.

Public comment was made by Doug Muirhead.

Public comment was made by Nancy Chung.

There was a brief question and answer period between Board Members and staff.





**Motion** was moved by Lo and seconded by Gibbons to accept staff's recommendation to approve the transfer of funding of 7.8 million dollars from undesignated fund balance and authorize staff to proceed with a formal bidding process and to accept option 2. **The motion passes unanimously by the following vote:**

**Ayes: Wasserman, Simitian, Gibbons, Corrigan, Scharf, Mordo, Craig, Tate and Lo**

## **REPORTS/COMMENTS**

## **INFORMATION**

### **11. County Librarian**

-  The 15<sup>th</sup> Annual Friends and Commissioners Forum will be held on Saturday, February 3<sup>rd</sup>.
-  Silicon Valley Reads kickoff is on Thursday, February 1<sup>st</sup> at De Anza College.
-  Los Altos and Milpitas libraries began opening 71 hours per week last January. New hours have also been increased at the Los Altos Woodland Branch and the Saratoga Library. In addition, Cupertino library will be open an additional 2 hours on Sunday mornings.
-  Staff is continuing to work on the Direct Mail and the student ecards.

### **12. Santa Clara County Library Foundation**

-  Linda Arbaugh reported that the SCCLD Foundation will be holding a fundraiser with California Pizza Kitchen. 20% of all purchases made at the Valley Fair location between

February 1<sup>st</sup> and April 30<sup>th</sup> will go to the Foundation. Fundraiser cards will be handed out at the Forum.

13. JPA Board Members

- ✚ Board Member Simitian will be giving a presentation called Bridging the Divide, Listening to Trump's America at the Friends and Commissioners Forum on February 3<sup>rd</sup>.
- ✚ Chair Wasserman encouraged staff to increase library hours at all locations and prioritize in next year's budget. Staff was asked to provide a report at the April 26<sup>th</sup> Board meeting on library hours and possibilities.
- ✚ Board Member Simitian thanked library staff for giving him the opportunity to give his talk, Bridging the Divide, Listening to Trump's America at four libraries. All events were well attended.
- ✚ Board Member Corrigan reported that North County Library Association, Los Altos Library Endowment and Friends of the Los Altos library have agreed to donate \$17,000 each for just under a \$50,000 investment in an initial capital improvement study on the Los Altos Library. Additional capital improvements are being discussed for the Woodland branch as well.
- ✚ Board member Lo expressed her gratitude from the community for the expansion of hours at the Saratoga Library.
- ✚ Board Member Scharf also expressed his gratitude for the extended hours at Cupertino. In addition he shared some concerns about problems with tutoring businesses using the library on a for-profit basis.
- ✚ Board Member Gibbons spoke on behalf of the Campbell Library. There are four general plan update meetings coming up. The Civic Center and Library will be discussed. If you would like to attend, the next meeting will be held on Monday, January 29<sup>th</sup>, 2018.

**ADJOURN**

Chair Wasserman adjourned the meeting at 3:13 p.m., to the next JPA Board meeting on Thursday, April 26, 2018, at 1:30 p.m. at the Santa Clara County Library District Services and Support Center, 1370 Dell Avenue, Campbell, CA 95008.

Respectfully submitted,



Tracy Ellenberger, Secretary  
Library District Joint Powers Authority