

**SAN JOSE PUBLIC LIBRARY
LIBRARY PARCEL TAX OVERSIGHT COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 18, 2017**

The meeting was called to order at 7:01 p.m. by Chair Roth at the Bascom Branch Library.

Present: Chair Chris Roth, Vice-Chair Michael L. Snyder, Commission Members David Hook, Pat McMahon, Shailesh Dubale (arrived 7:10 p.m.), Terri Wallace-Bielecki, Sandra Jewett, Daniel Newell, Daisy Barocio, Rebecca Elliot, Thaddeus Aid, Michael Melillo (arrived at 7:16 p.m.) and Matthew Giordono

Absent: Commission Members Giang Le and Carol Leimroth

Staff: Interim Assistant Library Director Jean Herriges, Administrative Officer Jenny Choi, Division Manager Michelle Amores, Interim Division Managers Chauncey Dunklee and Vidya Kilambi, Capitol Project Program Coordinator Lisa Valerio, City Auditor Sharon Erickson, Senior Librarian Tomika Price, Senior Public Information Representative Elizabeth Castaneda, Assistant to the Director Kary Bloom, Office Specialist Susan Robledo and Administrative Assistant Adriana York

Others: Council Member Tam Nguyen

A. CALL TO ORDER AND ROLL CALL.

B. APPROVAL OF THE AGENDA –

First motion to approve the Agenda was made by Commissioner Hook.

Second motion to approve the Agenda was made by Commissioner Jewett.

Agenda was unanimously approved.

C. CONSENT CALENDAR

For approval: Library Parcel Tax Oversight Committee Meeting Minutes [November 18, 2015](#) – Approved.

First motion to approve the Minutes was made by Commissioner Hook.

Second motion to approve the Minutes was made by Commissioner Elliot.

Minutes were approved by all Commissioners with the abstention of Commissioners Aid, Wallace-Bielecki, Giordono and Barocio as they were not present for the November 18, 2015 meeting.

D. OPEN FORUM (public comment about items not on agenda) – Council Member Nguyen introduced himself and advised the Commission that he will be the Council Liaison to the Commission.

E. DISCUSSION/ACTION ITEMS

1) Library Parcel Tax Oversight Review Committee and Public Hearing

- a) [Draft Annual Report](#) with [Cover Memo](#) (Choi): Informative review of the Library Parcel Tax DRAFT status report for Fiscal Year 2015-16

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b) [Independent Auditor's Report on Library Parcel Tax Fund](#) (Grant Thornton LLP & Sharon Erickson): Informative review of the Library Parcel Tax Fund Audit report.

Note: Per Auditor Sharon Erickson within the DRAFT Annual Status Report on the Library Parcel Tax for Fiscal Year 2015-16 Memo:

- The external financial auditor has changed from Macias, Gini & O'Connel LLP to Grant Thornton LLP.
- On Page Three: the first paragraph, second sentence, should be deleted and the words *No significant issues were identified and reported on the Library Parcel Tax fund. The Independent Auditor's Report is attached* should replace the current verbiage.

Action: Request to have external financial auditor visit the Commission in the future. (Commissioner Barocio)

Auditor Erickson will submit this request for consideration to Grant Thornton. (Auditor Erickson)

First motion to accept the report was made by Commissioner Hook with the above noted changes.

Second motion to approve the report was made by Commissioner Snyder.

The report was accepted by all Commissioners with the abstention of Commissioner McMahon.

- c) Public Hearing (Chair): Opportunity for members of the public to comment on items featured on this agenda – None requested.
- d) Committee Discussion and Recommendation Regarding Report to City Council (Chair)

F. ADJOURNMENT – 7:37 p.m.

/s/

Jill Bourne, Secretary

San José Library and Early Education Commission

APPROVED: _____

DATE APPROVED: _____

JB:aay