
MEETING MINUTES
November 18th, 2020

I. Call to Order & Orders of the Day

Roll Call

PRESENT: Chair Wendi Mahaney-Gurahoo, Vice Chair Jose Magaña, Commissioners Michael Snyder, Kristin Rivers, Hilary Thorsen, Patricia Mendoza, Tiffany Uhri Chu, Tom Trudell, Elena Jolly, and Janice Allen

ABSENT: Commissioners Pravir Ramtekkar, and Michael Melillo

STAFF: Library Director Jill Bourne, Deputy Library Director of Public Services Michelle Ornat; Library Foundation Executive Director Dr. Dawn Coppin; Chief of Staff Ann Grabowski; Division Managers Jean Herriges, Vidya Kilambi, and Michelle Amores; Senior Public Information Representative Elizabeth Castañeda, Administrative Officer Andrea Maestre, Facilities Manager Lisa Valerio, Community Programs Administrator Lauren Hancock, Literacy Program Specialist Debra-Lea Olazaba, Senior Librarian Rosemary Van Lare, Senior Office Specialists Melissa Chhuey and Justin Sana; and Administrative Assistant Danika Relth.

Others: Council Liaison Kiley Staufenbeil, City Auditor Joseph Rois

Call to Order

Chair Mahaney-Gurahoo called the meeting to order at 7:22 P.M. A quorum was present.

II. Approval of Agenda

Chair Mahaney-Gurahoo requested a motion to approve the Agenda. On the motion of Commissioner Allen, and seconded by Commissioner Thorsen, the Commission unanimously approved the adoption of the November 18th, 2020 agenda.

III. Consent Calendar

A. Chair Mahaney-Gurahoo requested a motion to approve the Regular Meetings Minutes of November 20th, 2019. On the motion of Commissioner Allen, seconded by Vice Chair Magaña, the Commission unanimously approved the adoption of the November 20th, 2019 minutes.

B. Correspondence: No correspondence was received.

IV. Public Record: No correspondence was received.

V. Open Forum: No individuals addressed the Committee.

VI. Discussion/Action Items

- A. ACTION: Review the Independent Auditor's Report on Library Bond Projects Fund for Fiscal Year (FY) 2019-2020, and advise the City Council of the status of the Library Bond Projects Fund. (A. Maestre/ J. Choi)
- a. Review Independent Auditor's Report of Library Bond Projects Fund and Supporting Documents.
 - Andrea Maestre, Administrative Officer, San José Public Library, provided a presentation on the Independent Auditor's Report of the FY 2019-2020 Library Bond Projects Fund. Ms. Maestre and Joe Rois, City Auditor, Office of the City Auditor, discussed the Independent Auditor's responses to various audit related questions. Commissioner Rivers inquired about the review and selection process for water filtration systems and security cameras. Jill Bourne, City Librarian, San José Public Library, explained selection was based on a neighborhood's level of need. Commissioner Trudell joined the meeting at 7:27 P.M.
 - b. City Response to Independent Auditor.
 - Ms. Maestre provided an overview of the written response to the independent auditing firm Macias Gini & O'Connell LLP. No individuals requested a review of the letter.
 - c. Draft Memorandum to City Council
 - Chair Mahaney-Gurahoo requested a motion to approve the draft memorandum to City Council advising them of the status of the Library Bond Projects Fund. On the motion of Commissioner Allen, and seconded by Commissioner Trudell, the Commission unanimously voted to approve the draft memorandum to City Council.

VIII. Meeting Schedule and Agenda Items

The next regular meeting of the Library Bond Oversight Committee will be held on **November 21st, 2021 at 7:30 PM.**

- IX. Adjournment:** The meeting was adjourned at approximately 7:42 P.M.

WENDI MAHANEY-GURAHOO, Chair
San José Public Library
and Education Commission

ATTEST:

COMMITTEE SECRETARY

DANIKA RELTH