



**NORTH COUNTY LIBRARY AUTHORITY COMMISSION  
SPECIAL MEETING MINUTES**

---

**6:00 P.M., Monday, February 4, 2013  
Los Altos Main Branch Library – Teen Room  
13 South San Antonio Road, Los Altos, California**

---

**Call to Order**

The meeting was called to order at 5:31 P.M.

**Roll Call**

**Commissioners present:** Jim Lai, Vice President, Secretary Lenelle Smith, Megan Satterlee, Courtenay C. Corrigan, Jan Pepper

**Commissioners absent:** None

**Also Present:** Russell Morreale, Los Altos Finance Director and Staff Liaison  
Jolie Houston, Legal Counsel  
Marcia Somers, Los Altos City Manager  
Derek Wolfgram, Deputy County Librarian  
Jane Cronkhite, Los Altos Head Librarian

**Pledge of Allegiance**

No Pledge was conducted

**Public Comment for Items not on the Agenda**

None

**Items for Consideration/Action**

**1. Commission Minutes (originally agenda item #2)**

The Minutes of the special meeting of July 20, 2012 were unanimously approved, including a noted correction, with a first motion from Commissioner Satterlee and a second from Vice President Lai.

**2. Election of NCLA Commission Officers**

Standing Vice President Lai nominated Commissioner Smith for the position of NCLA President. The motion was unanimously voted on and approved.

Commissioner Corrigan nominated Commissioner Satterlee for the position of Vice President. The motion was unanimously voted on and approved.

Vice President Satterlee nominated Commissioner Pepper for the position of Secretary. The motion was unanimously voted on and approved.

Commissioner Corrigan nominated Liaison Morreale as Treasurer/Auditor-Controller. The motion was unanimously voted on and approved.

### 3. Commission Member Terms

Liaison Morreale led a discussion and review of the Commission member terms of service and updated the term schedule for continuity and clarity as follows. The chart below reflects the election status approved this evening:

Name	Office	Date Appointed	Term Expiration
Lenelle Smith	President	Feb 11	12-31-2014
Megan Satterlee	Vice President	Feb 12	12-31-2014
Jan Pepper	Secretary	Jan 13	12-31-2016
Jim Lai	Commissioner	Feb 11	12-31-2014
Courtenay C. Corrigan	Commissioner	Feb 13	12-31-2016

### 5. Review and Adoption of NCLA Norms

After some discussion and review, Vice President Satterlee moved to approve the proposed Norms as amended with a second from Secretary Pepper. The edits to the norms include those attached to these minutes in redline format. In this discussion the prospective next meeting was set for May 21<sup>st</sup> for budget adoption.

### 6. Los Altos/Los Altos Hills Library Services

Deputy County Librarian, Derek Wolfgram, presented a recap of 2013 library services with a focus on circulation, patronage counts, volunteer hours, staffing and the status of the cardholder for fee program. Head Librarian, Jane Cronkhite provided an overview of the programs offered at the City locations.

### 7. Financial Reports

Liaison Morreale provided a review of the June 30, 2012 audit results for NCLA and also background information on the current 2012/13 budget. Morreale also provided copies of the audit report to all members as part of the package.

### **Commission Reports:**

Commission comments and reports were received and the next meeting was set tentatively for May 21, 2013.

### **Adjournment**

The meeting was adjourned at approximately 7:15P.M. with a motion from Commissioner Corrigan, a second from Commissioner Lai and approved with general consensus.

Respectfully Submitted,  
Russell J. Morreale  
Staff Liaison to the North County Library Authority Commission

# North County Library Authority (“NCLA”)

## NORMS AND PROCEDURES

### NCLA Members

Lenelle Smith, President

Megan Satterlee, Vice President

~~Ron Packard, President~~

~~Jim Lai, Vice President~~

~~Lenelle Smith, Secretary~~

Cortenay C. Corrigan ~~Jean Mordo~~

Jim Lai

Jan Pepper

~~Megan Satterlee~~



**NORMS AND PROCEDURES  
TABLE OF CONTENTS**

SECTION 1: GENERAL

- 1.1 Purpose
- 1.2 Values
- 1.3 Ralph M. Brown Act

SECTION 2: PRESIDENT, VICE PRESIDENT, AND SECRETARY SELECTION PROCESS

- 2.1 Reorganization
- 2.2 Election of President
- 2.3 Election of Vice-President
- 2.4 Election of Secretary

SECTION 3: ADMINISTRATIVE APPOINTMENTS

- 3.1 Administrative Officer
- 3.2 Treasurer
- 3.3 Auditor - Controller

SECTION 4: ADMINISTRATIVE MATTERS

- 4.1 Attendance
- 4.2 Correspondence
- 4.3 Ethics Training

SECTION 5: MEETINGS

- 5.1 Open to Public
- 5.2 Regular Meetings
- 5.3 Special Meetings
- 5.4 Quorum
- 5.5 Minutes

SECTION 6: POSTING NOTICE AND AGENDA

- 6.1 Responsibility
- 6.2 Location

SECTION 7: AGENDA CONTENTS

- 7.1 President's Responsibility
- 7.2 Description of Matters
- 7.3 Availability of the Agenda to the Public
- 7.4 Limitation To Act on Only Items On The Agenda
- 7.5 Agenda Items

SECTION 8: PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

- 8.1 Role of President
- 8.2 Rules of Order
- 8.3 Public Comment
- 8.4 Tie Votes
- 8.5 Discussion

SECTION 9: DECORUM

- 9.1 Commissioners
- 9.2 Public

SECTION 10: VIOLATIONS OF PROCEDURES

**North County Library Authority  
NORMS AND PROCEDURES**

## SECTION 1. GENERAL

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the Commissioners of the North County Library Authority (“NCLA”) concerning their roles, responsibilities, and expectations for the management of the business of the NCLA.
- 1.2 Values. Respect for each Commissioner’s interpersonal style will be a standard of operation. Courtesy and respect for individual points of view will be practiced at all times. All Commissioners shall respect each other’s right to disagree. All Commissioners shall practice a high degree of decorum and courtesy. When addressing the public in any way, all Commissioners shall make certain their opinions are expressed solely as their own, and do not in any way necessarily reflect the opinions of any other Commissioners.
- 1.3 Ralph M. Brown Act. All conduct of the NCLA shall be in full compliance with the Ralph M. Brown Act.
- 1.4 Term of Office: NCLA commissioners will serve for a term of four years in line with the terms of the Joint Exercise of Powers agreement, also known as the NCLA Bylaws.

## *SECTION 2. PRESIDENT, VICE-PRESIDENT, AND SECRETARY SELECTION*

- 2.1 Reorganization. The reorganization of the NCLA shall occur during the first meeting after January 1 of each year.

- 2.2 Election of President.

The term of office shall be one year and until a successor is elected. The Member must have served at least 1 year to be eligible to be President. A majority vote is necessary to designate the President.

The President may be removed from office, for cause, by a 4/5ths affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

- 2.3 Election of Vice-President.

The term of office shall be one year and until a successor is elected. The role of the Vice-President shall be to act for the President whenever the President is unavailable to perform his or her duties. A majority vote is necessary to designate the Vice-President.

The Vice-President may be removed from office, for cause, by a 4/5 affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

- 2.4 Election of Secretary.

The term of office shall be one year and until a successor is elected. The role of the Secretary shall be to countersign all contracts on behalf of the Authority, keep minutes of the meeting and distribute them to each member and each member agency. A majority vote is necessary to designate the Secretary.

The Secretary may assign and delegate the minute taking and distribution process to one of its appointed members, appointed officers, employees, or City assigned staff-liaison based on a majority vote of all members.

The Secretary may be removed from office, for cause, by a 4/5 affirmative vote of the Commissioners. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken.

### ***SECTION 3. ADMINISTRATIVE APPOINTMENTS***

#### **3.1 Administrative Officer:**

The Commission may appoint and employ an Administrative Officer or any acting Administrative Officer who shall perform such duties as maybe imposed by the Commission and who shall report to the Commission in accordance with such rules and regulations as the Commission may adopt

#### **3.2 Treasurer:**

The Commission shall appoint one of its members or employees, other than the Administrative Officer, as Treasurer of the Agency to be the depository and have custody of all the money of the Agency from whatever source.

#### **3.3 Auditor-Controller:**

The Commission shall appoint one of its members or employees, other than the Administrative Officer, as Auditor-Controller of the Agency to draw warrants to pay demands against the Agency when the demands have been approved by the Commission. The same officer or employee may be appointed as both Treasurer and Auditor-Controller and the Treasurer and Auditor-Controller shall have the duties and obligations set forth in Section 6505.5 and 6505.6 of

### ***SECTION 4. ADMINISTRATIVE MATTERS***

4.1 Attendance. Commissioners acknowledge that attendance at lawful meetings of the NCLA is part of their official duty. Commissioners shall make a good faith effort to attend all such meetings unless unable. Commissioners will notify the President if they will be absent from a meeting.

4.2 Correspondence. Proposed correspondence from an individual Commissioner related to NCLA business shall be sent to all Commissioners in draft form prior to release. Absent any objection, the letter may be mailed. If there is any objection, the originator of the letter may have it placed on a future agenda for discussion as to whether or not the letter is to be released.

4.3 Ethics Training. All Commissioners shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his or her public service every two years. New Commissioners must receive this training within their first year of service. Commissioners shall attend training sessions that are offered locally in the immediate vicinity of Santa Clara County.

An individual who serves on multiple legislative bodies need only receive two hours of ethics training every two years to satisfy this requirement for all applicable public service positions.

## ***SECTION 5. MEETINGS***

- 5.1 Open to Public. All meetings of the NCLA whether regular, special, or study sessions, shall be open to the public. All meetings shall be noticed as required to allow action to be taken by the NCLA.
- 5.2 Regular Meetings. The NCLA shall conduct its regular meetings at the time and place noted on the agenda. The regular meetings are scheduled **generally** for the 3<sup>rd</sup> Tuesday in January and May **of each year**.
- 5.3 Special Meetings. A special meeting may be called at any time by the President, or by three Commissioners notifying the staff liaison independently. Notice of the meeting must be given in accordance with law.
- 5.4 Quorum. Three (3) Commissioners of the NCLA shall constitute a quorum and shall be sufficient to transact business. If less than three Commissioners appear at a regular meeting, the President, Vice-President in the absence of the President, any Commissioner in the absence of the President and Vice-President shall adjourn the meeting to a stated day and hour.
- 5.5 Minutes. The assigned staff liaison for NCLA shall prepare minutes of all public meetings of the NCLA, as delegated by the Secretary per section 2.4 above.

## ***SECTION 6. POSTING NOTICE AND AGENDA***

- 6.1 Posting of Notice and Agenda. For every regular or special meeting, the staff liaison for NCLA, or other authorized person, shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to law.
- 6.2 Location of Posting. The notice and agenda shall be posted at the City Hall of Los Altos, **the Los Altos Main Branch Library**, or such other place where the public has unrestricted access during at least normal business hours and where the notice and agenda are not likely to be removed or obscured by other posted material. **The posting shall also be made available on the NCLA web site or its web site of domicile.**

## ***SECTION 7. AGENDA CONTENTS***

- 7.1 President's Responsibility. The President is responsible for running a timely and orderly meeting. The President in consultation with the staff representative from the City of Los Altos shall organize the agenda.
- 7.2 Description of Matters. All items of business to be discussed at a meeting of the NCLA shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 7.3 Availability of the Agenda to the Public. The agenda for any regular or special meeting shall be made available to the general public as soon as it is practical after delivery to the Commissioners of the NCLA.
- 7.4 Limitation to Act on Only Items on the Agenda. No action shall be taken by the NCLA on any item not on the posted agenda, subject only to the exceptions listed below:
  - A. Upon a majority determination that an "emergency situation" (as defined by State Law) exists; and



- B. Upon determination by a 4/5 vote of the full NCLA, or a unanimous vote if less than a full membership, that there is a need to take immediate action and that the need to take the action came to the attention of the NCLA subsequent to posting of the agenda.

7.5 Agenda Items. Any two members of the NCLA may have any matter that can be legally agendized placed on the agenda of the NCLA by requesting the same of the President or the Secretary, and/or his/her designee.

## ***SECTION 8. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS***

### **8.1 Role of President.**

- A. The President shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the President to ensure that the rules of operation and decorum contained herein are observed.
- B. Communication with Commissioners
  - 1. Commissioners shall request the floor from the President before speaking.
  - 2. When one member has the floor and is speaking, other Commissioners shall not interrupt or otherwise disturb the speaker.

8.2 Rules of Order. The NCLA adopts no specific rules of order except those listed herein. The NCLA shall refer to *Rosenberg's Rules of Order*, with the following addendums as a guide for the conduct of meetings:

- A. A motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the Commissioners to share their thoughts on the agendized item so that a motion can more easily be made that takes into account what appears to be the majority position.
- B. All motions, except nominations, require a second.
- C. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other Commissioners.
- D. A motion to amend may still be used

8.3 Public Comment. During each meeting, there shall be an opportunity for members of the public to address the Commissioners on any subject not on the agenda.

8.4 Tie Votes: Tie votes shall be lost motions.

### **8.5 Discussion.**

#### **A. Relevancy of Discussion.**

All discussion must be relevant to the issue before the NCLA. Commissioners shall avoid repetition and strive to move the discussion along.

A motion, its nature, or consequences, may be attacked vigorously. It is never permissible to attack the motives, character, or personality of a member either directly

or by innuendo or implication. It is the duty of the President to instantly rule out of order any Member who engages in personal attacks. It is the motion, not its proposer that is subject to debate.

Arguments, for or against a measure, should be stated as concisely as possible.

It is the responsibility of each Commissioner to maintain an open mind on all issues during discussion and deliberation.

It is not necessary for all Commissioners to speak or give their viewpoints.

B. President's Duties During Discussion.

The President has the responsibility of controlling and expediting the discussion. A Member who has been recognized to speak on a question has a right to the undivided attention of the other Commissioners.

It is the duty of the President to keep the subject clearly before the Commissioners, to rule out irrelevant discussion, and to restate the question whenever necessary.

***SECTION 9. DECORUM***

9.1 Commissioners. Commissioners of the NCLA value and recognize the importance of the trust invested in them by the public to accomplish the business of the NCLA. Commissioners shall accord the utmost courtesy to each other, to staff, and to the public appearing before the NCLA.

9.2 Public. Members of the public attending NCLA meetings shall observe the same rules of order and decorum applicable to the NCLA.

***SECTION 9. VIOLATIONS OF PROCEDURES***

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the NCLA in accordance with State Law.

This document shall remain in effect until modified by the NCLA.

~~APPROVED~~ **ADOPTED** on February 04~~22~~, 2013~~0~~:

\_\_\_\_\_  
\_\_\_\_\_  
Jim Lai

\_\_\_\_\_  
\_\_\_\_\_  
Roy Lave,

\_\_\_\_\_  
\_\_\_\_\_  
Jean Mordo, Vice-President

\_\_\_\_\_  
\_\_\_\_\_  
Ronald D. Packard, Secretary

\_\_\_\_\_  
\_\_\_\_\_  
Megan Satterlee, President