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**MINUTES**  
**MEETING OF THE NORTH COUNTY LIBRARY AUTHORITY**  
**THE NEUTRA HOUSE**  
**181 HILLVIEW AVE, LOS ALTOS, CALIFORNIA 94022**  
**OCTOBER 21, 2009**

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**1. CALL TO ORDER**

Meeting was called to order at 6:30PM by Chair Lai

**2. ROLL CALL**

**Members present:**

**Jim Lai**  
**Roy Lave**  
**Jean Mordo**  
**Megan Satterlee**

**Members absent**

**Ron Packard**

**Staff present:**

**Russell Morreale, NCLA Liaison, Treasurer**  
**Jolie Houston, Los Altos City Attorney**  
**Melinda Cervantes, County Librarian**  
**Derek Wolfgram, Deputy County Librarian**  
**Paul Miller, Community Librarian**

**3. PUBLIC COMMENT**

Public comments were received. A member of the public expressed a desire to have NCLA develop a web page as a basis for reporting meeting notices in the future. Chair Lai indicated that the commission will consider that request.

**4. APPROVAL OF MINUTES**

The approval of minutes for August 5<sup>th</sup> was moved for continuance by Member Satterlee given that they were still in the process of being prepared. Member Mordo seconded and the motion was approved unanimously.

**5. DISCUSSION**

**a) NCLA Parcel Tax Discussion & Planning**

1. Presentation by County Library Representatives:

Chairperson Lai opened this item by asking for a follow up clarification on two matters discussed on this item at the last meeting. Chair Lai inquired as to if staff has been in contact with the County about the possibility of altering annual payments to a semi-annual basis in line with property tax receipts. Liaison Morreale indicated that he has contacted the County and reported that such a change would be agreeable to them, at least for the current parcel tax term. Chair Lai also inquired into the matter of making a bond principle pre-payment. Liaison Morreale indicated that no action was asked for or

acted upon that informational matter, but that the topic will come up for a decision in the near future.

In addressing the agenda item at hand, Derek Wolfram and Melinda Cervantes of the County Library were invited to provide an informational presentation. As reflected on the agenda, the County had been asked to provide background on several key items of interest regarding the parcel tax. These items of interest included:

- current hours of service
- staffing levels
- NCLA Budget and Billing Model
- Questions and Answers

After a very comprehensive, informative, and well received presentation, the Commission accepted public comments from those in attendance. The Commission members also discussed the information presented and asked questions of County representatives.

The Commission then moved on to subsection (B) of this item to discuss the decision points necessary in preparing for a June Election. Legal Counsel Jolie Houston presented a handout, prepared by Jones Hall, illustrating the key timelines of note in the election planning process as well as a summary of key decisions to be voted on. After public comment and some discussion, the commission made the following motions and comments:

- Member Mordo moved that the Parcel Tax be structured as a fixe rate. Member Lave seconded and the motion passed unanimously.
- Member Mordo moved that the Parcel Tax be structured over a term of twenty years. Member Lave seconded and the motion passed unanimously.
- Member Mordo moved that the purpose of the parcel tax include: Staffing Hours – Books and Other Library materials. Member Lave seconded and the motion passed unanimously.
- There was some discussion as to whether the parcel tax should accommodate library improvements. No decision or motion was acted on.
- After some discussion about maintaining the Low income Senior exemption, member Satterlee asked that this discussion come back once staff has obtained a clear definition of the Low Income Senior qualifying standards
- Counsel Houston raised the matter of whether NCLA will request that the County perform the required impartial analysis or if that will be drafted by NCLA counsel. More information and discussion will follow on this matter.
- Counsel Houston raised the matter of whether the board prefers to draft a ballot argument or assign this to one or more members. The question also arose as to whether this can be assigned to an independent body. More information and discussion will follow on this matter

Members agreed to set a next meeting date on November 4th at 6PM which time they would re-affirm the rate projections with the new data provided by the County and move

towards a final decision needed in planning the election process with the County. A meeting date and time was also set for December 9<sup>th</sup> @ 5:30PM.

**6. ACTIVITY REPORT**

None

**7. ADJOURNMENT**

Member Lai adjourned the meeting at 8:35 PM.

Respectfully submitted,

Russell J. Morreale  
Liaison to NCLA