

**MINUTES OF THE REGULAR MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON MONDAY, DECEMBER 4,
2017, AT 6:00 P.M. IN LOS ALTOS COUNCIL CHAMBERS,
1 NORTH SAN ANTONIO AVENUE, LOS ALTOS, CALIFORNIA**

ESTABLISH QUORUM AT 6:05 P.M.

PRESENT: President Suzanne Epstein, Vice President Cindy Hill, Secretary Jean Mordo,
Courtenay Corrigan and Jan Pepper

ABSENT: None

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION/ACTION

1. Commission Meeting Minutes

Suzanne Epstein noted several corrections to the minutes of the meeting of September 25, 2017.

Action: Motion by Courtenay Corrigan, seconded by Jan Pepper, the Authority voted to approve minutes of the meeting of September 25, 2017 with changes. Jean Mordo abstained based on his absence from the meeting of 9/25/17. Cindy Hill arrived after this item. AYES: Corrigan, Epstein, and Pepper; NOES: None. ABSTAIN: Mordo.

2. County Updates

a. Woodland Library – The addition of 6 hours per week funded by NCLA will take effect the week of January 2, 2018. A celebration will be held at Woodland Library at 2:00 pm on Sunday, January 7, 2018. Notification of the event will be sent to NCLA members and the Library Commission.

b. Main Library – County staff distributed chart “Effect of New Hours at Los Altos County Library”. A 5.2% increase in circulation compared to 2016 has been observed, and also indicates library customers are showing up at times the library used to be closed.

3. NCLA Financial Documents (Items 3-5 on the agenda)

- a. Distributed History of Disbursement and current period’s income/expenditure
- b. Distributed Disbursement Journal for Revenue and Expenses
- c. Distributed Review of Investment Income
- d. Distributed FY 2017/18 Adopted Budget
- e. Distributed Fund Balance Projections

Questions on each of these financial documents were raised. Specific discussion occurred around interest earnings and how that is reported. Questions were raised on line items in the FY 17/18 Adopted Budget for “County Staffing” and “Administrative Costs”. Discussion around the City’s need for additional assistance in the role of Liaison to this Commission due to resource allocation

and competing priorities. Liaison Marcie Scott will schedule a meeting with President Suzanne Epstein after the holidays to review each of the financial documents and report back to the Commission at the next meeting on January 22, 2018.

6. Discussion of Possible New or Remodeled Main Library

Jean Mordo initiated discussion about expansion of the Main Library. Mr. Mordo described a recent discussion amongst the elected officials of Los Altos Hills and Los Altos in which they unanimously supported moving forward to pursue some type of library expansion. A needs assessment study was completed in 2008 by consulting firm Page & Moris. An updated assessment of the number of square feet needed to serve the current community needs would be helpful. Discussion occurred around who might pay for a new assessment, and whether that might be funded by one of the stakeholder groups or using monies bequeathed to the library. The space assessment may inform whether to pursue an expansion of the existing Main Library; or tear down and rebuild a new, larger library, likely in the same space. A survey would be needed to help determine the level of public support for a bond measure. Input from other Commission members recommended forming a committee with all library stakeholders to be involved in this process. Mr. Mordo will invite representatives from the stakeholder groups to participate in a task force; Mr. Mordo will participate in the task force representing NCLA. The initial agenda for the task force will include these items: 1) discussion about moving forward on updating the 2008 needs assessment; 2) willingness to fund an architect to provide a range of costs for expanding or building a new library; and 3) discuss surveying the community on support of bond measure. The Commission feels they will need legal advice as they move forward with consideration of library expansion and asked for an agenda item at the next meeting to discuss legal counsel for NCLA.

7. Future Meeting Schedule

Currently scheduled future meetings: May 14, 2018 at 6:00 pm. The Commission will discuss additional meeting dates at their next meeting.

INFORMATIONAL ITEMS

COMMISSIONERS' REPORTS AND COMMENTS

Courtenay Corrigan noted the Silicon Valley Clean Energy now provides power in the area and they are looking for ways to demonstrate energy conservation in the libraries.

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

Adjourned at 7:15 pm.