



NORTH COUNTY LIBRARY AUTHORITY COMMISSION MEETING

Monday January 22, 2018 – 6:00 P.M.

Neutra House

181 Hillview Avenue, Los Altos, California

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

1. Election of North County Library Authority (NCLA) Commission Officers
 - a. Nominate and elect a member for the position of President
 - b. Nominate and elect a member for the position of Vice President
 - c. Nominate and elect a member for the position of Secretary
2. Commission Meeting Minutes

Approve minutes of the Special Meeting of December 4, 2017
3. NCLA Financial Documents

Suzanne Epstein will report on review of financial documents following 12/4/17 meeting.
Documents reviewed include:

 - a. History of Disbursement and current period's income/expenditure
 - b. Receive Disbursement Journal for Revenue and Expenses
 - c. Review of Investment Income (Transaction Detail)
 - d. Adopted Budget for FY 2017/18
 - e. Fund Balance Projections
4. Attorney Services for NCLA

Discussion of provision of attorney services for NCLA.
5. Review Annual Audit Report

Presentation of the June 30, 2017 Basic Financial Statements prepared by Maze & Associates.
6. County Update

County staff will provide an update.

7. Discussion of Library Redevelopment Task Force

- a. Receive an update from the Library Redevelopment Task Force
- b. Appropriate \$50,000 for a Library Needs Assessment Update and a Library Feasibility Assessment, Site and Building Analysis (with two-thirds of the costs to be reimbursed to NCLA)
- c. Authorize the Authority Administrator to enter into a Professional Services Agreement with Group 4 Architecture, Research and Planning, Inc. in an amount not to exceed \$15,000 (with two-thirds of costs to be paid by outside groups) for a Library Needs Assessment Update
- d. Authorize the Authority Administrator to enter into a Professional Services Agreement with STRATAap in an amount not to exceed \$35,000 (with two-thirds of cost to be paid by outside groups) for a Library Feasibility Assessment, Site and Building Analysis

8. Future Meeting Schedule

- a. The next scheduled meeting: May 14, 2018 at 6:00 pm

INFORMATIONAL ITEMS

9. Staff Report

Receive information and announcements from MRG / City Staff

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Financial Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/nclal/meetings.html>

If you wish to provide written materials, please provide the Commission Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.