

**MINUTES OF THE REGULAR MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON MONDAY,
JANUARY 22, 2018, AT 6:00 P.M. AT THE NEUTRA HOUSE,
183 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 6:07 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. Election of North County Library Authority (NCLA) Commission Officers

a. President

Jean Mordo nominated Cindy Hill for President, seconded by Suzanne Epstein. That motion passed with **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None.

b. Vice President

Cindy Hill nominated Jean Mordo for Vice President, seconded by Courtenay Corrigan. That motion passed with **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None.

c. Secretary

Jean Mordo nominated Suzanne Epstein for Secretary, seconded by Jan Pepper. That motion passed with **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None. The Board Members congratulated the new officers. President Cindy Hill assumed leadership of the meeting.

2. Commission Meeting Minutes

The minutes from the December 4, 2017 meeting were reviewed and Jean Mordo moved to accept them. Seconded by Courtenay Corrigan. That motion passed with **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None.

3. NCLA Financial Documents

- a. Distributed FY 2017/18 Adopted Budget
- b. Distributed Fund Balance Projections

Suzanne Epstein discussed several meetings with Liaison Marcie Scott prior to this meeting in which they reviewed the financial charts and have made minor modifications to format. The Fund Balance Projections chart will split out costs for each of the two Los Altos libraries related to additional hours funded by NCLA. Ms. Epstein discussed expanding the Fund Balance Projection chart to display all years of the life of the current bond.

There are still questions around the entries for interest. Liaison Marcie Scott and Suzanne Epstein will review additional information regarding interest earnings. Suzanne Epstein asked for additional information on Administrative Costs. Jean Mordo stated the Administrative Costs are estimates in the current budget and do not impact the bottom line.

Mr. Mordo noted in the Fund Balance Projection, the County's costs are estimated to grow at 5.6% per year, and investments are assumed to earn 0.7% per year. Both estimates are very conservative. Even so, the Fund Balance sheet provides for roughly \$4 million to roll into the next project.

The Fund Balance Projection and Operating Budget will be revised and brought back to the next meeting.

4. Attorney Services for NCLA

The Commission members reviewed the Engagement Letter submitted by law firm Berliner Cohen, who have previous working experience with NCLA. Courtenay Corrigan stated the Los Altos Hills City Attorney rate is approximately \$325/hour and will follow-up to request a proposal for attorney services from him. Liaison Marcie Scott will follow-up with the City of Los Altos City Attorney to explore interest in submitting an Engagement Letter for consideration by NCLA. It is expected the attorney services for NCLA will not be needed for several months.

5. Review Annual Audit Report

Copies of the NCLA annual audit performed by Maze & Associates were distributed in the packet. Suzanne Epstein raised questions about the amount of NCLA money in LAIF and pooled with the City of Los Altos funds (reference to page 20, Note 2 – Cash and Investments). Further discussion of the Audit was continued to the next meeting.

6. County Update

Chuck Griffen, Financial and Administrative Services Manager at the Santa Clara County Library District, discussed the start of the NCLA-funded additional hours at Woodland Library. Since those hours have just begun, we cannot see the impact of the additional hours until more time has passed. The circulation and visitor numbers have increased slightly at Main Library when compared to the prior year.

A successful event on Sunday, January 7th celebrated the additional hours at Woodland Library that took effect that week. Cindy Hill, Jean Mordo and Suzanne Epstein attended as well as County Supervisor Joe Simitian. Well over 100 people attended. It was noted how wonderful Supervisor Simitian was with the children.

The discussion continued with a focus on the back patio of Woodland Library. Jean Mordo expressed concern that space is not used by patrons because of a lack of benches and inadequate landscaping. The Commission agreed with the recommendation to add an item to the next agenda on potential capital improvements (outdoor seating, improved landscaping) at Woodland Library.

7. Discussion of Library Redevelopment Task Force

Cindy Hill, Chairperson of the Library Redevelopment Task Force, provided a briefing, with input from Los Altos City Clerk Jon Maginot. Ms. Hill stated the staff report in the packet was very

accurate. The Task Force has discussed moving forward with two studies of the Main Library, which together are estimated to cost approximately \$50,000. One study would update the existing Library Services and Space Needs Assessment of the Main Library conducted in 2008, the other study would evaluate architectural feasibility of remodel/rebuild of the Main Library.

Jean Mordo introduced a motion for NCLA to approve a contribution of one-third of the cost of the assessment up to a maximum of \$17,000. Jan Pepper seconded.

Discussion on the motion followed. The Task Force has selected Group 4, an architectural firm with previous library planning experience. The scope of work includes reviewing the 2008 study, two meetings with the Task Force, and meet with stakeholders. The decision to not engage the full community at this time will reduce the timeline and cost of this step. The cost of this study is estimated at \$14,000.

The second study will evaluate three options, two being renovations, and the third building a new facility on the existing site. It is recommended STRATA perform this work. Cindy Hill noted STRATA will not be able to bid on the actual work later. City Clerk Maginot responded they understand and have performed this type of assessment on other City buildings previously.

Courtenay Corrigan asked if STRATA has experience with libraries. Mr. Maginot responded they are a large firm and have studied many types of buildings. They are looking at an order of magnitude for costs. Suzanne Epstein noted the STRATA website describes their work with police and military buildings.

A question was raised of whether Group 4 will be able to bid later, and Mr. Maginot responded yes. Their work on the needs assessment will not prohibit them from bidding on future work for this project. Jan Pepper asked why Group 4 was not asked to conduct both of these studies. Mr. Maginot responded that would then eliminate them from bidding on this project later. It was noted Group 4 has performed work for the Milpitas and Palo Alto libraries.

Los Altos Library Endowment (LALE) has stated they are willing to contribute one-third of the cost of these two studies, up to \$35,000. The Friends group is willing to contribute \$20,000. There was discussion about each of the 3 parties (including NCLA) splitting the cost into thirds so that they pay equally. The Commission concurred.

The Commission voted on the pending motion to authorize up to \$17,000 of NCLA funds for these two studies and was approved: **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None.

8. Future Meeting Schedule

The Commission is scheduled to meet on Monday, May 14, 2018 at 6:00 pm. Commissioners discussed options for a meeting sooner than May. A consensus was reached to meet again on Wednesday, March 7, 2018 at 6:00 pm.

INFORMATIONAL ITEMS

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

As discussed previously, the Commission will talk about capital improvements to the exterior of the Woodland Library at the next meeting. It was noted this item cannot be placed on the City of Los Altos' CIP list, NCLA would have to spend its funds, estimated at a few hundred thousand dollars. Commissioners agreed they should walk the outside of Woodland Library before the next meeting if they are not already familiar with the area.

ADJOURNMENT

Adjourned at 6:59 pm.