

**NORTH COUNTY LIBRARY AUTHORITY LIBRARY
REDEVELOPMENT TASK FORCE**

THURSDAY, APRIL 5, 2018 – 3:30 P.M.

Room 2

Hillview Community Center
97 Hillview Avenue, Los Altos, California

ESTABLISH QUORUM

ITEMS FOR CONSIDERATION/ACTION

1. Meeting Minutes: Approve the minutes of the March 22, 2018 meeting
2. Architectural Feasibility Assessment: Receive the Architectural Feasibility Assessment
3. Informational items: Receive information and announcements from staff
 - a. Information regarding ballot measures
 - b. City of Los Altos Naming Policy
4. Future meetings: Discuss agenda items and topics for future meetings

ADJOURNMENT

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the North County Library Authority will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Los Altos City Clerk 72 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for NCLA Library Redevelopment Task Force items may be viewed on the Internet at <http://www.losaltosca.gov/meetings>.

If you wish to provide written materials, please provide the Task Force Staff Liaison with 10 copies of any document that you would like to submit to the Task Force for inclusion in the public record.

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

MINUTES OF THE MEETING OF THE LIBRARY REDEVELOPMENT TASK FORCE OF THE NORTH COUNTY LIBRARY AUTHORITY, HELD ON MARCH 8, 2018, AT 3:30 P.M. AT LOS ALTOS MAIN LIBRARY, ORCHARD ROOM, 13 SOUTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Cindy Hill, Chair (Los Altos Library Commission), Mary Jo Kelly, Vice Chair (Friends of the Library), Jean Mordo (North County Library Authority), Bob Simon (Los Altos Library Endowment). Non-voting advisors: Nancy Howe (Santa Clara County Library)

ABSENT: None

PUBLIC COMMENTS

There were no public comments

ITEMS FOR CONSIDERATION/ACTION

1. Meeting Minutes

Action: Upon a motion by Jean Mordo, seconded by Bob Simon, the Task Force unanimously approved the minutes of the March 8, 2018 meeting.

2. Needs Assessment Update

Jill Eyres of Group 4 presented the Needs Assessment Update.

Public Comments: The following provided public comments: Diane Schmidt, Suzanne Epstein and David Smith.

Task Force members discussed the Needs Assessment Update and asked follow up questions related to the information presented. The Task Force determined that the results of the Architectural Feasibility Study were needed to combine with the Needs Assessment Update to determine the next steps in the process.

3. Future meetings

The Task Force determined that the next meeting would be on April 5, 2018 to receive the Architectural Feasibility Study results and additional information requested of staff at the March 8, 2018 meeting.

4. Informational items

None

ADJOURNMENT

Chair Hill adjourned the meeting at 4:47 p.m.



DATE: April 5, 2018

AGENDA ITEM # 2

TO: North County Library Authority Library Redevelopment Task Force

FROM: Jon Maginot, City Clerk/Assistant to the City Manager

SUBJECT: Architectural Feasibility Assessment

RECOMMENDATION:

Receive the Architectural Feasibility Assessment

BACKGROUND

As part of the initial steps for the North County Library Authority (NCLA) Library Redevelopment Task Force, an Architectural Feasibility Assessment has been conducted. STRATAap has performed this assessment.

DISCUSSION

The Feasibility Assessment conducted by STRATA includes the following three scenarios: 1) expansion of the Library by 9,000 sq. ft.; 2) expansion of the Library by 11,000 sq. ft.; and 3) a new building of 40,000 sq. ft. Each scenario includes preliminary cost estimates.

Representatives from STRATAap and Group 4, who conducted the Library Needs Assessment, will be at the April 5, 2018 Task Force meeting to provide more information and to answer questions.

Attachment: Library Feasibility Assessment



DATE: April 5, 2018

AGENDA ITEM # 3

TO: North County Library Authority Library Redevelopment Task Force

FROM: Jon Maginot, City Clerk/Assistant to the City Manager

SUBJECT: Informational items

RECOMMENDATION:

Receive information and announcements from staff

BACKGROUND

At the March 8, 2018 Task Force meeting, members of the Task Force asked for additional information to help inform potential recommendations to the North County Library Authority (NCLA). This included basic information on ballot measures, any legal issues related to accepting private donations, and the City of Los Altos' policy on naming rights.

DISCUSSION

Ballot measures

There are two main types of ballot measures which NCLA could move forward with. These include a parcel tax or a bond measure. There are pros and cons associated with either type and will be discussed at a future time.

For either type of ballot measure, the basic proceedings will be the same. The information provided is not intended to be comprehensive, but is intended to provide a basic understanding of the basics of ballot measures. Once a decision has been made to move forward with any sort of ballot measure, legal counsel for NCLA will provide additional guidance and direction on how to proceed.

A measure may be placed on the ballot by any local agency. In this instance, NCLA would be that local agency. This is done by adoption of a resolution and/or ordinance. Generally, ballot measures must be placed on a ballot at least 88 days in advance of the election. A ballot measure may be placed on any election date. State Law will change beginning January 1, 2019 to hold that elections are held the March and November of each year, and April of even-numbered years. A special, all-mail ballot may be held in May or August of each year and March of even-numbered years. At these elections, ballots are sent out and collected by mail. No polling places are opened.

Staff has not gathered cost estimates for each election type. However, it can be anticipated that a ballot measure placed on one of the regular elections (March or November) will be significantly less expensive than one held during a special election (April, May or August). The cost of an election is



DATE: April 5, 2018

AGENDA ITEM # 3

AGENDA REPORT

based on the number of items on a particular ballot. The more items on a ballot, the lower the cost. Estimated costs could be between \$75,000 and \$250,000.

City of Los Altos' Naming Policy

The only policy the City of Los Altos has regarding naming of City facilities is found in the Los Altos Municipal Code Chapter 9.28 – Naming of Public Streets, Parks and Other Public Facilities. This Chapter outlines certain criteria to be considered in selecting a name, including “neighborhood or geographical identification, natural or geological features, historical or cultural significance, the articulated preference of residents of the neighborhood surrounding the public facility, or a person or group of persons who have made an unusually outstanding public service contribution, provided that such person has been deceased for at least 25 years.”