

**MINUTES OF THE MEETING OF THE LIBRARY REDEVELOPMENT TASK FORCE OF THE NORTH COUNTY LIBRARY AUTHORITY, HELD ON SEPTEMBER 27, 2018, AT 4:00 P.M. AT LOS ALTOS MAIN LIBRARY, 13 SOUTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Cindy Hill, Chair (Los Altos Library Commission), Barbara Adey, Vice Chair, Karen Eberle, Suzanne Epstein (North County Library Authority), Steve Katz, Diane Schmidt, Bob Simon (Los Altos Library Endowment), Mark Rogge, and Nancy Tucker

ABSENT: Mary Jo Kelly (Friends of the Library) and Catharine Kristian

**ITEMS FOR CONSIDERATION/ACTION**

1. Meeting Minutes

Action: Upon a motion by Bob Simon, seconded by Mark Rogge, the Task Force approved the minutes of the September 13, 2018 meeting, by the following vote: AYES: Adey, Eberle, Epstein, Hill, Katz, Schmidt, Rogge, Simon and Tucker; NOES: None; ABSTAIN: None; ABSENT: Kelly and Kristian.

2. Outreach Consultant/Fundraising Team Report

Mark Rogge presented the update from the Outreach Consultant/Fundraising Team and presented a draft preliminary budget request to be further refined and recommended to the NCLA Board by the Task Force. Task Force members discussed the draft preliminary budget and provided feedback to the Team.

3. Education/Marketing/Content Team Report

Diane Schmidt presented the update from the Education/Marketing/Content Team and presented a draft timeline to be used as a framework for developing a final timeline and a draft set of questions and answers for the Task Force to use in helping to frame messages to the community. Both documents were presented as starting points for the Task Force to further refine. Task Force members discussed the draft documents and provided feedback to the Team.

4. Future meetings

The next meeting of the Task Force will be October 11, 2018 at 4:00 p.m. to potentially include receiving a presentation from the Palo Alto Director of Library Services, a discussion of the criteria for selecting an outreach and education consultant and a discussion with a fundraising consultant.

**ADJOURNMENT**

Chair Hill adjourned the meeting at 6:00 p.m.