

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

**THURSDAY, OCTOBER 11, 2018 – 4:00 P.M.**

Community Meeting Chambers  
Los Altos City Hall  
1 North San Antonio Road, Los Altos, California

**ESTABLISH QUORUM**

**ITEMS FOR CONSIDERATION/ACTION**

1. Meeting Minutes: Approve the minutes of the September 27, 2018 meeting
2. Presentation from Fundraising Consultant: Receive a presentation from a fundraising consultant regarding potential services of a fundraising consultant
3. Outreach Consultant/Fundraising Team Report: Receive a report from the Outreach Consultant/Fundraising Team and discuss potential criteria to be considered for selecting an outreach consultant
4. Education/Marketing/Content Team report: Receive a report from the Education/Marketing/Content Team and review draft FAQ sheet
5. Future meetings: Discuss possible 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 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.