

**MINUTES OF THE REGULAR MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON MONDAY,
JANUARY 28, 2019, AT 6:00 P.M. IN THE NEUTRA HOUSE
183 HILLVIEW AVE, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 6:08 P.M.

PRESENT: President Cindy Hill, Secretary Suzanne Epstein, Courtenay Corrigan, Jan Pepper
(arrival at approximately 6:18 pm) and Neysa Fligor

ABSENT: None

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION/ACTION

1. Election of NCLA Commission Officers

- a. Board Member Epstein nominated Courtenay Corrigan for President, Board Member Hill seconded the motion. AYES: Hill, Epstein, Corrigan, Fligor. NOES: None. ABSTAIN: None.
- b. Board Member Corrigan nominated Cindy Hill for Vice President, Board Member Fligor seconded the motion. AYES: Hill, Epstein, Corrigan, Fligor. NOES: None. ABASTAIN: None.

The Board discussed the position of Administrative Officer. The current Administrative Officer is the Los Altos City Manager, who approves payments through standard City accounts payable process. The Board discussed a need to balance oversight and timely payment of bills, along with the frequency of NCLA meetings. Board Attorney Diaz responded to an inquiry the duties of the Administrative Officer are at the discretion of the Board. Board President Corrigan asked to place an item on the next meeting agenda for discussion of the Administrative Officer role.

[Board Member Jan Pepper arrived at approximately 6:18 pm]

- c. The Board discussed the position of Secretary, and the requirement that a Board Officer have one year of NCLA experience. Board Member Hill nominated Jan Pepper for Secretary, Board Member Fligor seconded the motion. AYES: Hill, Epstein, Corrigan, Fligor, Pepper. NOES: None. ABSTAIN: None.

2. Approval of Minutes

Board Members indicated a general consensus the minutes were too detailed, and recommended an adjustment for the next round of minutes. Several corrections were discussed to the November 26, 2018 minutes and the January 14, 2019 minutes. The NCLA Liaison will provide a memorandum of corrections to both sets of minutes at the next meeting. Motion to approve both sets of minutes

with an attached list of clarifications for 11/26/18 and 1/14/19 to be provided later was unanimously approved. AYES: Hill, Epstein, Corrigan, Fligor, Pepper. NOES: None. ABSTAIN: None.

3. Legal Analysis of Use of NCLA Funds

A written legal analysis was provided to Board Members as an Attorney-Client Privileged attorney work product. Board Attorney Diaz provided a verbal summary of his legal analysis of two questions raised at the November 26, 2018 NCLA meeting.

The first question asks whether the JPA agreement clarifies who should pay for staff costs. The language states the City of Los Altos will provide staff and basic services. The scope of staff work is not defined, nor is the term “basic services”. The Board may wish to further define these terms or amend the JPA agreement. Section 7 states the Board can hire an Administrator. NCLA may create an account using parcel tax funds for administrative costs, which is occurring currently. Yet Section 12 states the Town of Los Altos Hills and City of Los Altos will equally share costs of consultants. Board members commented further discussion is necessary.

The second question relates to whether current parcel tax monies can pay for costs associated with a future tax measure. The language in the current parcel tax provides for any expenditure necessary to uphold the level of service. The “level of service” is not defined. The language in a new measure should be reviewed carefully to provide for funding of a new ballot measure.

4. Consideration of Extension of Agreement for Tax Roll Services with NBS

Mr. Tim Seufert from NBS provided a brief overview of services. Mr. Seufert indicated they would revise their proposal to bill the base fee and exclude \$1,500 as they are not asked to process senior exemptions. When asked why they bill quarterly when the bulk of their work occurs prior to the annual submittal of data in August, Mr. Seufert responded it is standard practice to bill on a quarterly basis to pay their staff for ongoing auditing of development status, verifying boundaries and responding to inquiries. NBS has performed similar services for other City of Los Altos districts, and was asked to work on the NCLA parcel tax in 2010. Motion to approve contract at cost of \$6223.50 in first year based on removal of \$1500 by Board Member Epstein and seconded by Board Member Fligor. AYES: Hill, Epstein, Corrigan, Fligor, Pepper. NOES: None. ABSTAIN: None.

5. NCLA Financial Review

The Board discussed questions around NCLA’s overall savings accounts and performance of the investment in the City of Los Altos investment portfolio. Specifically it was noted the interest earned by NCLA may be more flexible. Board Attorney Diaz indicated interest earned in a restricted account should stay in that account. Board President Corrigan will discuss financial questions further with Board Member Epstein. The NCLA Liaison will report additional information about NCLA investments at the next meeting.

6. NCLA Task Force

- a. One member of the Task Force resigned recently and the Board discussed filling that position. Board Member Jan Pepper nominated Jean Mordo to the Task Force, seconded by Board Member Neysa Fligor. Mr. Mordo indicated from the audience he would accept the appointment. AYES: Hill, Epstein, Corrigan, Fligor, Pepper. NOES: None. ABSTAIN: None.
- b. Task Force members are scheduled to present an overview of the Los Altos Library Redevelopment Project to the Los Altos Hills Town Council on 1/31/19. The presentation to Los Altos City Council is scheduled 2/26/19. Board Members discussed key questions that should be addressed around timing, construction costs, examples of current library services not able to meet demand and budget. Public comment provided by Jean Mordo, Steve Katz, Mark Rogge.

General discussion continued about project plan, budget, fundraising and the need for consultant services to support all of these tasks. The Board discussed the importance of obtaining formal support from both Town and City Councils before allocating NCLA funds.

7. Consider Additional County Funding for Library Services for FY 2019/20

Additional County funds will be available for a limited time to provide equity across the County libraries in the County based on a request one-and-one-half years ago by the Library JPA Board for all libraries to be open 7 days a week. The County used a formula to allocate funds to all libraries. Discussion focused on funding additional hours at Woodland, particularly to help ease the limited parking by providing more hours of operation. Also it was noted as additional hours have been added to Woodland over time by NCLA, usage of the library increased. Discussion continued about using these some of these funds for additional Woodland hours and banking the remainder of the money. The County wishes to have a decision on this issue by April 2019.

8. County Update

An upcoming Library Forum will be held Saturday, February 2, 2019 at the County offices in Campbell.

9. Future Meeting Schedule

Upcoming meeting dates were reviewed; the Board wishes to schedule monthly meetings through June. Liaison Marcie Scott will poll Board Members.

Board Informational Update: Board President Corrigan indicated she has been working to schedule a meeting with County Supervisor President Joe Simitian regarding topics related to potential Los Altos Library Redevelopment.

Meeting adjourned at 8:49 pm.