

**MINUTES OF THE SPECIAL MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON MONDAY,
FEBRUARY 25, 2019, AT 6:00 P.M. IN THE NEUTRA HOUSE
183 HILLVIEW AVE, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 6:04 P.M.

PRESENT: President Courtenay Corrigan, Vice-President Cindy Hill, Secretary Jan Pepper, Suzanne Epstein and Neysa Fligor

ABSENT: None

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION/ACTION

1. Approval of Minutes

The Board considered the minutes from the meeting of 1/28/19 along with a memorandum of clarifications of minutes from the 1/14/19 and 11/26/18 meetings. A motion was made to approve all three documents by Board Secretary Pepper, seconded by Vice-President Hill. AYES: Corrigan, Epstein, Fligor, Hill, Pepper. NOES: None. ABSTAIN: None.

2. Consideration of the Administrative Officer Role

Board President recommended postponing consideration of this item to a future meeting. The work has become more complex, the Board will revisit this issue at a later meeting.

3. NCLA Financial Review

An overview provided by Liaison Marcie Scott summarized the NCLA's financial status and described the three accounts holding NCLA funds: a cash account, LAIF account and NCLA monies pooled with the City of Los Altos investment portfolio. Funds in the City's investment portfolio are managed by a professional financial firm in compliance with the City of Los Altos Investment Policy and CA Government Code Section 53601. The Board is considering whether to maintain funds in the investment portfolio and will meet with the professional financial firm representative at the meeting scheduled 4/29/19. Timing is appropriate to consider the status of investment based on recent and future market trends, and the continued effort to evaluate redevelopment of the Los Altos Library.

4. NCLA Task Force

Cindy Hill and Suzanne Epstein, both members of the Task Force, provided a status update. They applauded the Task Force presentation to the Los Altos Hills Town Council, and the unanimous support of the Los Altos Hills Council for continued work on the Redevelopment Project. The

Task Force will present an overview of the work to date on the Los Altos Library Redevelopment Project to the Los Altos City Council 2/26/19 and seek a similar unanimous statement of support for continued consideration of the Redevelopment Project.

5. 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 Santa Clara County libraries 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 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.

Concerns were discussed about using limited-time funds to further extend hours, then have to roll back the hours after the funds are depleted.

It was asked whether these funds could be used for the LA Library Redevelopment Project. SCCLD staff responded the funds must be applied to staffing costs.

The Board focused on Option 5 in the SCCLD handout. A motion was made by Secretary Pepper and seconded by Vice-President Hill to **Suspend NCLA contribution for a minimum of two years from \$723,670 to \$408,855 with no change to current open hours. Should the increased property tax and ERAF revenue no longer be available after two years (beginning 7/1/21), the NCLA's current contribution of \$723,670 (adjusted for increases in salary and benefit costs) would be needed to maintain the current 17 additional open hours per week at the LA Library and 25 additional open hours per week at the Woodland Branch Library.**

The Board unanimously approved the motion. AYES: Corrigan, Epstein, Fligor, Hill, Pepper. NOES: None. ABSTAIN: None.

Public Comment: Catharine Kristian suggested promoting library services through use of the GoGO Biblio van, which would provide positive public relations and information for the upcoming election.

Board Member Fligor asked if NCLA funds could be used to pay for the GoGO Biblio van. The response was affirmative, and it was suggested this decision to fund use of the van could be made later, closer to the election.

6. County Update

The County appreciates the Board's decision and direction on the additional County funds in the prior item.

7. NCLA Annual Audit

The Board received the annual audit prepared by Maze & Associates. No issues were identified, this is a “clean” audit. Board Member Epstein asked for clarification on page 24. The Liaison will follow up with City of Los Altos staff.

8. Future Meeting Schedule

Upcoming meeting dates were reviewed; the Board cancelled the meeting on 3/25/19 due to several schedule conflicts. The next meeting is scheduled 4/29/19.

Meeting adjourned at 7:29 pm.

**MINUTES OF THE SPECIAL MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON MONDAY,
MARCH 19, 2019, AT 6:00 P.M. IN THE NEUTRA HOUSE
183 HILLVIEW AVE, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 6:06 P.M.

PRESENT: President Courtenay Corrigan, Vice President Cindy Hill, Jan Pepper (arrival at approximately 6:10 pm) and Neysa Fligor

ABSENT: None

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION/ACTION

1. NCLA Task Force

The Task Force seeks funds in the amount of approximately \$13,000 to hire a consultant with a specific scope of work to assist the Task Force in developing and refining a workplan and timeline, and budget. Board President Corrigan walked through the Preliminary Budget line by line to review how the Task Force has proposed allocating costs to various groups including Los Altos Library Endowment (LALE) and Friends of the Library (FOL). This Preliminary Budget projects approximately \$52,000 in expenditures by NCLA for funding of two phases of consultant work, estimated in Calendar Year 2019. The current request is for an expenditure of not to exceed \$13,000 for Phase I. The expenses reviewed are anticipated before a ballot date is confirmed. While LALE and FOL are projected to cover some expenses in the Preliminary budget, it was asked whether other community organizations such as Los Altos Community Foundation would be able to assist financially. It was pointed out that now both Los Altos Hills and Los Altos Councils have passed resolutions of support, the timing is appropriate to pursue additional funding sources. This effort can be improved with guidance and recommendations from the Consultant.

Cindy Hill provided input from her interview with the Los Altos Youth Commission and asked to include her written summary in the record of this meeting. (attached to these minutes)

While the expenditure requested tonight is for \$13,000, the NCLA President clarified further phases of this Los Altos Library Redevelopment Project assume additional financial support from NCLA. Current assumptions in this Preliminary Budget identify a ballpark of \$170,000 in NCLA funding, expected to be used before a ballot date is established. There will be a determination if Phase I was successful before moving into Phase II and incurring additional expenditures.

The Preliminary Budget is based on estimates made by the Task Force; the Consultant will review the numbers and provide advice and guidance. It is through the bidding process that specific costs will be finalized for consultants and other vendors.

Public comment:

Diane Schmidt, representative of FOL and the Task Force, expressed appreciation for the listing of expenditures. The Friends of the Library are currently evaluating, with legal advice, what level of expenditures they can assume. Once they receive a request they will go through a process to confirm their financial contribution.

Jean Mordo questioned expenditures in Item 5, Legal & Accounting Services, of the Preliminary Budget. Board President Corrigan stated the NCLA Board is conscious of how NCLA funds are used, and clarified the NCLA Attorney has provided guidance based on the JPA language and that certain expenses are to be paid in equal amount by the two cities. There will be a future NCLA agenda item to discuss the approach to administrative and consultant costs.

Board Member Epstein pointed out construction costs are continuing to escalate; as time passes this building will become more expensive. Board Secretary Pepper added the City of Los Altos is finding this to be true with the Community Center construction project.

The Board discussed the use of an RFP or RFQ process in selecting the consultant. One benefit is these processes provide transparency; yet they take time and may end up eliminating some consultants from consideration. Given two NCLA Board Members serve on the Task Force, the Board will retain final oversight but will delegate to the Task Force the process and selection of the consultant, the development of clear deliverables, and the day-to-day work with the consultant. The Board would like to receive periodic updates about consultant performance and results.

Steve Kerr, member of Task Force, indicated Jon Maginot at the City of Los Altos has been working on the RFP/RFQ materials and will complete the draft with input from the Task Force. When asked about timeline, Mr. Kerr responded the Task Force should be able to complete this fairly quickly based on all the work completed to date.

Motion made by Board Secretary Pepper, seconded by Board Member Epstein: **NCLA will provide an expenditure of up to \$13,000 for an education and outreach consultant to perform phase I scope as defined by Task Force.** The motion was approved unanimously. AYES: Corrigan, Epstein, Fligor, Hill, Pepper. NOES: None. ABSTAIN: None.

2. Future Meeting Schedule

Upcoming meeting dates are scheduled on Monday, April 29, 2019 and Monday, May 20, 2019. Both will begin at 6:00 pm and held in the Orchard Room of the Los Altos Library. The April meeting will include a discussion on NCLA investments and the May meeting will schedule a discussion on allocation of costs and the annual NCLA budget for FY 19-20.

Meeting adjourned at 6:46 pm.

ATTACHMENT: Youth Commission – Ideas for the Los Altos Main Library

Youth Commission – Ideas for the Los Altos Main Library

March 2019

At the recent Youth Commission, Cindy Hill, Library Commission member, was invited to talk with the commissioners about their use of the library. She asked questions, the Youth commissioners were generous in their responses.

- **Why do they use the library?**
 - School library is closed on the weekends
 - School library closes at 5pm or 6:30, still a lot of study time left in the early evening
 - School library doesn't have study spaces;
 - School library too small
 - Too loud at school
 - Los Altos library is centrally located and easy to get to
 - Los Altos Library has communal area for study and discussion
 - Los Altos Library is a safe environment

- What does “collaborate” mean to you?
 - Working on assigned group projects
 - Ideate
 - Working together and/or independently on the same project
 - They most frequently work in pods or groups for their assignments

What do they need:

- 2 stories – to separate various groups
- Teen room 1: quiet room for study
- Teen room 2: room to talk in small groups – okay to talk since it's the “talking room”; more tech in the room
- Larger café – opportunity to take short breaks from studies and able to chat without disturbing others
- Several small spaces that can be reserved for collaboration and group projects (see Mountain View's small, enclosed spaces)
- Different types of work spaces: individual
- Pods (see Univ Penn Wharton School's pods): include white boards, large monitors, outlets, reserve-able
- Space for tutoring (ability to talk without disturbing others) peer-to-peer tutoring, student-adult tutoring
 - Question: Does the library offer tutoring? They could use it (volunteer tutoring)

- **Technology needed:**
 - Ability to check out/borrow laptops for a specified amount of time
 - 3D printer with tutorial assistance (limit the “build” by size) would be used to spark ideas
 - Lots of outlets

- **Content needed:**
 - Test prep books – for use in the library /teen area only. Put all these aids in the same place instead of scattered throughout the Dewey system
 - ACT prep, AP exams, text books (too heavy to carry around; they currently have one at home and one at school), etc.
 - Does the library have JSTOR? Their school library subscribes; would like access at Los Altos
 - *Have Sarah / teen librarian present at the Youth Commission on the digital resources – what’s available as study aids and what’s for fun?*
 - Provide mental health physical pamphlets, books, information: stress, fatigue, depression, etc