



**MINUTES OF THE SPECIAL MEETING  
OF THE NORTH COUNTY LIBRARY AUTHORITY HELD ON  
MONDAY, MARCH 16, 2020, AT 6:00 P.M.**

The Santa Clara County Public Health Officer issued an order to “Shelter at Place of Residence” effective March 16, 2020. Executive Order N-25-20 issued by Governor Newsom allows governing bodies to hold public meetings via Teleconference and maintain transparency requirements. As a result, this meeting was held via Teleconference and open to the public via Teleconference and at Neutra House, Los Altos. The Liaison attended from Neutra House; no public participated at Neutra House.

**ESTABLISHED QUORUM AT 6:03 P.M.**

Quorum was established at 6:03 pm and the meeting was called to order. A roll call vote confirmed all Board members present. The pledge of allegiance was skipped given the Teleconference format.

**PUBLIC COMMENT**

None.

**ITEMS FOR CONSIDERATION/ACTION**

1. Discussion of continuity of work during COVID-19 outbreak

There is a “Stay Home” order for Santa Clara County. A Commissioner stated three factors will make progress difficult for Task Force: 1) COVID-19 pandemic and danger to public health; 2) indicators of a recession and uncertain financial times; 3) local tax measures that typically do well were not strong performers in the March 3<sup>rd</sup> election. For these reasons, a recommendation was made to pause Task Force work and revisit at the May NCLA meeting. The Task Force may still communicate, but no public meetings. The Consultants (TBWB) feel “wait and see” is a good approach.

It was recommended a discussion be scheduled via virtual meeting for the Task Force, to seek their input, and to allow all to hear the same message. NCLA will support the consensus of the Task Force, whether to continue work pursuant to the Stay Home Order, or pause. Currently NCLA is paying the consultant monthly, what is the direction to them? The expectation is their work is slowing down. Commissioner Hill volunteered to discuss work status with the Consultant and inform the Board by email the outcome of that discussion. If they wish to continue working, NCLA Board can reconvene to discuss deliverables. It is not clear the monthly costs of the Consultant, NCLA has not seen the contract. Commissioner Hill is scheduled to lead a Task Force meeting on Thursday (3/19/20) to talk about a pause to their meeting schedule until May.

2. Approval of minutes for special meeting of 2/3/20

The Board considered draft minutes from the meeting on February 3, 2020. A motion was made by Commissioner Epstein and seconded by Commissioner Corrigan to approve the minutes.

The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

3. Report from Joint Library Meeting held 3/9/20, Discussion of next steps in Library Redevelopment Project

Commissioner Corrigan stated the Joint Library Meeting went well. Many stakeholders were present, including Library staff, Friends of Library members, Jared Boigon (TBWB Strategies), NCLA Commissioners Neysa Fligor and Cindy Hill, LALE and one of their workers named Chelsea, a handful of Library Commissioners, and a few others.

An overview was provided, introductions occurred, followed by a presentation by Mr. Boigon. It was reported he spoke of a pragmatic approach to this process, indicating November 2020 may not be the best time to put forth a ballot measure. He described the timeline required to meet that milestone. All participants provided input and consensus developed around the importance of all parties working together in synchronicity. They will await the outcome of Task Force work before making a decision about proceeding with a specific ballot date. Commissioners Hill and Fligor concurred with the above summary, adding it felt all interested parties know their specific roles.

Commissioner Corrigan commended Pierre Bedard and Eric Steinle for their exceptional job of pulling everyone together. Participants were pleased to be able to check in. It was recommended another similar meeting be scheduled once the time comes to recalibrate this project.

4. NCLA Financial Update

The Liaison provided an overview of steps taken to date, which includes transfer of NCLA investment funds in the amount of \$3.147 million on October 30, 2019, to an NCLA investment fund at the County. NCLA has approved a protocol requiring the Commission President and Vice President to sign any invoice or request for withdrawal. If either the President or Vice President are not available, another Commissioner may sign, such that there will always be two Commissioner signatures authorizing withdrawal. The County requests to have authorizing signatures on file, which the Liaison will coordinate to obtain on the form in the packet, with each Commissioner.

President Pepper signed a letter to the County's Finance Director, Allan Minato, to request if the County would identify a County staff member who could serve as NCLA's Treasurer/Auditor-Controller. Mr. Minato sent an email confirming receipt of the letter and that he would discuss with staff, but may be delayed during response to the COVID-19 pandemic. With the County holding NCLA funds, assuming the rest of the funds are transferred from the City, the County would be best situated to serve as NCLA's Treasurer/Auditor-Controller as they must oversee proper procedure and protocol for managing those funds. The letter also requests whether NCLA may piggy-back on an annual audit process.

NCLA and City of Los Altos have communicated back and forth by letter regarding deliverables desired by NCLA from Finance staff. A third letter was sent last Friday 3/13/20, after the packet was posted,

stating the expectation to receive financial reports from last fiscal year and for this entire current fiscal year by the end of March. This letter was emailed to all Board members. To summarize, pending issues include a response from the County regarding possible Treasurer/Auditor Controller support, and financial reports from the City. Once those two items are received, NCLA can request the remainder of funds be transferred to Santa Clara County.

The JPA Amendment to Section 12 was approved by the NCLA Board at the January 13, 2020 meeting and Los Altos Hills Council approved it at end of January. This Amendment resolves how some bills are paid by NCLA. The Amendment was on the Los Altos Council consent agenda but was pulled for further discussion. At the following Council meeting there was not sufficient time for consideration. The Amendment will be considered at a future Council meeting.

A one-page County Financial report created 3/13/20 was sent to Commissioners via email on March 16, 2020 and reviewed during the meeting. The original deposit of \$3.147 million is listed, along with approximately \$11,000 in interest. The report also shows a deposit of \$634,665 representing a fund transfer of the parcel tax collected. Further information is needed regarding regular financial reports from the County.

The City of Los Altos currently holds two funds of NCLA monies. The value of the funds is known as of the end of last Fiscal Year, June 30, 2019. The City provided an unaudited financial report for the 11/26/19 NCLA meeting. The NCLA Laif account had \$318,512 and a cash account of \$1.1 million as of that date.

In response to questions, the Liaison reported the City will not transfer the remaining two funds without documentation about the protocol with the County for withdrawals. The decision of who performs the Treasurer and Auditor-Controller roles for NCLA lies with the NCLA Board.

Commissioner Corrigan thanked President Pepper for final comments on the third letter to the City regarding financial data. It is expected the financial reports will be provided to NCLA now that the CAFR has been presented to the Council. It is recognized these are unusual times, but NCLA has every reason to expect in two weeks the financials can be produced. President Pepper indicated City Hall is closed but staff work continues from home. Any new financial materials will be sent to the Commission via email when received. The next scheduled NCLA meeting is May 11<sup>th</sup>, or a virtual meeting can be pulled together quickly if the Board wishes to meet before that date. The Board consensus is to wait to hear back from the City by the end of March and then determine next steps.

A comment was made the County report dated 3/13/20 indicates interest earnings of \$11,084 compared to NCLA funds in the City's investment account with PFM earned \$15,066 over three years.

#### Informational items:

Liaison noted results from the March 3<sup>rd</sup> election. Two local parcel taxes failed to gain the required two-thirds of votes. Two local bond measures passed with a majority vote. Additionally the state-wide Proposition 13 for school funding failed to gain a majority vote. There was a comment of feeling ominous with regard to ballot measures at this time,

#### Commissioner Comments:

A Commissioner requested an update from Library staff. Rose Baiza, Los Altos Community Librarian and Jennifer Weeks, Interim Library Director reported libraries closed last Saturday at 3 pm. They

currently are not accepting any returns or donations as staff are not in building. All fines will be waived. Staff are updating the website to promote electronic resources.

In response to a question about other libraries allowing pick-up of books on hold, Interim Library Director Weeks responded no one's hold will be cancelled nor will patrons lose their place. Ms. Weeks has been communicating with Library directors around the County to review different ways to deliver service. The County wants people to stay home and staff are focusing on promoting electronic services. They continue to evaluate ways to increase service during this time.

In response to a question about why the libraries closed without notice on Saturday, Ms. Weeks stated safety is priority #1. Public spaces require social distancing and the library staff were not able to guarantee that based on the number of patrons, and they felt they could no longer ensure a safe environment. They had to make a quick decision, and appreciate the concern of patrons.

It was stated this is a great opportunity for the Libraries to highlight the many ways people can use library services without leaving their homes. A recommendation was made that Library staff send promotional materials to all Commission members so they can pass along through their networks.

The Commission thanked Ms. Weeks and Ms. Baiza. In response to a question of whether the library staff are still working, Ms. Weeks stated all non-essential County workers are in a Telework status and not in County facilities. Library staff are focused on how to deliver more services online, such as online story time.

It was recommended the Library provide suggestions for great books for kids, encourage online book clubs and promote any online meet up opportunities.

The next NCLA meeting is scheduled May 11<sup>th</sup> at 6 pm.

Meeting Adjourned at 6:55 pm.