



**MINUTES OF THE REGULAR MEETING
OF THE NORTH COUNTY LIBRARY AUTHORITY HELD ON
MONDAY, MAY 11, 2020, AT 6:00 P.M.
Virtual Meeting, recorded on Zoom**

ESTABLISHED QUORUM AT 6:05 P.M.

Quorum was established at 6:05 pm and the meeting was called to order. All Board members present.

PUBLIC COMMENT

No public comment.

ITEMS FOR CONSIDERATION/ACTION

1. Approval of minutes for Special Meeting of 3/16/20

The Board considered draft minutes from the meeting on March 16, 2020. A motion was made by Cindy Hill and seconded by Courtenay Corrigan to approve the minutes.

The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

2. NCLA Library Redevelopment Task Force Update

An update was provided regarding the recent activities of the Los Altos Library Commission, Library Capital Campaign Committee (part of Los Altos Library Endowment) and the Library Redevelopment Task Force. Cindy Hill, NCLA Board member and member of the NCLA Task Force, stated the Task Force has not met since February 2020 but will be meeting later in this week. In April the Library Capital Campaign Committee (LCCC) provided an update they have completed interviews throughout the community; noticed a shift after COVID-19 stay home orders, more donations going to other organizations with immediate needs to help those negatively impacted by COVID-19, rather than support of libraries. One donor considering a large gift, seeking a community of large donors. LALE is working on increasing awareness of their work and needs. Some confusion how the various library support groups are working together and what they each contribute.

NCLA set aside \$250,000 with \$100,000 earmarked for the ballot measure costs and \$150,000 budgeted for Consultant TBVWB. While NCLA does not have any of the invoices the City has processed, it was reported Consultant TBWB has received 7 payments with one more pending. Over the course of 8 months, \$87,000 has been spent on their services, leaving an available balance of \$63,000 in their contract. TBWB has been working on a website and FAQs. Work on the second survey has been

billed separately by another vendor in the amount of \$35,000. In response to a question, Diane Schmidt reported website is in a solid draft format at this point.

They had expected to be wrapping up work with TBWB in July in anticipation of an August decision on bond measure, but after COVID-19 hit, work slowed down. It was noted the work performed to date can be used in the future once a new date is established for a ballot measure. The Board discussed the enormous financial uncertainty at that time, and whether to stop the TBWB contract. A 10-day written notice is required to cancel the contract with TBWB.

It was pointed out even before COVID-19 hit, the first survey signaled potential difficulty reaching the two-thirds of votes required for the ballot measure. In the past, election dates including primary for Governor have been successful; the next one will be June 2022. A recommendation was made to pause the TBWB contract as the library's needs may evolve during this period of uncertainty. There was recognition that even given the restrictions of COVID-19, the Libraries quickly pivoted to offering excellent virtual and electronic resources, on top of what they normally provided.

The ability to support a ballot campaign and raise money is very constrained under the stay home orders. A consensus of the Board agreed to pause the TBWB contract and stop expenditures until further notice. A letter will be drafted by Liaison for NCLA President's signature, and sent to TBWB with a discussion to occur with TBWB before the letter is sent. It is expected all work can be completed within the notice timeframe. The Board acknowledged the excellent work performed by TBWB to date.

Discussion occurred about the continuing role of the Task Force during COVID-19. The focus should continue to be on community education and support of a new library.

3. Status of NCLA JPA Amendment

The Board proposed modifying Section 12 of the JPA language, which was approved by the Los Altos Hills Town Council in January 2020. The Los Altos City Council discussed the Amendment and requested it be revised to better differentiate between duties that would be performed by staff versus consultant support. Board Member Fligor modified the language based on Council discussion. Intent is to keep the language flexible such that the NCLA Board can decide to hire and pay for consultant help as needed. Concern was raised that the language could be interpreted a consultant should perform all duties. It was stated for 33 years Los Altos provided staff support, but only recently it has been more challenging. It was confirmed some specific costs for legal and audit services are to be divided by the two member cities. The consensus is the revised language will return to Los Altos City Council for adoption and then be presented to Los Altos Hills Council for adoption.

4. NCLA Financial Update; consideration of proposed annual budget; resolutions setting special tax levy rate and setting the FY 20/21 Gann spending limit calculation

Each year the Board considers two standard resolutions during consideration of the annual budget. A motion to approve Resolution 2020-02 Setting Special Tax Levy Rate was made by Courtenay Corrigan and seconded by Cindy Hill. The motion was approved 5-0 by the following vote:

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

A motion to approve Resolution 2020-03 Setting the FY 20/21 Gann Spending Limit Calculation was made by Suzanne Epstein and seconded by Neysa Fligor. The motion passed 5-0 by the following vote:

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

The Board reviewed the proposed budget for FY 2020-2021. Chuck Griffen, County Library Financial and Administration Manager, stated consistent with past years, County staffing costs projected for next fiscal year are calculated with a 5.6% escalator. The County will provide a second and final year of additional "ERAF" funds to NCLA in FY 20-21.

Administrative costs will be lower as legal and audit costs should be split between the two cities. After review of the proposed budget, it was suggested adding funds to the book cost line should the library need support in this area. Consensus reached to wait for a specific request from the library staff and modify budget if needed.

Public Comment: Pierre Bedard suggested redevelopment of the library will be driven by a gut level issue (earthquake, child safety). COVID is something we need to react to and may create more publicity about benefits of library resources and library redevelopment.

Discussion continued about reserving NCLA funds for large versus small improvements. It was pointed out the County Library JPA has an emergency fund. A recommendation was made to add an NCLA emergency resource fund in the amount of \$50,000 as a budget line item at the discretion of the majority of the NCLA Board. These funds could be used for any emergency or urgent need which may include books, ebooks, mobile repairs, etc.

A motion was made to adopt the proposed budget as amended for FY 2020-2021 by Courtenay Corrigan and seconded by Cindy Hill. The motion was approved 5-0:

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

Discussion moved to the Board's concerns that the City of Los Altos has not provided the NCLA with timely information and financial data. Board Member Corrigan wished to state on the record it is inexcusable the information requested has not been provided to the NCLA Board. It is incumbent on the 5 Board members to pressure the City Manager and finance staff to provide information and reports to the Board's satisfaction.

Board Member Epstein stated that in eleven months these issues have not been resolved after 3 letters and meetings with the two City Managers. Another pending item is the NCLA financial audit for FY 18-19. This situation is not acceptable, the Board needs legal help to send a demand letter to the City and assign another treasurer. A request was made to the County to serve as Treasurer since NCLA funds are on deposit in the County fund. The County has not yet responded to that request. The

Treasurer role should be discussed at the next meeting. It was stated the Board does not have control of its money. The Board has questions about the interest earned while the NCLA's funds were commingled with the City's funds. It was recommended NCLA hire an auditor to evaluate NCLA monies held by the City, beginning as of September 2016. Board President Pepper echoed the concerns stated by other Board members. It was expected the City would response by the deadline of end of March. No communication has been provided subsequently, except for a recent email from Finance staff that financial reports should be available by the end of May. The Board asked Liaison to send this email to the Board and City executives to confirm the expectation for this data and information. The Board President will follow up with City executives from there. It was expressed the irony is if the Board has to take legal action to resolve their concerns over NCLA finances the legal costs will have to be split between the two member cities.

Liaison will send out a poll for June meeting dates to follow up on these issues.

INFORMATIONAL ITEMS

Los Altos Librarian Rose Bazia informed the Board they are sending out a weekly email newsletter; electronic library cards have grown from 2,300 to 3,600 since mid-March. The staff is working hard to maintain programming such as live story times, STEAM programming for teens. Circulation staff are contacting patrons aged 65+ who use senior cards to check in with seniors as welfare checks, and they are promoting the Senior Connection Program. The staff are working on a safety plan for a phased in re-opening at the appropriate time. The Los Altos Library circulates one million materials. It is important to maintain safe handling practices; currently providing curbside pick-up by appointment and curbside returns.

Acting County Librarian Jennifer Weeks shared that County employees are designated as disaster service workers; 40 staff from the Library Department are working in the Emergency Operations Center at welcome desks for first responders. Some are providing support in other languages, including Mandarin, which has expedited sorting PPE materials. The EOC Warehouse Manager sent a letter of appreciation for contributions from the Library Staff. This has been a true silver lining.

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

Liaison will conduct a doodle poll for June NCLA meeting to discuss financial status.

ADJOURNMENT

The meeting adjourned at 7:50 pm.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Financial Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/nclal/meetings.html>

If you wish to provide written materials, please provide the Commission Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.