



**MINUTES OF THE SPECIAL MEETING  
OF THE NORTH COUNTY LIBRARY AUTHORITY HELD ON  
THURSDAY, NOVEMBER 5, 2020, AT 5:00 P.M.  
Virtual Meeting, recorded on Zoom**

**ESTABLISH QUORUM**

Quorum was established at 5:04 pm and the meeting was called to order. Five Board members present.

**PUBLIC COMMENT**

MJ Lopatin stated she appreciates having access to library services during the pandemic, but is missing Woodland Library services now that it is closed. She requested there be the opportunity to return books to Woodland Library via drop box. She raised a concern there is a long turnaround on books and is interested to know what benchmarks will determine when the libraries will open full services again. The SCCLD staff will respond to Ms. Lopatin's questions.

**ITEMS FOR CONSIDERATION/ACTION**

1. Approval of minutes for Regular Meeting of 10/26/20

The Board considered revisions to draft minutes from the special NCLA meeting on October 26, 2020. A motion was made by Board Member Cindy Hill and seconded by Board Vice President Courtenay Corrigan to approve the minutes with revisions. The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper

NOES: None

ABSTAIN: None

ABSENT: None

2. NCLA Financial Update; Board will provide direction as appropriate

Board President Pepper and Vice President Fligor sent a letter to Los Altos city management on October 30, 2020 outlining 8 informational items the NCLA board seeks. This letter follows several letters exchanged between the Los Altos city management and NCLA in the Spring of 2020. The President and Vice President had a discussion with City Manager Chris Jordan following his receipt of the letter.

City Manager Jordan responded via email on November 4<sup>th</sup> and provided financial reports from September 2016 through October 2020. The remaining information requested should be received by November 12<sup>th</sup>.

The Board asked the Liaison to draft correspondence for County finance staff to sign confirming they will process bills and pay invoices with NCLA funds, as requested by the City of Los Altos.

It was stated the annual audit is a summary document and not the same as the transaction reports requested. The Board's priority is to move the NCLA cash account held by the City of Los Altos to the NCLA fund at the County.

The costs paid by NCLA for legal, audit and liaison administrative services will be pulled from the transaction reports so the Board can review and discuss billing the two member cities as appropriate at the next meeting. Clarification was provided that according to the financial reports, NCLA funds have paid liaison, audit and attorney fees since January 2018. The Board discussed the September 2019 meeting with the two member cities' City Managers, during which there was a verbal agreement the liaison services would be paid by City of Los Altos up until July 1, 2019. After July 1, 2019 per the agreement, NCLA will pay liaison costs for administrative work of the JPA and the Board would take forward a JPA Amendment to Section 12 to the two member cities. This amendment has been approved by Los Altos Hills Town Council, but not Los Altos Council. A comment was made by Board Member Epstein that she does not support the amendment now as the issues with City of Los Altos are temporary and a change to the JPA language is not appropriate according to the parcel tax language. There was discussion of a previous legal opinion on payment of staff and consultants and the Liaison was asked to circulate that opinion again to the Board members. The point was made that some administrative support is necessary for the NCLA to conduct business as a JPA to operate and fulfill their mission to support library services.

Questions about the role of the Administrative Officer, Treasurer and Auditor-Controller were discussed. A suggestion was raised to submit questions about interpretation of the JPA language for appointments to the roles of Administrative Officer, Treasurer and Auditor-Controller to the Los Altos City Attorney. It was pointed out the City Attorney provided legal advice to NCLA previously and she wrote the legal letter for Measure L. If any Board member is not satisfied with the previous legal opinion about the use of NCLA funds for payment of staff or consultant work, they should contact the Liaison so that issue may be forwarded with the other questions to the City Attorney.

Motion to authorize use of Los Altos City Attorney to review specific questions raised in the NCLA discussion about roles and responsibilities. If an NCLA Board Member states concerns with the prior legal opinion on payment for administrative support, that issue will be included in review by Los Altos City Attorney. Motion to vote made by Board Member Corrigan and seconded by Board Member Hill. The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper  
NOES: None  
ABSTAIN: None  
ABSENT: None

A motion was made to set a not-to-exceed amount of \$2,000 for this legal consultation. Motion made by Board Member Corrigan and seconded by Board Member Hill. The motion was approved 5-0.

AYES: Corrigan, Epstein, Fligor, Hill, Pepper  
NOES: None  
ABSTAIN: None  
ABSENT: None

### **INFORMATIONAL ITEMS**

For the three Board members who are wrapping up their service with NCLA, a virtual card is coming to

them with messages of thanks from community members as a gesture of appreciation for their service and support of libraries for members of Los Altos and Los Altos Hills.

## COMMISSIONERS' REPORTS AND COMMENTS

## POTENTIAL FUTURE AGENDA ITEMS

The Board scheduled a follow-up virtual meeting on Monday, November 16, 2020 at 7:15 pm. An agenda item will be added to discuss when and how to bill two member cities for legal, liaison and audit support.

## ADJOURNMENT

The meeting adjourned at 6:31 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.