

**MINUTES OF THE SPECIAL MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY, HELD ON MONDAY, FEBRUARY 22, 2016, AT 6:00 P.M.
AT NEUTRA HOUSE, 181 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA**

ESTABLISH QUORUM AT 6:03 P.M.

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

ABSENT: None

PLEDGE OF ALLEGIANCE

President Jan Pepper led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION/ACTION

1. Commission Meeting Minutes

Action: Upon a motion by Vice-President Mordo, seconded by Commissioner Corrigan, the Commission approved the minutes of the regular meeting on January 11, 2016. Vice-President Mordo asked that more detail regarding the commission's discussion be included in future meeting minutes, which was supported by the rest of the commission.

AYES: Corrigan, Mordo, Epstein, Hill, and Pepper; NOES: None; ABSENT: None

2. NCLA Personnel Costs and cost for additional operating hours

Chuck Griffin, Financial and Administrative Services Manager for the Santa Clara County Library District gave a presentation of the history of NCLA hours and costs, which included a review of staffing levels and the cost of additional hours in the current fiscal year. The commission discussed whether overhead/administrative costs should be included in the additional hours funded by NCLA, as well as whether NCLA should continue to fund only 90% of the cost of additional hours or 100%. SCCLD stated that they felt overhead/administrative costs should not be included in the cost of additional hours, but that NCLA should fund 100% of the cost. SCCLD also noted that they would be embarking on a customer satisfaction survey to determine additional hours preferred by the community.

The commission determined that they would like to redirect the \$25,000 in funds originally budgeted for books and materials to additional hours, due to limited capacity for additional materials. The commission also asked SCCLD to consider whether a vacancy factor should be applied to the budget and if the Senior Clerk needed to be included in the staff tally. SCCLD agreed to return at a future meeting date with this analysis.

Action: Upon a motion by Commissioner Corrigan, seconded by Vice-President Mordo, the Commission agreed that the priority for additional operating hours at the Main Library would be as follows: 1) one additional hour on Friday evening, 2) one additional hour on

Saturday evening, 3) one additional hour on Sunday evening, and 4) additional hours on Sunday morning.

AYES: Corrigan, Mordo, Epstein, Hill, and Pepper; NOES: None; ABSENT: None

3. Investment Options for NCLA funds

Staff Liaison Kim Juran-Karageorgiou provided information on the Santa Clara County Investment Pool with historical investment returns and administrative costs. Commissioner Corrigan asked for additional information on the County Treasurer and how that position was appointed.

Action: The commission directed staff to return with a revised investment policy to allow investment in the Santa Clara County Investment Pool. The commission also asked staff to further research whether NCLA funds could be commingled for investment with City funds in the City's investment portfolio.

AYES: Corrigan, Mordo, Epstein, Hill, and Pepper; NOES: None; ABSENT: None

INFORMATIONAL ITEMS

None

COMMISSIONERS' REPORTS AND COMMENTS

Special meeting of NCLA was scheduled for March 16, 2016 at 6:00 p.m.

POTENTIAL FUTURE AGENDA ITEMS

2016/17 NCLA Budget

NCLA 20 Year Financial Forecast

ADJOURNMENT

President Pepper adjourned the meeting at 7:02 p.m.