



NORTH COUNTY LIBRARY AUTHORITY
MINUTES
5:30 PM - Monday, January 31, 2022
via Videoconference



CALL MEETING TO ORDER

At 5:33 p.m. President Fligor called the meeting to order.

ESTABLISH QUORUM

PRESENT: Commissioner Meadows, Commissioner Schmidt, Secretary Epstein, Vice President Hill, President Fligor
ABSENT: None

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

MJ provided comments.

ITEMS FOR CONSIDERATION/ACTION

1. Election of North County Library Authority (NCLA) Commission Officers and Appointed Roles
 - a. Nominate and elect a member for the position of President

Upon motion by Secretary Epstein, seconded by President Fligor, Cindy Hill as unanimously elected was President with the following roll call vote:

AYES: Commissioner Meadows, Commissioner Schmidt, Secretary Epstein, Vice President Hill, President Fligor
NOES: None
ABSENT: None
ABSTAIN: None

Vice President Hill led and continued the meeting as President Hill.

- b. Nominate and elect a member for the position of Vice President

Upon motion by Commissioner Schmidt, seconded by President Hill, Commissioner Schmidt was unanimously elected as Vice President with the following roll call vote:

AYES: Commissioner Meadows, Commissioner Schmidt, Commissioner Fligor, Secretary Epstein, President Hill
NOES: None
ABSENT: None
ABSTAIN: None

Commissioner Schmidt continued the meeting as Vice President.

- c. Nominate and elect a member for the position of Secretary

Upon motion by President Hill, seconded by Vice President Schmidt, Secretary Epstein was unanimously re-elected as Secretary with the following roll call vote:

AYES: Commissioner Meadows, Commissioner Fligor, Secretary Epstein, Vice President Schmidt, President Hill
 NOES: None
 ABSENT: None
 ABSTAIN: None

- d. Discuss appointed roles of Treasurer and Auditor-Controller and provide direction

Appointment of Treasurer was postponed to their next meeting.

- 2. Approval of Minutes
 - a. Special Meeting of 10/18/21

Upon motion by Commissioner Meadows, seconded by Vice President Schmidt, the minutes for the Special Meeting on 10/18/21 as amended was unanimously adopted with the following roll call vote:

AYES: Commissioner Meadows, Commissioner Fligor, Secretary Epstein, Vice President Schmidt, President Hill
 NOES: None
 ABSENT: None
 ABSTAIN: None

- b. Special Meeting of 11/15/21
- c. Special Meeting of 12/13/21

Upon motion by Commissioner Fligor, seconded by Commissioner Meadows, the minutes for 11/15/21 and 12/13/21 were unanimously adopted with the following roll call vote:

AYES: Commissioner Meadows, Commissioner Fligor, Secretary Epstein, Vice President Schmidt, President Hill
 NOES: None
 ABSENT: None
 ABSTAIN: None

- 3. Receive Annual Audit for Fiscal Year 2019-2020; Discuss process for future audits and provide direction as appropriate

Grace Zhang from Maze and Associates presented the audit report of Fiscal Year 2019-2020. Discussion commenced. Ms. Zhang will address corrections and bring back to be included on the next agenda for adoption.

The Authority provided direction on the FY20-21 audit to be done by the City of Los Altos and Maze and Associates. The Authority will determine at a later date how they will move forward with FY 21-22.

Upon motion by Commissioner Fligor, seconded by Commissioner Meadows, a subcommittee was unanimously formed consisting of Secretary Epstein and President Hill to work with Maze, the City, and Santa Clara County and any other necessary parties to resolve how they will perform the FY20-21 audit with the following roll-call vote:

AYES: Commissioner Meadows, Commissioner Fligor, Secretary Epstein, Vice President Schmidt, President Hill
 NOES: None
 ABSENT: None
 ABSTAIN: None

Upon motion by Commissioner Fligor, seconded by Vice President Schmidt, the Authority expanded the scope of the newly formed subcommittee to have auditor options presented to this body in order to have the FY21-22 delivered to the Authority by January 2023. The motion passed with the following roll-call vote:

AYES: Commissioner Meadows, Commissioner Fligor, Secretary Epstein, Vice President Schmidt, President Hill
 NOES: None
 ABSENT: None
 ABSTAIN: None

4. County Library System Update

Rose Baisa and Chuck Griffen from the Santa Clara County Library District presented their update.

5. Review of Los Altos Library Endowment (LALE) Funding (Cindy Hill)
 - a. Requested by Commission at 10/18/21 meeting

President Hill gave a presentation to the Authority.

6. NCLA Financial Status Update; Commission will provide direction as appropriate

The County Report was not in the desired format, the Authority requested it be brought back.

Discussion commenced.

MJ provided public comment.

Commissioner Fligor requested a summary of how the Authorities funds have been spent historically. President Hill will bring that back for the next meeting.

7. Discussion of Adding Unincorporated Territories to Next Tax Measure (Secretary Epstein)

Secretary Epstein gave a presentation to the Authority. The Authority will keep this in mind as the election cycles approach.

8. Declaration of Local Health Emergency – Necessitating Hosting Virtual Commission Meetings

a. Adoption of Resolution 22-01

MJ provided public comments.

Upon motion by Commissioner Meadows, seconded by Vice President Schmidt, the Declaration of Local Health Emergency was unanimously passed with the following roll call vote:

AYES: Commissioner Meadows, Commissioner Fligor, Secretary Epstein, Vice President Schmidt, President Hill
NOES: None
ABSENT: None
ABSTAIN: None

INFORMATIONAL ITEMS

Authority Liaison Rodriguez gave some logistical updates.

COMMISSIONERS' REPORTS AND COMMENTS

No reports or comments by Commissioners.

POTENTIAL FUTURE AGENDA ITEMS

The Authority would like the following scheduled at an upcoming meeting:

- Updated FY19-20 Maze Audit Report
- FY 20-21 Audit
- FY 21-22 Auditor Recommendations
- Financial Status Reports on appropriate templates
- Historical Spending to date of the Authority
- Treasurer Role
- Authority Goal Discussion
- Unincorporated Parcel Discussion

ADJOURNMENT

President Hill adjourned the meeting at 7:41 pm.