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**MINUTES OF THE SPECIAL MEETING
OF THE NORTH COUNTY LIBRARY AUTHORITY HELD ON
MONDAY, October 18, 2021, AT 5:30 P.M.
Virtual Meeting, recorded on Zoom**

ESTABLISHED QUORUM AT 5:32 P.M.

Quorum was established at 5:32 pm and the meeting was called to order. Four Commission members were present for roll call; Commissioner Epstein arrived at 5:34 pm.

PUBLIC COMMENT

None

President Fligor modified the agenda order to begin with agenda item #3 due to schedule constraints of Los Altos City Manager Gabe Engeland.

ITEMS FOR CONSIDERATION/ACTION

1. **Agenda Item 3: Review Communication Between NCLA and City of Los Altos Dated October 11, 2021 and Determine if Further Action is Necessary**

City Manager Engeland addressed the Commission to respond to the Commission's letter dated 10/11/21 asking the City to consider requests made to the City previously, and which have been pending for some time. City Manager Engeland stated the City responded in writing that same day. He said the second request about NCLA funds being deposited on a date certain was not possible because the City was following Commission direction to invest NCLA funds with the City's investment pool. With regard to the first issue raised, Mr. Engeland stated the City staff cannot go back to calculate interest based on funds received; pooled investments are in different funds, have different rates at different times. He added for this reason pooled investments are not advised.

A Commission consensus expressed that it has been challenging to obtain answers to questions but with new staff now, the Commission seeks to rebuild the relationship with the City and have a fresh start. The Commission also expressed appreciation for the quick response by City Manager Engeland and staff to the Commission's letter.

It was stated these discussions have been ongoing for a few years. Based on the City's response the Commission moved forward to reach closure on these issues. Motion was made by President Fligor, seconded by Commissioner Meadows, that based on the City's responses to NCLA letter dated 10/11/21, the Commission considers the two issues raised in the letter as resolved. The motion passed 4-1 with the following vote:

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AYES: Fligor, Hill, Meadows, Schmidt

NOES: Epstein

ABSTAIN: None

ABSENT: None

2. Consideration of NCLA Treasurer Role and Provide Direction

The Commission is Can City provide administrative services and act in the role of treasurer? City Manager England echoed the comments in the previous item to build a good working relationship with NCLA. He stated the City will not be able to provide support functions directly related to NCLA funds as the City does not have direct oversight of the funds. Mr. England said staff can contact County and ask for financial reports, help with paying bills and assist in development of the NCLA budget, but the City cannot act as fiduciary agent.

Authority Attorney discussed what the JPA language says around the role of Treasurer. Mr. Mattas stated the options include appointment of an NCLA board member or staff of one of member entities. In response to a question, Mr. Mattas stated a Treasurer could be a retained CPA, which is an approach consistent with State law but not specifically stated in the JPA.

Commissioner Schmidt indicated it was not good timing to request staff assistance from the other Member Entity, Town of Los Altos Hills, as they have been short staffed and have a new City Manager coming in soon.

The Commissioners discussed reviewing more details around the Treasurer role at the next meeting and concurrently exploring a JPA amendment to specifically state the Commission may hire a CPA to perform the Treasurer duties.

A question was raised of who would pay for a retained CPA; would those costs be split between the two Member Entities? That will be addressed when this item comes back for discussion.

3. Consideration and Approval of Services Agreement with MRG, LLC for Administrative Support

Mr. Mattas explained this contract will cover the current liaison duties through the end of this calendar year, 12/31/21. Beginning January 1, 2022 the City of Los Altos staff will take over the Liaison role. In response to a question, Mr. Mattas stated duties resulting from statutory requirements can be paid for by NCLA. A commissioner mentioned a prior legal opinion addressed the use of parcel tax dollars.

Motion made by Commissioner Meadows to approve the services agreement with MRG for administrative support and seconded by Vice President Hill. The motion passed with 4 votes as follows:

AYES: Fligor, Hill, Meadows, Schmidt

NOES: None

ABSTAIN: Epstein

ABSENT: None

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4. Declaration of Local Health Emergency – Necessitating Hosting Virtual Commission Meeting

The Commission considered Resolution 2021-04 to declare a local health emergency which requires continuation of virtual meetings of the Commission. The Liaison will follow up with Commissioners to schedule special meetings for monthly consideration of resolutions until the next regular NCLA meeting in January. Motion made by Commissioner Schmidt and seconded by President Fligor to approve Resolution 2021-04. The motion was approved 5-0 as follows:

AYES: Epstein, Fligor, Hill, Meadows, Schmidt

NOES: None

ABSTAIN: None

ABSENT: None

5. Approval of minutes from Special Meeting on 8/30/21

A change was requested on Page 4 to delete the sentence about the role of treasurer and added a clarification that Liaison was directed to provide a copy of a legal opinion previously provided to the Commissioners.

Motion was made by President Neysa to approve the minutes of 8/30/21 as amended, and seconded by Commissioner Meadows. The motion passed 5-0 as follows:

AYES: Epstein, Fligor, Hill, Meadows, Schmidt

NOES: None

ABSTAIN: None

ABSENT: None

6. Presentation by Library Commission

Commissioner Freddie Wheeler made a presentation about a phased reimagining of the Woodland Library. In response to the discussion and questions, County Library System Director Weeks stated they are working on the Open+ model to allow more access to the Library and will look into potential vendors who can assist with noise mitigation. Two Commissioners indicated they would like to see a presentation reviewing the accomplishments of the Task Force.

Public Comment:

Elaine Dauber stated she has been seeking improvements since 2003 in the Los Altos Library. She said both library buildings are owned by the City of Los Altos and recommended the City use funds donated through a bequest in 2003 and held by LALE, to make improvements in both libraries. President Fligor requested to have a review of the LALE funds and how they can be used at the next meeting.

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7. Update from Santa Clara County Library Staff

County Library System Administrative Services Director Griffen stated they have prepared their year end services report and is very encouraged by all of the accomplishments, especially given the pandemic. He reported starting November 1, 2021 they will be adding hours at every location. They are still evaluating adding Sunday hours.

The library system continues to experience a staffing shortage as some library employees continue to serve as disaster services workers to address the COVID-19 pandemic. The library system is working to bring in new hires.

Los Altos Community Librarian Rose Baiza presented an update about library activities. The Los Altos Library will add evening hours on Tuesdays and Wednesdays.

8. Review and approval of Invoices for Payment

The Liaison reviewed the procedure for Commission review and approval of vendor invoices. Upon approval by the Commission, the invoices will be signed by 2 Commissioners and submitted to the County for payment.

In response to a question about legal billing rates, Authority Attorney Mattas stated the Town of Los Altos Hills has a long-term historical relationship with Mr. Mattas and their rates reflect that.

Motion made to approve all invoices by Commissioner Schmidt and seconded by Commissioner Meadows. The motion passed 5-0 as follows:

AYES: Epstein, Fligor, Hill, Meadows, Schmidt

NOES: None

ABSTAIN: None

ABSENT: None

9. Discussion of Adding Unincorporated Territories to Next Tax Measure

This item was continued to a future meeting; President Fligor asked Secretary Epstein to work with the Authority Attorney and return to a future Commission meeting. Secretary Epstein suggested the Commission decide whether they wish to move forward with this discussion before incurring attorney fees.

10. Schedule future meetings

Liaison will poll for monthly meetings to adopt resolution on local health emergency and poll for regular January meeting

Information items:

No report.

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Commissioner Reports:

City of Los Altos is hosting anti-bias training webinar this week.

Future Agenda Items:

Receive a refresher on LALE funds

NCLA Audit for FY 2019-20

Adjourn 7:48 pm

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**MINUTES OF THE SPECIAL MEETING
OF THE NORTH COUNTY LIBRARY AUTHORITY HELD ON
MONDAY, November 15, 2021, AT 5:30 P.M.
Virtual Meeting, recorded on Zoom**

ESTABLISHED QUORUM AT 5:30 P.M.

Quorum was established at 5:30 pm and the meeting was called to order. Four Commission members were present for roll call; Commissioner Epstein was absent.

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION/ACTION

1. Declaration of Local Health Emergency

The Commissioners reviewed Resolution 2021-05 to continue virtual meetings to protect the Commission and the public during COVID-19. Commissioner Schmidt moved to adopt Resolution 2021-05 and Vice-President Hill seconded the motion. The resolution was adopted with the following vote:

AYES: Fligor, Hill, Meadows, Schmidt

NOES: None

ABSTAIN: None

ABSENT: Epstein

Adjournment at 5:34 pm.

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**MINUTES OF THE SPECIAL MEETING
OF THE NORTH COUNTY LIBRARY AUTHORITY HELD ON
MONDAY, December 13, 2021, AT 5:30 P.M.
Virtual Meeting, recorded on Zoom**

ESTABLISHED QUORUM AT 5:33 P.M.

Quorum was established at 5:33 pm and the meeting was called to order. Three Commission members were present for roll call; Commissioner Meadows was absent and Commissioner Epstein joined at 5:35 pm.

PUBLIC COMMENT

None

ITEMS FOR CONSIDERATION/ACTION

1. Declaration of Local Health Emergency

The Commissioners reviewed Resolution 2021-06 to continue virtual meetings to protect the Commission and the public during COVID-19. Commissioner Schmidt moved to adopt Resolution 2021-06 and Vice-President Hill seconded the motion. The resolution was adopted with the following vote:

AYES: Fligor, Hill, Schmidt

NOES: None

ABSTAIN: None

ABSENT: Epstein, Meadows

2. Future Meetings

The next Regular NCLA meeting will be Monday, January 31, 2022.

Adjournment at 5:36 pm.