



**NORTH COUNTY LIBRARY AUTHORITY**  
**MINUTES**  
**5:30 PM – Monday, May 22, 2023**



*Hybrid format: In person at the Los Altos Community Center; Manzanita Room, Hillview Avenue, Los Altos, CA and Online via Zoom*

**CALL MEETING TO ORDER**

At 5:35 p.m., President Schmidt called the meeting to order.

**ESTABLISH QUORUM**

**PRESENT:** President Schmidt, Vice President Meadows, Secretary Hill, Commissioner Dailey  
Commissioner Johri was present remotely via zoom, however, Counsel noted that her remote attendance was not properly noticed on the agenda, so her participation in the meeting was limited and non-voting.

**ABSENT:** None

**PLEDGE OF ALLEGIANCE**

President Schmidt led the pledge of allegiance.

**PUBLIC COMMENTS**

There were no public comments at this time.

**INFORMATIONAL ITEMS**

**1. Introduction of new Board Member and appreciation for outgoing member**

President Schmidt thanked outgoing Commissioner Suzanne Epstein for her many years of service to the NCLA. Commissioners Meadows and Hill added tributes to Ms. Epstein and her dedication to knowing every detail of NCLA matters.

President Schmidt introduced Aarti Johri as the new commissioner from Los Altos Hills.

**2. Update on the status of outstanding invoices**

The Administrative Officer informed the Board that all previously authorized invoices from 2022 were never sent to the County for payment. They would be included with payments authorized later in the agenda so that NCLA would be fully current with payments.

**3. Legal discussion of allowable uses of NCLA funds, by Ali Wolf, Meyers Nave**

Counsel Wolf gave a brief general description of the allowable uses of the NCLA funds which contained specific expenditures but concluded with a clause allowing for “expenses necessary to uphold existing services”. There was discussion with Counsel as to what this might allow for.

The following members of the public spoke: Pierre Bedard and Julie Crane

The Authority determined that there was still a need for specific details to be clarified by Counsel. Then, the community should be asked to weigh in as to what its priorities are. Finally, it was suggested that some long-range budget figures were needed to ensure that monies spent would not limit the Authority’s ability to fund existing services if there were changes in other current sources of funding.

#### **4. Report from Cindy Hill, Elayne Dauber, Julie Crane and Lisa Schmidt on 4/20 Strategy Meeting**

Julie Crane reported on the presentations from consultants featuring many library upgrade projects. The Authority engaged in discussion about the history and process for prior Los Altos Library projects and what steps were needed to move forward with new projects.

### **ITEMS FOR CONSIDERATION/ACTION**

#### **1. NCLA Annual Budget FY 23-24: Consideration and Adoption**

##### **a. NBS Annual Report of expected income from Parcel Tax 889**

It was noted that on page 2 of the report that the organization’s name was listed as “Association” and not “Authority”. Commissioner Dailey made a motion to accept the report pending this change. The motion was seconded by Commissioner Hill. The report as amended was accepted in a unanimous vote.

##### **b. County Investment Fund Statements**

Vice President Meadows made a motion to accept the Investment Report as presented. The motion was seconded by Commissioner Hill. The report was accepted in a unanimous vote.

##### **c. Adopt annual budget for FY 23-24**

There was a question about the tax revenue figure used in the budget. Commissioner Dailey made a motion to table budget approval until clarification was made. The motion was seconded by Vice President Meadows. Budget adoption was tabled until the June meeting in a unanimous vote.

##### **d. Adopt Resolution 2023-01 Annual Levy Resolution**

There was no public comment on this item.

Vice President Meadows made a motion to adopt Resolution 2023-01 as presented. The motion was seconded by Commissioner Hill. The resolution was adopted in a unanimous vote.

##### **e. Adopt Resolution 2023-02 Annual Gann Limit Resolution**

There was no public comment on this item.

Vice President Meadows made a motion to adopt Resolution 2023-02 as presented. The motion was seconded by Commissioner Hill. The resolution was adopted in a unanimous vote.

## **2. Approval of Minutes**

### a. Regular Meeting of 1/30/23

Member of the Public Pierre Bedard noted that the comment attributed to Commissioner Dailey on page 3 of the minutes was made by him. He asked that the minutes be corrected to include proper attribution. Vice President Meadows made a motion to approve the January 30, 2023 Meeting minutes as corrected. The motion was seconded by Commissioner Hill. The corrected minutes were approved in a unanimous vote.

### b. Special Meeting of 3/27/23

Vice President Meadows noted that, on page 2 of the minutes, she was referred to as Vice Mayor. She asked that the minutes be corrected to refer to her as Vice President to reflect her role with the Authority. Vice President Meadows made a motion to approve the March 27, 2023 Meeting minutes as corrected. The motion was seconded by Commissioner Hill. The corrected minutes were approved in a unanimous vote.

## **3. Approval of Outstanding Invoices for Payment**

### a. MRG

There was a brief discussion to ensure that the responsibility for this invoice did lie with the Authority. Commissioner Dailey made a motion to approve the payment of the MRG invoice for services during FY 2021/22. The motion was seconded by Vice President Meadows. The invoice was approved for payment in a unanimous vote.

## **4. Approval of Current Invoices for Payment**

### a. Meyers Nave

It was noted that due to the issues raised by former Commissioner Epstein concerning some charges for March 2023, the Board was only being asked to approve payment of invoices through February 2023.

Vice President Meadows made a motion to approve the payment of the Meyers Nave invoice for services through February 2023. The motion was seconded by Commissioner Hill. The invoice was approved for payment in a unanimous vote.

### b. Chavan & Associates

Vice President Meadows made a motion to approve the payment of the current Chavan & Associates invoice. The motion was seconded by President Schmidt. The invoice was approved for payment in a unanimous vote.

### c. MRG

Vice President Meadows made a motion to approve the current MRG invoice for payment. The motion was seconded by President Schmidt. The invoice was approved for payment in a unanimous vote.

## COMMISSIONERS' REPORTS AND COMMENTS

There was no further discussion or comment.

## POTENTIAL FUTURE AGENDA ITEMS

### 1. Ad Hoc Committee for NCLA Fund usage

Commissioners felt this item has been sufficiently discussed under previous items.

## 2023 MEETING CALENDAR

President Schmidt asked to have set calendar meeting dates rather than polling for individual dates. Commissioners determined that the 1<sup>st</sup> Monday of the month was a workable time for the Authority meetings. However, Counsel pointed out that this item should be specifically agendized in a future meeting before being adopted. Due to the nearness of the June date and the holiday weekend for July's first Monday, the Board set its next meeting for Monday, June 26<sup>th</sup> at 5:00 pm. At that time, it will agendize adoption of a schedule of first Monday meetings.

## ADJOURNMENT

President Schmidt adjourned the meeting at 7:20 pm.

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Lisa Schmidt, President

ATTEST:



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Christi Mansel, Administrative Officer