



NORTH COUNTY LIBRARY AUTHORITY MINUTES

5:00 PM – Monday, June 26, 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 5:00 p.m., President Schmidt called the meeting to order.

ESTABLISH QUORUM

PRESENT: President Schmidt, Vice President Meadows, Secretary Hill, Board member Dailey,
Board member Johri

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. **Update on the status of outstanding invoices** – Administrative Officer Christi Mansel reported that Los Altos Hills had paid their share of Administrative Costs after the date of the bank statement. So, now there are no outstanding receivables.
2. **Report from Julie Crane and Pierre Bedard** – There was no further report as the other library organizations are waiting on the outcome of today’s discussions with NCLA Counsel to provide a course of action. NCLA thanked the Library Commission for its prompt turnaround of the questions for Counsel.
3. **Presentation by Meyers Nave on implications of the Library Commission Report**

Counsel Ali Wolf from Meyers Nave was present to review the Allowable Uses of Measure L Funds memo (Attachment A) prepared by Counsel Claire Lai and answer questions. Board member Dailey asked for clarification on the process to pursue one of the more limited options. Counsel suggested and the Board agreed that the Board would need to have a consultant conduct a feasibility study showing the need for the project to “maintain existing services” or that the project would be a better use of funds than another option to maintain services.

President Schmidt asked if NCLA funds could be co-mingled on a multi-part project that has one component that was an allowable use of funds. Counsel Wolf stated that the funds must be kept separate and not co-mingled in a project that was not fully authorized under Measure L. Counsel

Wolf explained that if a rebuild of the library was necessary to comply with building requirements, then the funds could be spent in this manner.

Population growth, the Friends of the Library office and some County services that could never be offered in Los Altos due to lack of space were all mentioned as potential causes for service decline. It was determined that the Library Commission had the task of evaluating options and getting public input and then bringing the proposed upgrades to the NCLA for approval and funding. Pierre Bedard thanked the NCLA for the clarity that this document provided.

4. **Latest Account Statement from the SCC Investment Fund** – The statements were reviewed by the Board.

ITEMS FOR CONSIDERATION/ACTION

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

Vice President Meadows found the proposed budget to be lacking exact figures for prior year actual expenses and revenues. She requested that the document be updated across the timeline before action could be taken.

Chuck Griffin on the Santa Clara County Library Finance Office provided an explanation of funding formulas and ERAF credits to allow NCLA Board members to understand reserves that were held by the Santa Clara County Library in the event of financial downturns.

2. **Approval of FY 21-22 Audit Report**

Secretary Hill made a motion to accept the Audit Report as presented. The motion was seconded by Board member Johri. The motion passed unanimously.

3. **Approval of Minutes for Regular Meeting of 5/22/2023**

There was a correction requested to the Strategy Meeting Report item. Vice President Meadows made a motion to approve the minutes with the correction. The motion was seconded by Secretary Hill. The motion passed unanimously.

4. **Approval of Outstanding Invoices for Payment**

In May, it was noted that the Meyers Nave Invoice for March & April was found to need corrections with items that belonged to the Town of Los Altos Hills included. The corrected invoice was presented for approval for payment. President Schmidt made a motion to approve for payment. The motion was seconded by Vice President Meadows. The motion passed unanimously.

5. **Approval of Current Invoices for Payment**

The current Meyers Nave May Invoice and the MRG May Invoice were presented for payment approval. President Schmidt made the motion to approve both invoices for payment as presented. Secretary Hill seconded the motion. The motion passed unanimously.

6. Approval of Future Meeting Calendar

President Schmidt expressed a feeling that the discussions about use of surplus funds have carried on for so long that she would like to see some progress sooner than the summer recess calendar allows. It was determined that the NCLA will hold a Special Meeting on Monday, August 28th at 5 pm to hear recommendations from the Library Commission for possible projects to be funded by NCLA.

COMMISSIONERS' REPORTS AND COMMENTS

There were no further reports or comments.

POTENTIAL FUTURE AGENDA ITEMS

1. Los Altos Library Commission recommendations for NCLA Fund usage
2. Approval of NCLA FY 23-24 Budget
3. Establish reserve NCLA funds through 2030 based upon long range-budget projections from the Santa Clara County Library

ADJOURNMENT

President Schmidt adjourned the meeting at 6:24 pm.