



**NORTH COUNTY LIBRARY AUTHORITY
MINUTES
SPECIAL MEETING
5:00 PM - MONDAY, AUGUST 28, 2023**



Hybrid format: In person at the Los Altos Community Center; Manzanita Room and Online via Zoom (sign on details below)

CALL MEETING TO ORDER

At 5:00 p.m., President Schmidt called the meeting to order.

ESTABLISH QUORUM

PRESENT: President Lisa Schmidt, Vice President Sally Meadows, Secretary Cindy Hill, Boardmember Pete Dailey, Boardmember Aarti 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. Financial Update

The Board reviewed the End of Year fiscal statements from the County Controller's Office. There were no questions or comments.

2. Report from the Library Commission Futures Committee by Julie Crane and Pierre Bedard

Julie Crane reported that the committee reviewed information from other cities and found the appropriate next step to be issuing an RFP for a subject matter expert to review the 2008 study, the 2018 study update, and the current projects in the pipeline for the Los Altos Library which include the patio project, consideration of roof design changes and trenching projects. The goal is to have the subject matter expert synthesize these into a prioritized list of items including necessary upgrades such as ADA compliance items and improved bathroom safety for children along with desired items for the modernization of library services and use patterns.

The Committee proposed issuing an RFP for the subject matter expert services with a one-month timeline to collect responses. They proposed formation of a Technical Advisory Committee comprised of all interested parties including Los Altos Staff and County Library personnel. Julie Crane prepared a draft RFP document that was circulated to the NCLA Board prior to the meeting (Attachment A).

3. **Presentation by Meyers Nave on Futures Committee Proposal compliance with NCLA Charter** by Claire Lai

Counsel Lai reported that she found the RFP Project consistent with NCLA Bylaws. She reminded the body that NCLA does have the power to enter into contracts. She stated that when authorizing the RFP and contracting with the selected providers, NCLA must simply explain how each component is in line with the Charter. She gave the example of how the 2019 Architectural Study demonstrated how the action taken would uphold the level of services provided by the library.

Vice President Meadows pointed out that the City of Los Altos owns the library building, so regardless of funding, the City will have a role. She also noted that the Charter uses the word “augment” as a descriptor of the NCLA’s role. She noted that this word means “adding onto”. Counsel Lai noted that this does refer to “augmenting library services” so NCLA funds are not limited to just augmenting staffing. Secretary Hill reinforced this idea by reminding the group that NCLA funds had formerly been used to purchase books when SCCL funds were insufficient to allow for this.

Boardmember Dailey asked what the benchmark was for the library services that NCLA is charged to uphold? – is it what library services were when the charter was written? Is it what standard services are throughout the Santa Clara County Library system? He noted that spaces for Zoom meetings would seem to be “the new normal”, but could those be justified under the NCLA Charter?

Counsel Lai reiterated her point that whatever scope of work is called for in the RFP, NCLA should include an explanation that ties this work to an existing service or base requirement. Boardmember Dailey asked if square footage could be increased using the increase in population as a rationale since a decrease in the square footage per resident ratio results in a lower level of service to current residents. Secretary Hill stated that child-safe bathrooms and ADA mandates require additional square footage.

At this point, President Schmidt asked for public comments. Suzanne Epstein noted that services offered by the County Library System should be used as a benchmark since some services have never been offered in Los Altos due to space limitations. She noted that tutoring programs are very popular with patrons and could be greatly expanded if not for the limited space.

It was noted that not all potential library funds fall under the NCLA Charter restrictions. It was suggested that the RFP could include these and have the actual improvements paid for using non-NCLA funds. Counsel Lai advised against this as a case could be made for NCLA funding of the RFP process as supporting the non-conforming projects.

ITEMS FOR CONSIDERATION/ACTION

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

The Board reviewed the Proposed FY23-24 Budget which had been amended with actual prior year figures since the June meeting. In public comments, Suzanne Epstein noted that new figures have been made available by the tax consultant for the actual FY23-24 revenues. Vice President Meadows felt that since the budget is actually a May/June timeframe document, the

included numbers which were best estimates for the time were sufficient. Improved estimates can be provided during the course of the year as informational items. Ms. Epstein noted that the projected interest rate on the budget is now far below the current rate and should be increased. Vice President Meadows stated that she felt more comfortable with the more conservative actual interest rate from the prior year.

With that, Vice President Meadows made a motion to approve the budget as presented. The motion was seconded by Secretary Hill. The budget was unanimously approved.

2. Approval of Reserve Fund for Continuance of Library Services through FY29-30

Chuck Griffen of the County Library System responded to the Board's request for a figure to set aside funds to support current levels of staffing in the event that ERAF funds are no longer available. Mr. Griffen reported that the County Library has already developed five years of reserve funds through existing contributions. Therefore, only the last year of the current ballot measure would need to be covered. He advises keeping \$1.5 million in reserves for FY29-30.

Boardmember Dailey stated that this should be just taken under advisement without Board action as that would be unprecedented. The Board agreed and no formal action was taken.

3. Action in support of Library Commission Futures Committee

The Board considered what action steps needed to be taken to support the issuance of an RFP. Julie Crane offered that her draft RFP was a starting point. She felt that NCLA could ask the Futures Committee to finalize the draft, have that approved by NCLA, and then forward the document to the City of Los Altos for review. The rationale being that the library building is the property of Los Altos, and Los Altos would have the staff to manage the RFP process.

Vice President Meadows offered that the RFP needs to define its goals in terms of services and not square footage. She further added that the RFP will tell us what needs to be done. The question will then become can this be done with \$15 million dollars (or whatever the total is among the various contributing parties). If the answer is no, then NCLA should work to provide options to grow the funds until the reserves match what is needed to meet the goals. Secretary Hill noted that even if ultimately NCLA chooses to move forward with smaller projects, it will be able to state that it did its due diligence to investigate the needs fully.

Suzanne Epstein added that prior RFPs were issued by the City via the NCLA staff liaison. Boardmember Dailey recommended that the desired items for the RFP should be given to the City and then the City should issue the RFP. Counsel Lai clarified that the RFP issuer is who enters into the contract with the awarded provider. She offered that the RFP could be issued jointly by the City of Los Altos and NCLA. Boardmember Dailey said that NCLA needs to ensure that nothing in the RFP would be a non-starter for the City AND that the City was willing to jointly issue the RFP and manage the responses.

The question was brought up that if NCLA contracts with the consultant, who would manage the consultant? Secretary Hill offered that the 2018 process worked very well because the City's staff liaison was involved from the very start of the process.

The Board agreed that the process should be as follows:

- i. The Futures Committee and NCLA work together to revise the RFP.
- ii. The City input would be gathered and agreement obtained for the staff time required to manage the RFP response and the resulting consulting engagement.
- iii. After those are complete, the RFP would be brought to NCLA for approval.

It was noted that the NCLA's new staff liaison is Anthony Carnesecca who is Assistant to the City Manager.

No formal action was required to move forward with the process as laid out.

4. **Approval of Minutes** for Regular Meeting of 6/26/23

Vice President Meadows made a motion to approve the minutes from the June 26, 2023 NCLA Meeting as presented. Secretary Hill seconded the motion. The minutes were approved unanimously.

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

- a. Meyers Nave June Invoice
- b. MRG June & July Invoices

Vice President Meadows made a motion to approve invoices presented for payment. Secretary Hill seconded the motion. The invoices were approved for payment unanimously.

6. **Approval of Future Meeting Date**

- a. October 2, 2023 – Revised RFP with City-inputs brought to NCLA for approval
- b. December 4, 2023 – Review and update of the Overage Alternatives Document

BOARD MEMBER REPORTS AND COMMENTS

There were no reports nor comments.

ADJOURNMENT

President Schmidt adjourned the meeting at 6:50 p.m.