



**NORTH COUNTY LIBRARY AUTHORITY MINUTES  
for the  
SPECIAL MEETING  
held on**

**Monday, October 2, 2023 at 5 p.m.**

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

**CALL TO ORDER**

President Schmidt called the meeting to order at 5:01 P.M.

**ATTENDANCE**

**Present:** President Lisa Schmidt, Vice President Sally Meadows, Secretary Cindy Hill, Pete Dailey,  
& Aarti Johri (remotely – satisfying AB2449 requirements)

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

There were no public comments at this time.

**INFORMATIONAL ITEMS**

1. Financial Update

Updated budget figures for tax revenues per the NBS Tax Consultant report were presented.

**FOR CONSIDERATION/ACTION**

**1. Library Commission RFP Draft**

The Los Altos staff liaison, Anthony Carnesecca, reported that the Los Altos City Council asked the Library Commission to prepare information about all possible options regarding library improvements and to bring those to a study session with Council.

Board members requested a broader spectrum of options to consider for the use of funds, including return of tax dollars or funding an endowment. Board members expressed that the RFP is too focused on the expansion/addition of the existing library footprint. Continuance

checkpoints were also requested. The roles of the City staff, commissions and NCLA were discussed with NCLA's role primarily limited to the collector and disbursing of funds.

**Public Comments:**

Suzanne Epstein noted that a similar effort was taken up in 2018/19, approved by both City Councils and was moving forward with a \$60 million bond measure. She asked if this effort could pick up where that one left off.

**MOTION:** Board member Dailey made a motion that NCLA refer the draft RFP to the Library Commission as a starting point for the study session. The motion was seconded by Secretary Hill. The motion passed unanimously.

**2. Discussion of NCLA outside cost sharing with member entities and approval of annual cost share invoices for the City of Los Altos and the Town of Los Altos Hills.**  
(NCLA JPA Agreement, Section 12)

Board members reiterated concerns that definition is needed of what "basic administrative expenses" entail. The charter document envisioned the NCLA meeting just twice a year, however, recent years have had many more meetings than this. Staff Liaison Carnesecca stated that the two NCLA meetings annually are clearly administrative expenses that should be split between the two cities. Additional meetings and projects could be determined to be NCLA expenses that should be paid by NCLA. There was discussion of the use of the operating fund which is specified in the charter documents. Los Altos City Manager Gabe Engeland voiced that for the current year's bills, the City of Los Altos would pay whatever apportionment the NCLA deemed fair. However, he asked for the NCLA to have a discussion with the City and Town representatives to specify what constitutes the basic administrative expenses that should be split.

**MOTION:** Board member Dailey made a motion, pursuant to Section 15 of the JPA Agreement, he moves that NCLA establish an operating fund and pay all administrative expenses out of that fund.

The motion was seconded by Vice President Meadows. She suggested that the apportionment should be 50-50 due to the fact that the City of Los Altos is already providing the website and staff liaison. She asked for NCLA to get direction as to whether administrative costs beyond the strictly necessary two meetings a year and functional operating requirements can be paid for by NCLA without apportionment to the City and Town.

**SUBSTITUTE MOTION:** Vice President Meadows made a substitute motion: Pursuant to NCLA's previous decision, MRG is paid out of NCLA funds and that all other expenses will be split 50/50 by the two member entities and a future agenda item will be made to review the NCLA's JPA Agreement, establish what are basic administrative services and what are beyond basic, and that counsel's opinion will be obtained as to whether NCLA can pay all of its expenses from an operating fund as described in the JPA Agreement.

The substitute motion was seconded by President Lisa Schmidt. The substitute motion passed in a unanimous vote.

**3. Approval of Minutes for Special Meeting of 8/28/23**

**MOTION:** Board member Dailey made a motion to approve the minutes as presented. The motion was seconded by Vice President Meadows. The motion passed in a unanimous vote.

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

- a. Meyers Nave September Invoice
- b. MRG August Invoice
- c. NBS Invoices for 2023 Collection and Senior Exemption services

**MOTION:** Board member Dailey made a motion to approve the invoices for payment. Secretary Hill seconded the motion. The motion passed in a unanimous vote.

#### **COMMISSIONERS' REPORTS AND COMMENTS**

Secretary Hill requested that the NCLA Norms & Procedures document be updated as the current version is from 2016.

#### **FUTURE AGENDA ITEMS**

Discussion of what constitutes "basic administrative services" and what is beyond that and should be paid solely by NCLA

Counsel opinion on NCLA paying for all of its administrative expenses

Report from the Library Commission on the Study Session with the Los Altos City Council

Review of all fiduciary options for tax overage

#### **LIBRARY ANNOUNCEMENTS**

Study pods are now reservable. 1-person, 4-person and 8-person pods are available. Thanks to the Friends of the Library for assisting with this.

Science & Technology Week is coming in November. This is sponsored by LALE.

#### **ADJOURNMENT**

President Schmidt adjourned the meeting at 6:37 P.M.