



**NORTH COUNTY LIBRARY AUTHORITY MINUTES  
REGULAR MEETING  
5:00 PM - Monday, January 29, 2024**

*In person at the Los Altos Community Center; Manzanita Room  
with online observation*

**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

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

There were no public comments.

**ITEMS FOR CONSIDERATION/ACTION**

**1. Election of Officers: President, Vice President, Secretary**

Cindy Hill nominated Lisa Schmidt to continue in her role as President for another term. Pete Dailey seconded the nomination. Lisa Schmidt was elected for a second term as NCLA Board President in a unanimous vote. Sally Meadows nominated herself for Vice President and Cindy Hill for Secretary. Pete Dailey seconded the nominations. Sally Meadows was re-elected Vice President and Cindy Hill was re-elected Secretary in a unanimous vote.

**2. Library Commission Ad-Hoc Subcommittee Presentation**

At its meeting one week prior, the Los Altos City Council requested that NCLA vote to approve funding an RFP to be issued by the City of Los Altos based upon the Library Commission ad-hoc subcommittee presentation on proposed recommendations for main library improvements.

Pierre Bedard and Julie Crane gave the same presentation which was presented to the Los Altos City Council at this meeting. There were no questions. Suzanne Epstein stated she was in support of creating a master plan towards the ultimate goal of a larger library rather than allowing the current funding to dictate a smaller goal set.

There was discussion about the degree of specificity which the project budget can be known at this time. Aarti Johri asked if the budget was a known quantity. Julie Crane responded that it was not certain and the costs involved would not be certain until an architect with knowledge of costs and mandatory upgrades provides an opinion. President Schmidt reminded the group of the restrictions that are placed on NCLA funds.

Boardmember Dailey also mentioned that land space is limited. His understanding was that the City Council did not believe that there was physical room for expansion. Vice President Meadows summarized that this was a good presentation. She feels that the presentation does not incorporate the Woodland branch and the underway patio expansion. She feels that the RFP is requesting current expertise and needs be evaluated against current costs. This may differ from previous studies. The RFP will generate facts to make an educated decision as to the best course of action. The Los Altos City Council can then make educated decisions to proceed.

President Schmidt stated that she believed that NCLA would specify an amount of monies to put towards the issuing of the RFP. Los Altos City Manager Engeland stated that the process would have the City of Los Altos determining the cost to issue the RFP and then bringing that cost to the NCLA to request what was needed beyond City resources. The City of Los Altos would be the lead agency for the RFP. Secretary Hill asked if the final legal consensus was that NCLA funds could be spent on a remodel. The President stated that NCLA's legal counsel agreed this was a valid use of NCLA funds. City Manager Engeland stated that the Los Altos City Council authorized an RFP for the purpose of a remodel. They did not authorize funds to be spent towards an expansion or rebuild.

Board member Dailey made a motion to authorize the City of Los Altos to issue an RFP, jointly by the City and the County Library System with NCLA to cover the costs associated with the issuance of the RFP. Secretary Hill seconded the motion. The motion passed in a unanimous vote.

### **3. Approval of Minutes for Special Meeting of 10/2/23**

Board member Dailey made a motion to approve the minutes as presented. Board member Johri Seconded the motion. The motion passed in a unanimous vote.

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

- a. Meyers Nave October Invoice
- b. MRG September - December Invoices

Vice President Meadows made a motion to approve the invoices for payment. Board member Johri seconded the motion. The motion passed in a unanimous vote.

### **5. Discussion of responsibility for NCLA administrative expenses**

President Schmidt noted the history of the cost share specified by the JPA document. She stated that given the present situation including the upcoming support by the City of Los Altos for the RFP and web hosting, NCLA could bear the costs of all routine administrative services including the administrative officer, legal counsel, and auditor.

There was discussion as to whether this action required the member entities to re-draft the Joint Powers Agreement, but it was concluded that this was not the intent of the document since there were provisions for a basic operating fund.

Vice President Meadows made a motion for NCLA to establish an operating fund from which all administrative and regular operating expenses would be paid. Secretary Hill seconded the motion. The motion passed unanimously.

## **6. Report on Senior Exemptions**

Administrative Officer Mansel reported that due to the transition of personnel and the new service provider managing senior exemption processing some seniors did not find the required paperwork in time for the June 30, 2023 deadline for exemption processing. NBS advised that refunds could be granted to late applicants. The President was in support of this for this year only. There were seven total senior exemption applications for FY2324.

NBS has advised that it is up to the Board to determine if seniors who have qualified for the senior exemption will need to reapply. The Board expressed that it would like seniors to attest that they are still qualifying but not require re-submission of evidence of qualification.

Low-Income Senior Exemption forms will be added to the NCLA webpage within the City of Los Altos website in early April each year as soon as federal low income thresholds are announced. These forms will be due to NBS no later than June 30<sup>th</sup> each year. NBS will reach out to all previous exemption holders to have them attest to their qualifying status.

## **7. Discussion of NCLA web presence**

Board members reported that many have commented to them that the NCLA information is difficult to find on the internet. The Board directed the Administrative Officer to work with the City of Los Altos to improve searchability for NCLA.

## **8. Approval of Future Meeting Date**

The next NCLA Board Meeting date was set for May 6, 2024.

## **INFORMATIONAL ITEMS**

### **1. Financial Update**

Financial updates were presented. The audit was delayed due to personnel matters. It will be presented at the next meeting, but auditors report that everything appears regular and in order.

### **2. NBS Annual Tax Roll Report with SB 165 Report review**

## **COMMISSIONERS' REPORTS AND COMMENTS**

## **ADJOURNMENT**

President Schmidt adjourned the meeting at 6:17 P.M.