



NORTH COUNTY LIBRARY AUTHORITY COMMISSION MEETING SPECIAL MEETING

Monday, June 25, 2018 – 6:00 P.M.
Neutra House
183 Hillview Ave, Los Altos, California

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

1. Commission Meeting Minutes
 - a. Approve minutes of the meeting of May 14, 2018
 - b. Approve minutes of the Special Meeting of May 22, 2018
2. Appointments to Library Redevelopment Task Force

The Board Subcommittee members Hill and Epstein will present an overview of the interview process and recommend new Task Force members.
3. Update on Los Altos Library Redevelopment Project

Update from Task Force members Mordo and Hill on the community survey and potential next steps.
4. County Update

County staff will provide an update.
5. Woodland Library Exterior Improvements

The City has begun construction on a Community Garden on the East side of the Woodland Library. Board President Cindy Hill will provide an update on discussions with other library groups.

6. Future Meeting Schedule

INFORMATIONAL ITEMS

7. Staff Report

Receive information and announcements from MRG / City Staff

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for Financial Commission items may be viewed on the Internet at <http://losaltosca.gov/committees-commissions/nclal/meetings.html>

If you wish to provide written materials, please provide the Commission Liaison with **10 copies** of any document that you would like to submit to the Commissioners in order for it to become part of the public record.

For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.

**MINUTES OF THE REGULAR MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON MONDAY,
MAY 14, 2018, AT 5:00 P.M. IN THE LOS ALTOS LIBRARY ORCHARD ROOM,
13 S. SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 5:00 P.M.

PRESENT: President Cindy Hill, Vice President Jean Mordo, Secretary Suzanne Epstein, and Jan Pepper (Courtenay Corrigan arrived at 5:05 pm)

ABSENT: None

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION/ACTION

1. NCLA Financial Documents

A brief overview of the NCLA proposed budget for FY 2018-19 by the Liaison and Chuck Griffen, Financial & Administrative Services Manager Santa Clara Library, on expenditures and revenues for NCLA. A new line item was highlighted in yellow to identify and track costs associated with the Library redevelopment process.

A motion to adopt NCLA Operating Budget FY 2018-19 with correction to Tax Revenue line was made by Jean Mordo and seconded by Jan Pepper. This includes authorizing Best, Best & Krieger to provide legal services as requested for the Library Redevelopment project. **AYES:** Corrigan, Epstein, Hill, Mordo and Pepper. **NOES:** None. **ABSTAIN:** None.

2. Library Redevelopment Task Force

Jon Maginot, City Clerk/Assistant to the City Manager Los Altos, gave a presentation on the status of work to date by the Task Force and a set of 4 recommendations to NCLA: 1) Continue exploration of redevelopment of the Main Library; 2) Consider replacement of the Main Library with a ~40,000 square foot facility; 3) Contract with Godbe Research Associates to conduct a community survey; 4) Authorize the Task Force to expand its membership as appropriate (add an odd number of new members).

The Board discussion included support for redevelopment over remodel to maximize the benefits of the investment. It was noted both consultants recommended a minimum of 40,000 sq ft. The Board expressed consensus on identifying the level of support in the community through a survey. A Subcommittee of Suzanne Epstein and Cindy Hill will work with Marlene Iwamoto from County Library to review the community survey before it is released. The Board discussion supported expanding the Task Force by 5 new members to provide additional public input and a transparent process. The Board opted for a formal recruitment process for new Task Force members similar to the process used for City commissions, even though that may take more time. The goal for NCLA is to appoint new Task Force members by the end of June 2018.

Motion made by Courtenay Corrigan and seconded by Jan Pepper to appoint five (5) new members to the Task Force through an open recruitment process and interviews by the NCLA Board. **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None.

Motion made by Jan Pepper and seconded by Suzanne Epstein to move forward with the redevelopment process. **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None.

Motion made by Jan Pepper and seconded by Courtenay Corrigan to retain Godbe Research Associates to conduct community survey for Main Library redevelopment not to exceed \$30,000. The survey will not advocate a specific library size and seeks to gauge public support. **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None.

3. Commission Meeting Minutes

The minutes from the March 7, 2018 meeting were reviewed and Jean Mordo moved to accept them. Seconded by Jan Pepper. That motion passed with **AYES:** Corrigan, Epstein, Hill, Mordo, Pepper. **NOES:** None. **ABSTAIN:** None.

4. Discussion of Woodland Library Exterior Improvements

This item was postponed to a future meeting.

5. County Update

This item was postponed to a future meeting.

6. Future Meeting Schedule

Liaison will survey members to schedule next meeting.

INFORMATIONAL ITEMS

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

Adjourned at 5:44 pm.

**MINUTES OF THE REGULAR MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON THURSDAY,
MAY 22, 2018, AT 5:20 P.M. IN THE LOS ALTOS COUNCIL CHAMBERS,
1 N. SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 5:20 P.M.

PRESENT: Vice President Jean Mordo, Secretary Suzanne Epstein, and Courtenay Corrigan
(Jan Pepper and Cindy Hill arrived at 5:25 pm)

ABSENT: None

PUBLIC COMMENTS

None

ITEMS FOR CONSIDERATION/ACTION

1. Adoption of Resolution No. 2018-01 Setting A Special Tax Rate For Library Services
The Board considered this annual resolution setting the special tax rate for the parcel tax of \$76 per parcel for Fiscal Year 2018-19. A motion to adopt Resolution 2018-01 was made by Courtenay Corrigan and seconded by Suzanne Epstein. **AYES:** Corrigan, Epstein, Mordo. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Hill, Pepper

Adoption of Resolution No. 2018-02 Setting The FY 2018-19 Appropriations Limit
The Board considered the annual resolution setting the Fiscal Year 2018-19 Appropriations Limit as required by State law. A motion to adopt Resolution 2018-02 was made by Suzanne Epstein and seconded by Courtenay Corrigan. **AYES:** Corrigan, Epstein, Mordo. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Hill, Pepper

2. Selection Process for Vacant Positions on Library Redevelopment Task Force
At the May 14, 2018 meeting the Board approved adding 5 new members to the Library Redevelopment Task Force through a public process. Vice President Mordo indicated further clarification about the selection process would be helpful. Logistics may make it difficult for the full Board to be involved in the interview process. The Board selected a Subcommittee of Cindy Hill and Suzanne Epstein to interview all candidates and bring forward recommendations for appointment of new members to the full NCLA Board. The Board would like a list of all applicants when considering the appointments at the next meeting. The Board will call a Special Meeting on Monday, June 25, 2018 at 6:00 pm.

INFORMATIONAL ITEMS

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT
Adjourned at 5:42 pm.



TO: North County Library Authority (NCLA) Commission
FROM: Marcie Scott, Liaison
DATE: June 25, 2018
SUBJECT: Appointment of New Library Redevelopment Task Force Members

RECOMMENDATION:

For Board Discussion and Appointment of New Task Force Members

BACKGROUND:

The Library Redevelopment Task Force was created in December 2017 to evaluate options for redevelopment of the Los Altos Library through remodel or complete rebuild, and to advise the NCLA through the redevelopment process. The Task Force currently has 4 members. The NCLA Board decided in May 2018 to expand the Task Force through a public recruitment effort. A Subcommittee of two NCLA Board Members was tasked with conducting a review of applicants and making a recommendation to the NCLA Board for expansion of the Task Force.

DISCUSSION:

In late May and early June, public notices invited applications for the Task Force. Seventeen people submitted applications, and during the week of June 18th, the Subcommittee interviewed 15 applicants (two withdrew from consideration). The applications will be provided to Board members at the meeting.

Applications were received from the following individuals:

Barbara Adey	David Reeder
Chris Chaney	Mark Rogge
Karen Eberle	Diane Schmidt
Jesica Prades Fernandez	Cybil Schroder
Patricia Johnson	David Smith
Steven Katz	Nancy Tucker
Catharine Kristian	Carole Wunderlich
Katherine Lang	Kai Xu
Tiffany Liu	

Subcommittee members Cindy Hill and Suzanne Epstein will make a presentation to the Board with recommendations for appointments to the Task Force.