



NORTH COUNTY LIBRARY AUTHORITY
MINUTES
5:00 PM – Thursday, July 18, 2022
via Videoconference



CALL MEETING TO ORDER

At 5:02 p.m. Secretary Epstein called the meeting to order.

ESTABLISH QUORUM

PRESENT: Commissioner Meadows, Vice President Schmidt, Secretary Epstein, President Hill
ABSENT: Commissioner Fligor

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None provided comments.

PLEDGE OF ALLEGIANCE

Staff liaison Rodriguez lead the pledge of allegiance.

PUBLIC COMMENTS

There were none.

CONSENT CALENDAR

1. **Minutes:** Approve Minutes of the NCLA Special Meeting of January 31, 2022
2. **Minutes:** Approve Minutes of the NCLA Special Meeting of March 2, 2022
3. **Minutes:** Approve Minutes of the NCLA Special Meeting of April 6, 2022
4. **Minutes:** Approve Minutes of the NCLA Special Meeting of May 9, 2022
5. **Minutes:** Approve Minutes of the NCLA Special Meeting of July 7, 2022

Vice President Schmidt and Commissioner Meadows commented on corrections needed.

A motion by Commissioner Meadows, seconded by Vice President Epstein, to approve the Consent Calendar as amended was passed with the following roll call vote:

AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill,
NOES: None
ABSENT: Commissioner Fligor
ABSTAIN: None

ITEMS FOR CONSIDERATION/ACTION

6. **Audit Contract Award:** Consider and Approve Audit Contract from Chavan & Associates for FY 21/22, FY 22/23, & FY 23/24

President Hill asked Secretary Epstein to present the item. Secretary Epstein introduced the firm for consideration, Chavan & Associates.

Sheldon Chavan, with Chavan & Associates, presented to the Authority.

After Authority discussion, a motion made by Secretary Epstein, seconded by Vice President Meadows, to award the audit contract as presented passed by the following roll call vote:

AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill
 NOES: None
 ABSENT: Commissioner Fligor
 ABSTAIN: None

7. **Consider and Adopt:** NCLA FY 19/20 Audit

Secretary Epstein called out an inconsistency in the provided audit.

After Authority discussion, a motion was made by Secretary Epstein, seconded by Vice President **Schmidt**, to adopt the 19/20 audit as amended. Motion passed with the following roll call vote:

AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill
 NOES: None
 ABSENT: Commissioner Fligor
 ABSTAIN: None

8. **Consider and Adopt:** NCLA Annual Budget FY 2022-23

President Hill asked Secretary Epstein to present the item. Secretary Epstein introduced Chuck Griffen with Santa Clara County Library and he spoke to this item.

The Authority engaged in discussion regarding the need for additional administrative support needed for the Authority. Commissioner Meadows moved to expand the scope of the Finance Subcommittee to meet with the Los Altos City Manager to inquire on additional support for NCLA. Vice President Schmidt offered a friendly amendment to have the Los Altos City Manager attend a NCLA meeting and report out to the Authority the outcome of the subcommittee's discussion, which was accepted by Commissioner Meadows. After a second by Vice President Schmidt, the motioned passed with the following rollcall vote:

AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill
 NOES: None
 ABSENT: Commissioner Fligor
 ABSTAIN: None

A motion by Secretary Epstein, seconded by Commissioner Meadows, to adopt the FY 22/23 budget as presented passed with the following roll call vote:

- AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill
- NOES: None
- ABSENT: Commissioner Fligor
- ABSTAIN: None

9. Adopt Resolution 2023-01: Annual Gann Limit Resolution

President Hill and Secretary Epstein presented the item.

A motion by Secretary Epstein, seconded by Commissioner Meadows, to adopt the Resolution 2023-01 passed with the following roll call vote:

- AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill
- NOES: None
- ABSENT: Commissioner Fligor
- ABSTAIN: None

10. Adopt Resolution 2023-02: Annual Levy Resolution

Secretary Epstein presented the item.

A motion by Vice President Schmidt, seconded by Secretary Epstein, to adopt the Annual Levy Resolution 2023-02 passed with the following roll call vote:

- AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill
- NOES: None
- ABSENT: Commissioner Fligor
- ABSTAIN: None

11. Consider and Approve: Capital investment in Library to uphold the level of service

Secretary Epstein presented the item. Bryant Bao, with SCC Library, addressed the Authority.

The Authority engaged in discussion.

The following members of the public provide comments: Pierre Bedard.

The Authority requested legal counsel review of the language of the Joint Powers Authority to allow for capital investments in the Los Altos Library. Claire Lai, with the law firm Meyers Nave, addresses some of their comments and proposed that she present this back to the Authority via a report.

The Authority agreed to Ms. Lai suggestions.

12. NCLA Billing: Review and approve invoices for payments

Secretary Epstein presented the item. A motion by Secretary Epstein, seconded by Commissioner Meadows, to approve payments passed with the following roll call vote:

AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill
 NOES: None
 ABSENT: Commissioner Fligor
 ABSTAIN: None

13. Approve Annual Billing: Authorize annual billing to member entities per JPA contract

Secretary Epstein presented the item. A motion by Secretary Epstein, seconded by Vice President Schmidt, to approve payments passed with the following roll call vote:

AYES: Vice President Schmidt, Secretary Epstein, Commissioner Meadows, President Hill
 NOES: None
 ABSENT: Commissioner Fligor
 ABSTAIN: None

INFORMATIONAL ITEMS

14. Library Redevelopment Task Force: Presentation from the Library Commission Subcommittee

Nelvin Gee presented to the Authority followed by Authority discussion with Mr. Gee.

15. County Update: County Staff to provide updates

Chuck Griffen with the Santa Clara County Library provided updates to the Authority. Bryant Bao, Los Altos Interim Librarian, also provided updates to the Authority.

16. NBS Annual Report: Expected income from Parcel Tax 889

Secretary Epstein presented the item to the Authority.

17. Santa Clara County Investment Fund: NCLA Account Statement and Required Signature Card

Secretary Epstein presented the item and informed the Authority of this requirement.

18. Staff Updates: Review information from Staff

Staff Liaison Rodriguez informed the Authority that Suzanne Niederhofer is the new Interim Finance Director for the City of Los Altos.

MEMBER/STAFF REPORTS AND COMMENTS

Commissioner Meadows thanked her colleagues for getting this meeting together. Vice President Schmidt appreciated all the information shared at this meeting.

President Hill thanked Secretary Epstein for her work with this meeting.

Secretary Epstein acknowledged scheduling difficulties and requested the Authority schedule their upcoming meetings.

Upcoming NCLA meetings will be held on Mondays with a 5:00 p.m. start time at the following dates:

- October 3, 2022
- November 7, 2022
- January 30, 2022

FUTURE AGENDA ITEMS

The Authority requested Library Expansion Proposal be an ongoing topic of discussion.

ADJOURNMENT

7:22 pm meeting was adjourned by President Hill.

SPECIAL NOTICES

1. **Declaration of Local Health Emergency – Necessitating Hosting Virtual Commission Meeting;** Adoption of Resolution 2022-05

After Authority discussion, and upon motion by Commissioner Meadows, seconded by Vice President Schmidt, the Declaration of Local Health Emergency, Resolution 2022-03, was passed with the following roll call vote:

AYES: **Vice President Schmidt, Secretary Epstein, Commissioner Meadows**
NOES: None
ABSENT: President Hill, Commissioner Fligor
ABSTAIN: None

INFORMATIONAL ITEMS

None

MEMBER/STAFF REPORTS AND COMMENTS AND POTENTIAL FUTURE AGENDA ITEMS

Secretary Epstein provided an update to the Authority regarding the NCLA budget and a potential auditor for the Authority.

Secretary Epstein further shared that the Authority needed to pass the Annual Levy as well as the Annual Gann Limit.

Commissioner Fligor joined to meeting at 4:10 p.m.

Vice President Schmidt requested to have Council present at the next NCLA meeting. Commissioners expressed the need to meet as soon as possible to address pending items.

ADJOURNMENT

Secretary Epstein adjourned the meeting at 4:19 pm.

Suzanne Epstein, Secretary

ATTEST:

Angel Rodriguez, Interim City Clerk

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