



NORTH COUNTY LIBRARY AUTHORITY SPECIAL MEETING AGENDA

5:00 PM - Monday, November 07, 2022

Videoconference

Please Note: Per California Executive Order N-29-20, the North County Library Authority will meet via Telephone/Video Conference only.

Telephone: 1-669-444-9171 / Webinar ID: 858 7712 7289

<https://losaltosca.gov.zoom.us/j/85877127289?pwd=YkZOSkNrSFFPQTnkVEFGTERURG02Zz09>

Passcode: 820639

TO PARTICIPATE VIA VIDEO: Follow the link above. Members of the public will need to have a working microphone on their device and must have the latest version of ZOOM installed (available at <https://zoom.us/download>). To request to speak, please use the "Raise hand" feature located at the bottom of the screen.

TO PARTICPATE VIA TELEPHONE: Members of the public may also participate via telephone by calling the number listed above. To request to speak, press *9 on your telephone.

TO SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to arodriguez@losaltosca.gov. Emails sent to this email address are sent to/received immediately by the Authority. Please include a subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE

Correspondence submitted in hard copy/paper must be received by 2:00 PM on the day of the meeting to ensure distribution prior to the meeting. Correspondence received prior to the meeting will be included in the public record. Please follow this link for more information on submitting written comments: <https://www.losaltosca.gov/cityclerk/page/public-comments>.

Public testimony will be taken at the direction of the President, and members of the public may only comment during times allotted for public comments.

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Members of the audience may bring to the Authority's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are

generally given two or three minutes, at the discretion of the President. Please be advised that, by law, the Authority 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. **Minutes:** Approve Minutes of the NCLA Special Meeting of October 3, 2022
2. **Declaration of Local Health Emergency – Necessitating Hosting Virtual Commission Meeting;** Adoption of Resolution 2023-06
3. **Hire NCLA Administrator:** Authorize the City Managers of the City of Los Altos and the Town of Los Altos Hills to identify and present an administrator for NCLA

INFORMATIONAL ITEMS

MEMBER/STAFF REPORTS AND COMMENTS AND POTENTIAL FUTURE AGENDA ITEMS

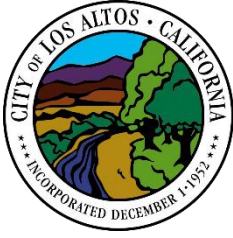
ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: ada@losaltosca.gov.

Agendas, Staff Reports and some associated documents for the North County Library Authority items may be viewed on the Internet at <https://www.losaltosca.gov/nclibraryauthority>.

If you wish to provide written materials, please provide the Staff Liaison with **10 copies** of any document that you would like to submit to the Authority 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.



NORTH COUNTY LIBRARY AUTHORITY
MINUTES
 5:00 PM – Friday, October 3, 2022
via Videoconference



CALL MEETING TO ORDER

At 5:00 President Hill called the meeting to order.

ESTABLISH QUORUM

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

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 July 18, 2022
2. **Minutes:** Approve Minutes of the NCLA Special Meeting of September 9, 2022

President Hill identified corrections on the July 18 minutes. A motion by Vice President Schmidt, seconded by Commissioner Fligor, to approve the Consent Calendar as amended was passed with the following roll call vote:

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

ITEMS FOR CONSIDERATION/ACTION

3. **Review of invoices:** Review and approval of new invoices; status on payment (received or paid) on previously approved invoices

Secretary Epstein introduced the item to the Authority. Payments were approved at the July 18, 2022 meeting but are still pending payment. Interim Clerk Rodriguez to send the approval form to both President Hill and Secretary Epstein.

4. **Declaration of Local Health Emergency – Necessitating Hosting Virtual Commission Meeting;** Adoption of Resolution 2023-05

Commissioner Fligor mention to the Authority that the City of Los Altos will be discussing transitioning to a hybrid meeting format at their Council meeting in October.

Vise President Schmidt indicated that Los Altos Hills Council meeting have been in person since the 6th Spring.

A motion by Secretary Epstein, seconded by Vice President Schmidt, to approve the Declaration of Local Health Emergency Resolution 2023-05 was passed with the following roll call vote:

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

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

Secretary Epstein presented the item to the Authority. Claire Lai, lawyer with Meyer Naver, reported that they can use the funds for the described purpose.

The Authority engaged in a discussion regarding possible capital investment and the importance of engaging other partner agencies.

Commissioner Fligor moved to form a subcommittee consisting of President Hill as the lead and Secretary Epstein as the other member of the subcommittee explore spending up to \$7 million to upholding the level of service we have lost and work with any necessary stakeholder and bring back a report to the authority for consideration which received a second from Vice President Schmidt.

There was no public comment.

Motion passed with the following roll call vote:

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

6. Consider and Adopt: NCLA FY 20/21 Audit

Secretary Epstein informed the Authority that it the NCLA FY 20/21 audit is still under development.

7. Review and Prepare: Audit FY21-22

Secretary Epstein informed the Authority that she has started working with the new audit firm they hired, but their work is dependent on FY 20/21 audit.

Commissioner Fligor left the meeting at 5:45 p.m.

INFORMATIONAL ITEMS

8. Report from County and Los Altos Librarian

Jennifer Weeks with the Santa Clara County Library shared some updates to the authority. Rose Baiza, the Los Altos Librarian, provided updates to the Authority.

9. Report from the County Investment Fund

Secretary Epstein presented the item.

MEMBER/STAFF REPORTS AND COMMENTS AND POTENTIAL FUTURE AGENDA ITEMS

There were none

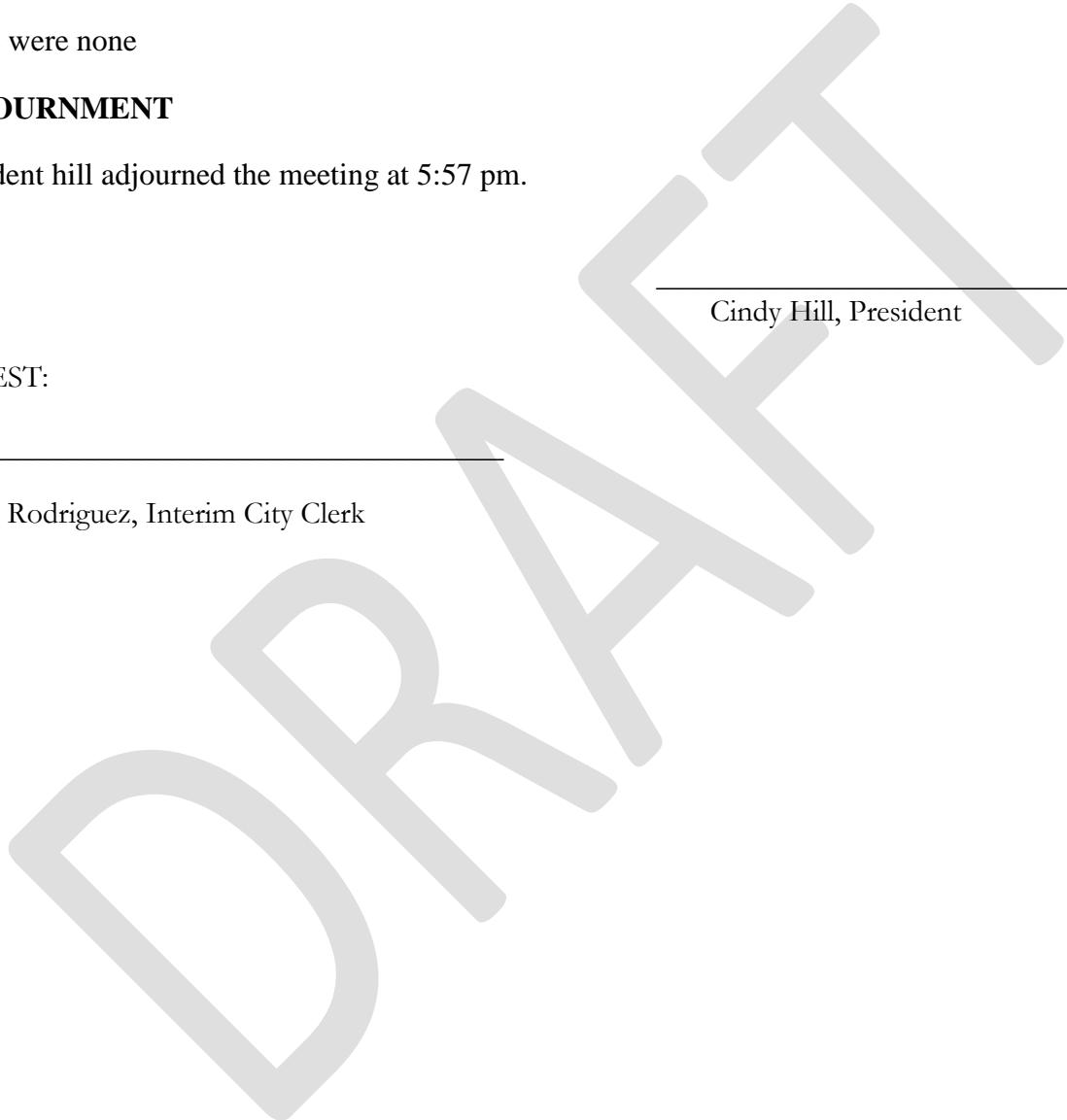
ADJOURNMENT

President Hill adjourned the meeting at 5:57 pm.

Cindy Hill, President

ATTEST:

Angel Rodriguez, Interim City Clerk





RESOLUTION NO. 23-06
A RESOLUTION OF THE NORTH COUNTY LIBRARY
AUTHORITY DECLARING THE CONTINUED EXISTENCE OF A LOCAL
EMERGENCY DUE TO THE COVID-19 PANDEMIC AND THE CONTINUING
NEED TO CONDUCT REMOTE MEETINGS AND MAKING RELATED
FINDINGS

WHEREAS, on March 4, 2020, the Governor issued a proclamation of a state of emergency relating to the respiratory illness known as COVID-19, which is caused by the novel corona virus SARS-CoV-2; and

WHEREAS, on March 11, 2020, the World Health Organization declared the existence of a pandemic due to the global spread of COVID-19; and

WHEREAS, on March 16, 2020, the Santa Clara County Health Officer issued the first of successive orders requiring all individuals residing in the County to shelter in their places of residence as specified, to socially distance, and to take other measures to prevent community spread of COVID-19; and

WHEREAS, on March 19, 2020, the Governor issued a statewide shelter-in-place order; and on August 28, 2020, the Governor announced a “Blueprint for a Safer Economy,” which provided protocols for slowly reopening the state’s economy following the initial shelter-in-place mandate; and

WHEREAS, the Governor lifted the Blueprint for a Safer Economy on June 15, 2021, and local health restrictions were lifted due to sharp declines in COVID-19 case counts since vaccines first became available; and

WHEREAS, despite progress in addressing the pandemic, not all eligible individuals are fully vaccinated, and new, more virulent variants of the SARS-CoV-2 virus are spreading in California and throughout the world; and

WHEREAS, according to the California Department of Public Health, by July 21, 2021, nearly 85 percent of new COVID-19 cases in California were caused by the highly contagious “Delta” variant; and

WHEREAS, due to the spread of the Delta variant and because not all eligible persons are vaccinated yet, the incidence of COVID-19 infection is again on the rise in Santa Clara County; and



WHEREAS, as a result of rising case counts, on August 2, 2021, the Santa Clara County Health Officer issued a new health order requiring the use of face coverings indoors by all persons; and

WHEREAS, by the beginning of October 2021, over 1,800 Santa Clara County residents had died of COVID-19; and

WHEREAS, in addition to the Delta variant, the “Omicron” variant has spread across the Bay Area, the state and nationwide, causing an additional spike in COVID-19 cases and creating significantly higher risks of infection and hospitalization;

WHEREAS, despite significant progress, COVID-19 remains a threat to public health and safety in the Los Altos and Los Altos Hills communities; and

WHEREAS, because of the rise in cases due to the Delta and Omicron variants, the State continues to strongly recommend face coverings in areas such as public transit, high-risk locations and indoor public settings; similarly, the County Health Department continues to require full vaccination in high-risk settings and workplaces and recommends face coverings in various public settings, and the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least six feet (6’) from others outside of the household; and

WHEREAS, the North County Library Authority (“Authority”) previously adopted resolutions declaring the existence of a local health emergency and declaring the continuing needs to conduct its meetings via teleconference for the protection of public health and safety; and

WHEREAS, the Authority has again reconsidered the circumstances of the Governor’s state of emergency proclamation pursuant to Government Code section 8625, which remains active; and

WHEREAS, the circumstances described under previously adopted resolutions continue to exist and the Authority continues to be concerned about the health and safety of all individuals who intend to attend legislative body meetings; and

WHEREAS, in view of the ongoing health crisis, the Authority now desires to affirm it is safer for the community and members of the Commission to continue with remote meetings at this time.

NOW THEREFORE, BE IT RESOLVED by the North County Library Authority that:

1. The above recitals are true and correct, and incorporated into this Resolution.



2. The Authority has reconsidered the circumstances of the state of emergency and reviewed local and State public health guidance, and data and information from the Santa Clara County Health Department, which support the continuance of measures including hosting virtual meetings to protect the community due to COVID-19, and finds, based on substantial evidence:
 - a. that the state of emergency continues to impact the ability of the members to meet safely in person;
 - b. state and local officials continue to impose or recommend measures to promote social distancing; and
 - c. the Authority continues to need to be able to meet remotely due to present imminent risks to the health or safety of attendees.
3. The Authority continues to authorize teleconference meetings for its legislative body(s) in order to better ensure the health and safety of the public.
4. The Liaison is hereby directed to report to the Authority within thirty (30) days on the need for further continue teleconference meeting.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the North County Library Authority at a meeting thereof on the 7th day of November 2022 by the following vote:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

 Cindy Hill, PRESIDENT

Attest:

 Angel Rodriguez
 Interim City Clerk, City of Los Altos