

**NORTH COUNTY LIBRARY AUTHORITY LIBRARY
REDEVELOPMENT TASK FORCE**

THURSDAY, MARCH 22, 2018 – 3:30 P.M.

Orchard Room
Los Altos Library
13 South San Antonio Road, Los Altos, California

ESTABLISH QUORUM

ITEMS FOR CONSIDERATION/ACTION

1. Meeting Minutes: Approve the minutes of the March 8, 2018 meeting
2. Needs Assessment Update: Receive the Needs Assessment Update
3. Future meetings: Discuss agenda items and topics for future meetings
4. Informational items: Receive information and announcements from staff

ADJOURNMENT

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the North County Library Authority will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Los Altos City Clerk 72 hours prior to the meeting at (650) 947-2720.

Agendas, Staff Reports and some associated documents for NCLA Library Redevelopment Task Force items may be viewed on the Internet at <http://www.losaltosca.gov/meetings>.

If you wish to provide written materials, please provide the Task Force Staff Liaison with 10 copies of any document that you would like to submit to the Task Force for inclusion in the public record.

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

MINUTES OF THE MEETING OF THE LIBRARY REDEVELOPMENT TASK FORCE OF THE NORTH COUNTY LIBRARY AUTHORITY, HELD ON MARCH 8, 2018, AT 3:30 P.M. AT LOS ALTOS MAIN LIBRARY, ORCHARD ROOM, 13 SOUTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ROLL CALL

PRESENT: Cindy Hill, Chair (Los Altos Library Commission), Mary Jo Kelly, Vice Chair (Friends of the Library), Jean Mordo (North County Library Authority). Non-voting advisors: Marlene Iwamoto (Santa Clara County Library)

ABSENT: Bob Simon (Los Altos Library Endowment)

PUBLIC COMMENTS

There were no public comments

ITEMS FOR CONSIDERATION/ACTION

1. Meeting Minutes

Action: Upon a motion by Jean Mordo, seconded by Mary Jo Kelly, the Task Force approved the minutes of the January 25, 2018 meeting, by the following vote: AYES: Hill, Kelly, Mordo; NOES: None; ABSENT: Simon; ABSTAIN: None.

2. Needs Assessment Update

Staff provided an update on the Needs Assessment Update. The Needs Assessment Update was scheduled to be presented to the Task Force on March 22, 2018.

3. Architectural Feasibility Study

Staff provided an update on the Architectural Feasibility Study. The Architectural Feasibility Study was planning to be presented to the Task Force following the presentation of the Needs Assessment Update.

4. Next Steps

Task Force members discussed the potential next steps following completion of the Needs Assessment Update and the Architectural Feasibility Study. Members discussed how to potentially frame a report and recommendation to the North County Library Authority Board.

Task Force members also discussed potential information that might help inform a recommendation to NCLA including, but not limited to, basic information on ballot measures, any legal issues related to accepting private donations, and the City of Los Altos' policy on naming rights.

5. Future meetings

The Task Force determined that the next meeting would be on April 5, 2018 provided the Architectural Feasibility Study would be ready.

6. Informational items
None

ADJOURNMENT

Chair Hill adjourned the meeting at 4:11 p.m.



DATE: March 22, 2018

AGENDA ITEM # 2

TO: North County Library Authority Library Redevelopment Task Force

FROM: Jon Maginot, City Clerk/Assistant to the City Manager

SUBJECT: Needs Assessment Update

RECOMMENDATION:

Receive the Needs Assessment Update

BACKGROUND

As part of the initial steps for the North County Library Authority (NCLA) Library Redevelopment Task Force, an update of the 2008 Library Services and Space Needs Assessment has been conducted. Group 4 Architecture, Research + Planning, Inc. has performed this update.

DISCUSSION

As part of the Needs Assessment Update, Group 4 has reviewed relevant materials on the Main Library, including site plans, circulation numbers and the 2008 Needs Assessment. Group 4 has also conducted stakeholder sessions with the Library Commission, Friends of the Library, Los Altos Library Endowment and staff from Santa Clara County Library District.

The results of the Needs Assessment Update will be presented to the Task Force on March 22, 2018.