

**MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE  
CORRECTED MINUTES  
MT. SHASTA LIBRARY  
515 East Alma Street  
Thursday, May 19, 2016, 1:00 PM**

“Our mission is to maintain the character of our small town community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

**1. Call to Order**

The meeting was called to order by Chairman Dennis Johnson at 1:14 P.M.

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**2. Roll Call:**

**Present:** Chair Dennis Johnson, Evelyn Callas, Barbara Wagner, Dean Whetstine

**Absent:** Michael Murray (arrived at 2:18 PM)

**Also present:**

Geoff Harkness, City Council Representative to LTAC

Terry Thompson, Librarian

Courtney Laverty, Library Operations Manager

John Cumming, Technology Committee

Muriel Howarth Terrell, City Finance Officer

Cheryl Bauer, vice-president, Friends of the Library Board

Joan Roemer, Ex-Board member, Friends of the Library

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**3. Review and Approval of Minutes:**

Tabled until arrival of Michael Murray

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**4. Public Comment:** This is an opportunity for members of the public to address the Committee on items within the jurisdiction of the Committee and not listed on the agenda. The public will have an opportunity to comment on any agenda item during Committee discussion of that item. The Committee may ask questions but may take no formal action on items addressed during the Public Comment period. The Committee reserves the right to limit the length of individual comments. If you desire a written response, please provide your mailing address.

No comment was offered.

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**5. Introduction of New Board Members and Election of New Officers**

Chairman Johnson introduced new members Barbara Wagner and Dean Whetstine and returning member Evelyn Callas. Michael Murray was nominated for Chair by Evelyn Callas, seconded by Barbara Wagner. There were no further nominations. The vote was aye 4, opposed 0, absent 1. Dennis Johnson was nominated for Vice-Chair by Evelyn Callas, seconded by

Barbara Wagner. There were no other nominations. The vote was aye 3, opposed 0, absent 1. Vice-chair Johnson continued the meeting.

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#### **6. Discussion and Possible on the Library Budget:**

Secretary Callas presented a draft budget prepared at the request of the committee. This budget was based on projected costs for services as if the Friends of the Library were continuing the management. It was recognized that the Friends have not applied to renew their operation contract and that expenditures can be expected to be different from those proposed by a new management. The budget will be discussed further and revised during contract negotiations. Muriel Terrell agreed with the data regarding general expenditures. Her estimate of revenue is higher than that of 2015-2016. The balance in the bank is now approximately \$370,000. Muriel Terrell clarified the category "Board Designated Fund Balance" (line item number 3910.00) which specifies use of monies in that category. The only present Board Designated Fund Balance is for Technology and is funded with \$10,000.00. Muriel Terrell explained that a Board Designated Fund Balance stays in the Equity account until the end of the year when she replenishes it with money from the budget surplus. Finance Officer Terrell says disbursement from such a fund is not permitted for a different purpose without approval from LTAC. The City Council could over-rule this designation.

Dennis Johnson moved to create a Board Designated Fund Balance for Building Expansion to contain \$250,000.00. Evelyn Callas seconded the motion. The vote was aye 4, absent 1. Chair Johnson reviewed the advantages of planning building expansion on a debt-free basis.

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#### **7. Discussion on Library RFP, appoint negotiation team and Operation Committee member**

Chair Johnson announced that the City received one proposal in response to the published RFP. The proposal was submitted by Courtney Laverty, owner of Community Staffing Solutions, LLC. A negotiation team was formed to put together the terms of a contract with Ms. Laverty's company.

A general discussion of goals and performance evaluations with respect to the RFP and contract brought forth plans to request the Operation Committee (later re-named the Oversight Committee) to set goals, to bring the goals to the LTAC/Board for ratification, and to report on the fulfillment of those goals. Michael Murray recommended that goals be addressed during negotiations with the applicant and brought back as addenda to the contract. It was noted that the contract was for one year, not automatically renewed; forming another mechanism for assuring quality of management. It was recognized that the expectations should be provided to the contractor but that the methods used to fulfill them are up to the contractor and will not be the LTAC's or the Oversight Committee's responsibility.

The negotiation team appointed was: Michael Murray and Dennis Johnson. Muriel Terrell was asked to join them.

Michael Murray was nominated as the LTAC member of the Oversight Committee by Dennis Johnson, seconded by Barbara Wagner. The vote was unanimous aye. The Friends of the Library member of the Oversight Committee will be chosen at the June 2, 2016 meeting of the Board of the Friends.

The negotiation team will report to a meeting of the LTAC on May 26, 2016 at 2:00 PM in the Board room of the school district. The agenda will include acceptance of the contract and of the 2016-2017 budget.

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**8. Discussion about Library goals, mission, values and strategy—possibly assign subcommittee**

Member Wagner expressed the need to improve the library mission statement. Member Johnson wants to reignite the building program. He is interested in forming a committee of diverse community members to proceed. Member Whetstine expressed his experience that providing the community with actual plans, such as scale models, can rapidly bring forth opinions and consensus regarding needs and uses. Chair Murray offered to form a committee with Member Wagner to examine other libraries' mission and values statements. Chair Murray asked Member Johnson to form a community committee to revitalize the physical building planning. Member Callas recommended proceeding with feasibility studies to determine what and how much can be built and how parking can be accommodated.

Chair Murray asked Courtney Laverty to consider studies to define the segments of the population that are library patrons, their needs, desires and use of the library.

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**9. Review and Approval of the Draft Minutes of October 25, 2015 and email vote**

The minutes required a correction in item 9. The second Internet connection was obtained from Snowcrest, not Northland Cable. The minutes were approved as corrected.

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**10. Appointment of LTAC Board Secretary**

Evelyn Callas was appointed secretary by Chair Murray.

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**11. Future Agenda Items/Comments by Committee Members:**

The meeting on May 26, 2016 will start at 2:00 in the School District Board room, adjacent to the Library. The agenda will include ratification of the 2016-2017 budget and management contract.

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**12. Adjourn.**

The meeting was adjourned at 3:00 P.M. by consensus.

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**13. Next meeting:**

Thursday, May 26, 2016 at 2:00 P.M.

Next regular meeting: Thursday, October 20, 2016 at 1:00 P.M.

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Submitted by Evelyn Callas, Secretary

**Availability of Public Records:** All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.

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