

Library Tax Advisory Committee Regular Meeting Agenda

Mt. Shasta Library – 515 East Alma Street
Thursday, October 17, 2019; 2:30 p.m.

“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.”

Page	Item
	1. Call to Order and Flag Salute
	2. Roll call
	3. 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.
	4. Consent Agenda: a. Approve Regular Meeting Minutes: April 18, 2019
	5. Election of Officers Committee members will elect officers to be seated for the next year.
	6. Executive Director’s Report
	7. Overview: Financial Budget and Reserves
	8. Library Expansion Update
	9. Future Agenda Items/Comments by Committee Members: At this time, members of the Committee may ask questions of staff, request that reports be made at a later date, or ask to place an item on the agenda, on any subject within the Committee’s jurisdiction. In addition, the members may take this opportunity to make comments on any topic which is not on this agenda, provided however, that no deliberation may be conducted, and no decision may be made on such topics.

10. Adjourn: The next regular meeting is scheduled for April 16, 2020

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.

The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting

**MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE
DRAFT MINUTES REGULAR SPRING MEETING
MT. SHASTA UNION SCHOOL DISTRICT OFFICE
595 East Alma Street
Thursday, April 18, 2019 at 2:30 PM**

The purpose of the Committee is to review and make recommendations to the City Council of the City of Mt. Shasta on the expenditure, investment, or encumbrance of revenues raised from the Library Transactions and Use Tax. The Committee will also review and make recommendations to the City Council on the operations of the Library as they may relate to the expenditure of those revenues. The Committee will serve as a forum for the free exchange of information and ideas relating to Library issues.

1. Call to Order

The meeting was called to order by Chairman Dennis Johnson at 2:30 PM

2. Roll Call:

Members: Chairman Dennis Johnson, Vice-Chairman Merle Anderson, Ray Nobriga and Ted Marconi. Absent: Secretary Evelyn Callas
Courtney Laverty, Executive Director, Community Staffing Solutions, LLC.
Also present: Cheryl Bauer, Secretary, Friends of the Mt. Shasta Library.

3. Public Comment:

None

4. Consent Agenda: Approval of Minutes: Regular meeting October 4, 2018;

The minutes of the listed meetings were approved on a motion by Merle Anderson, seconded by Dennis Johnson. The vote was 4-yes, 0-no, 1 absent.

5. Introduction of New LTAC Member:

Ted Marconi has been appointed as the newest member of LTAC.

6. Executive Director's Report:

Executive Director, Courtney Laverty, provided members with a report of happenings at the library for the 3rd quarter (see attached).

7. Overview: Financial Budget and Reserves

Finance Director, Muriel Terrell, was away so financial reports were unavailable at the meeting. Courtney Laverty provided an estimate of expenses to date based on her records. Courtney provided a proposed budget. Clarification of several categories was requested and received. Ted Marconi requested a breakdown for contract services. The

proposed increase in contract services is for health benefits for the director and staff raises. Ray Nobriega moved approval of the proposed budget, revised as discussed. Merle Anderson seconded this motion. The vote was 4-yes, 0-no, absent-1. Courtney will provide updated budget and finance information after meeting with Muriel.

8. Discussion and Possible Action: Library Expansion Update:

Financials were not available regarding disbursements to Mt. Shasta Engineering. An estimate was provided by Courtney. Discussion regarding working with the city to create a plan for financing and strategy for fundraising. Concerns were raised about the costs of running the library and maintaining a reserve. Ted remarked about the need for community to support to justify the expense.

9. Future Agenda Items/Comments by Committee Members:

A special meeting to review budget and finance may be called once the financials have been provided to the committee.

10. Adjourn: The next regular meeting is scheduled for October 17, 2019.

The meeting was adjourned at 3:55 PM by Chairman Johnson.

Submitted by: Courtney Laverty, Executive Director

Library Tax Advisory Committee (LTAC)

FIRST NAME	LAST NAME	DATE FIRST APPOINTED	DATE CURRENT TERM EXPIRES	MEMBERSHIP	REQUIREMENTS AND PURPOSE
Merle	Anderson	01/22/2018	01/31/2022	Library Tax Advisory Committee (Four Year Terms)	<p>The Library Tax Advisory Committee consists of five (5) members who serve at the pleasure of the City Council and reside within the 96067 zip code. The membership shall be balanced and reflect the interests of the community. One (1) City Staff Member shall attend meetings to provide advisory services to the Committee.</p> <p>The purpose of the Committee is to review and make recommendations to the City Council regarding expenditures, investments, and encumbrances of revenues raised from the Library Transactions and Use Tax. The Committee will also review and make recommendations to the City Council on the operations of the Library as they may relate to the expenditure of those revenues. The Committee will serve as a forum for the free exchange of information and ideas relating to Library issues.</p> <p>The Library Tax Advisory Committee meets at least twice annually on the 3rd Thursday in April & October of each year at 2:30 p.m. at the Mt. Shasta Library Branch located at 515 E Alma Street in Mt. Shasta.</p>
Dennis	Johnson	01/13/2014	01/31/2022		
Evelyn	Callas	09/12/2011	01/31/2020		
Raymond	Nobriga	02/27/2017	01/31/2020		
Ted	Marconi	01/14/2019	01/31/2020		
Muriel	Howarth- Terrell	Finance Director	City Staff Advisor		