

# Library Tax Advisory Committee Special Meeting Agenda

Thursday, January 28, 2021; 2:30 p.m.

Please note that this meeting is being agendized to allow Committee Members, Staff, and the public to participate in this meeting via ZOOM, pursuant to the Governor's Executive Order N-29-20. Members of the public may remotely listen to and participate in the meeting via the information below:

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/88026750805>

Meeting ID: 880 2675 0805

669 900 6833, or 669 900 6833, or 253 215 8782, or 408 638 0968

“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 Roll Call
	2. Consent Agenda: Approval of Minutes: December 17, 2020 Special Meeting
	<p>3. Discussion and Possible Action: Review proposals for library services for recommendation to City Council</p> <p>The committee will review proposals received and discuss; determine a recommendation to make for City Council approval.</p>
	<p>4. Adjourn: The next regular meeting is scheduled for April 15, 2021</p> <p>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.</p> <p>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</p>

**MT. SHASTA LIBRARY TAX ADVISORY COMMITTEE**  
**DRAFT MINUTES SPECIAL MEETING**  
**MT. SHASTA LIBRARY**  
**515 East Alma Street**  
**Wednesday, December 17, 2020 Special Meeting**  
**The meeting was conducted via Zoom**

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.

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**1. Call to Order**

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

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**2. Roll Call:**

**Present:** Chairman Dennis Johnson, Vice-Chairman Merle Anderson, Betty Kreeger, Ray Nobriga, Ted Marconi.

**Also Present:** Courtney Laverty, Executive Director, Community Staffing Solutions, LLC; Muriel Howarth Terrell, City Finance Director; Cheryl Bauer, Friends of the Library Committee

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**3. Public Comment:**

Barbara Wagner asked regarding the RFP if the person is a subcontractor or a City employee? Do we want the new person to be able to write grants, fundraise?

Courtney responded: The RFP specifically states the person cannot be a City employee.

Dennis responded: We don't want the librarian writing grants or fundraising. The basic responsibility is City's and LTAC supplements with help working with community contacts.

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**4. Consent Agenda: Approval of Minutes:**

The minutes of the June 17, 2020 Regular meeting and September 24, 2020 Special meeting were approved on a motion by Ray Nobriga, seconded by Ted Marconi. The vote was 4-yes, 0- no. Merle Anderson was absent at that time and joined a few minutes later.

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**5. Executive Director's Report:**

Courtney Laverty reported on the Mt. Shasta Library curbside delivery system. In November 1,243 items were loaned. As of yesterday, 940 items were loaned. September and October also were busy. She also has been printing for people, helping with community block development grant, helping people who reach out on Facebook, and helping school kids get material. She is pleased it is working out very well.

Dennis asked what is happening with other libraries. Courtney reported they have library council meetings every other Thursday. Dunsmuir and Yreka had opened, but as things got worse they've both closed again which was anticipated. That is why she didn't want to

reopen because all that effort would be wasted. McCloud is open – short hours. Montague is open, but only letting in a small number. Given the amount of business Mt. Shasta Library is doing curbside it is the safer option. Yreka is doing curbside 3 hours a week. Mt. Shasta is doing the most curbside 12-5 PM Monday through Saturday.

She submitted something to the newspaper two weeks ago and they haven't put it on so using Facebook to get the information out about hours. She anticipates it is going to get busier as more people find out. She is also working on the website and will need to hire someone to assist with that.

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## **6. Discussion Regarding the Request for Proposal (RFP) for Library Director**

Discussion regarding Library Director and LTAC attending City Council meetings. It was agreed that making it mandatory is not a necessary part of the RFP since LTAC members and Library Director attend as a matter of course when library item is on the agenda.

Qualifications of RFP applicants. It was agreed that no education requirement is necessary because a person can have the necessary skills and experience without having a degree or certification in library assistant or technician or MLS. Courtney pointed out that the degree is MLS, but even in the library community it is agreed that should not be a requirement anymore. It was agreed to leave qualifications as currently stated. Juliana suggested in comments to give candidates an opportunity to provide a cover letter explaining how their education and experience suits them for this position.

Regarding the term of the contract, it is not just for the next five months but for the long-term so we don't have to go through this process again. The short-term is for emergency operations until we get back to full operation. The contract shall be renewable every year or possibly every two years. Courtney's current contract is renewable month to month.

The RFP will be prepared next week and be advertised for 30 days through Mt. Shasta City website, local papers and Michael Perry County Librarian. Muriel is checking with Kathy Joyce regarding other possibilities. The short-term contract will be from March 1 through June 30. LTAC would need to make a recommendation to the City Council no later than February 4th for their February 8, 2021 meeting. If LTAC receives several qualified applicants we may have to schedule another meeting for interviews, otherwise it can all be done at our next meeting in January. We will need to be flexible depending on the number of qualified candidates we receive.

Agenda notification requirements per Brown Act:

- Regular meetings 72 hours
  - Special meetings 24 hours
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## **7. Library Budget Update:**

We have over \$500,000 in the bank. Sales taxes are coming in higher this year than they were in the previous year by about \$20,000 just in the first quarter. With people staying home and ordering online the sales tax for goods delivered within the City limits, we get that tax. And that is happening more than ever before. What were losing in gas tax, we're making up in sales tax. ToT tax is down, but not by the amount expected.

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## 8. Library Expansion Update by City Planner, Juliana:

Building plans have been concluded. Waiting on CEQA documentation and implementation. Due to Covid, our CEQA contractor had to take care of her child and she is back on the project now and completed the necessary documents. The admin project description has been approved. They sent out a letter for tribal consultation about a month ago and they need 30 days to decide to consult with us. Once that is complete, they will do an administrative draft and the IS/MND for the project. Hoping to have that for public review mid-January, and that is required to be available for review for at least 30 days. Then the City will respond to comments. If there are no issues with the CEQA document it will go to Planning Commission for approval in March or April. Once the CEQA documentation is done Nick Riddle will prepare the final estimated cost to implement.

There are some sensitive species identified in the wetland area adjacent to the project so there might be some Dept. of Fish & Wildlife (DF&W) coordination for that. They've also been discussing the reroute of the Rotary trail and how that might look. There is no definitive proposal for how to reroute that yet. The Active Transportation Committee and Planning Commission looked at some proposals prior to Covid.

There is a draft easement to install more parking between the existing library building and the School District Administrative building. The School Board seems amenable to the easement. The only cost associated with the easement is the cost to put that together. No rent is associated with the easement. The building plans application was submitted before the new building codes were established. They are completed with the review.

CEQA is part of the review for the Architectural Design Application. That still must go to the Planning Commission and be finalized. That will happen post-CEQA public hearing. They did a Change Order for NEPA in case we would like to apply for Federal funding. The CEQA process is CEQA plus NEPA because it has much lower thresholds in terms of noticing and requirements. A NEPA categorical exclusion was filed in mid-2018. They're also talking to USDA as part of the funding. The only thing left regarding Mt. Shasta Engineering is the cost estimate, and that cannot be done until we have all the required environmental permitting for construction.

The City is completing the CEQA documents now. Part of the mitigations are to ensure any action we take is less than significant environmentally. We may have to apply for additional permitting. That could be stream alteration permits with the DF&W, or sensitive species permitting. We won't know that final amount until we have final CEQA document. Therefore, that cannot be factored into the cost estimate at this time. The final cost proposal will include any environment permitting before doing construction.

Dennis asked why we don't have a permit since we've paid Mt. Shasta Engineering the entire amount of \$215,000. Juliana checked and said we do have everything done for the building permit application and could start construction. However, we just to wait for the CEQA to be satisfactorily completed. We're just waiting on the environmental piece.

Dennis asked if anyone is looking for grant money. Do we want to use the building fund to get someone with expertise to do this? Juliana said Bruce was looking for funding. Juliana has contacted Kevin DeMers at USDA to see what their requirements would be for environmental review to qualify for funding.

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**9. Adjourn: The next special meeting is scheduled for January 28, 2021**

The meeting was adjourned at 3:39 PM by Chairman Johnson.

Submitted by: Betty Kreeger, Secretary.