

# NORTHNET LIBRARY SYSTEM

## STEERING COMMITTEE MEETING

May 3-4, 2011

### CONVENING:

The NorthNet Library System (NLS) Steering Committee met this date at the Sheraton Four-Points Hotel in Sacramento with Chair Gregg Atkins presiding. The meeting convened at 9:35 a.m.

### ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Dixon Public Library	Gregg Atkins - Chair
X		Plumas County Library	Margaret Miles – Vice Chair
X		Colusa Public Library	Wendy Burke
X		Humboldt County Library	Victor Zazueta
X		El Dorado Public Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
	X	Marin County Free Library	Gail Haar
X		Modoc County Library	Cheryl Baker
X		Napa City-County Library	Danis Kreimeier
X		Orland Free Public Library	Jody Meza
X		St. Helena Public Library	Jennifer Baker
X		NLS System Headquarters – Executive Director	Annette Milliron
X		Facilitator	Dr. Paque
X		Butte County Library	Linda Mielke
X		Shasta Public Libraries	Jan Erickson

### INTRODUCTION

Meeting facilitator, Dr. Diana Paque, was introduced to the NLS Steering Committee. Dr. Paque described her background and library experience. Two members of the NLS Council / North State Cooperative Library System were also present at the meeting and were introduced: Jan Erickson, library director for Shasta Public Libraries and Linda Mielke, library director for Butte County Library. It was noted that this was an official meeting of the NLS Steering Committee is subject to the Brown Act guidelines.

### ADOPTION OF GROUND RULES, PARKING LOT

Dr. Paque reviewed the ground rules and parking lot concept with the NLS Committee and noted that the rules were created with input from Chair Gregg Atkins and Vice Chair Margaret Miles. It was clarified that the “parking lot” is for issues that come up during the meeting that aren’t on the agenda and will be addressed later in the day.

A Motion to adopt the ground rules and parking lot was made by Danis Kreimeier and seconded by Wendy Burke. The Motion passed unanimously.

### REVIEW AND APPROVAL OF THE AGENDA

Mr. Atkins noted that “Public Invited to Address the Council” needed to be added to the agenda. A Motion to approve the agenda as amended was made by Jeanne Amos and seconded by Cheryl Baker. The Motion passed unanimously.

### PUBLIC INVITED TO ADDRESS THE COUNCIL

No public were present.

### **ANTICIPATED RETREAT OUTCOMES**

Dr. Paque asked the library directors to write down the #1 outcome they want to achieve at this meeting. All answers were anonymous and read by various Committee members. She stated that it appeared all Committee members seem to be on the same page and it looked like the outcomes were all cohesive. Discussion was held on the anticipated retreat outcomes and Dr. Paque stated she could help the Committee "fine tune" the outcomes and would provide the Committee with the results.

Ms. Milliron thanked the library directors who responded to the budget survey that was sent out last week. Dr. Paque tabulated the results in a spreadsheet and presented the information to the Committee.

### **FUNDAMENTALS OF THE NORTHNET LIBRARY SYSTEM**

#### **REVIEW OF THE MANIFESTO**

#### **CONSIDERATION OF NLS VALUES AND VALUE STATEMENTS**

The sustainability of NLS' budget as well as philosophy was discussed. Dr. Paque noted that there are a number of things listed in the NLS manifesto that was created two years ago when the system was first formed. She stated that the value statements need to be reviewed as everything was based on them. The group discussed the stated values and philosophy of NLS and then moved on to the manifesto.

Jan Erickson commented that, although she is not a member of the NLS Steering Committee, she always gets stuck on how NLS can decide what to spend money on if the amount of State money is not known. Dr. Paque noted that the Committee needs to acknowledge the difficulty and start with the idea that the state money is not going to be available. Discussion ensued.

#### **ALIGNMENT OF NLS VALUES WITH NLS MEMBER PRIORITIES**

*Please see Attachment A at the end of this document.*

A Motion to approve the alignment of NLS values with NLS member service priorities as developed at the February 11, 2011 Council meeting was made Katy Curl and seconded by Margaret Miles. The Motion passed unanimously.

#### **BUDGET INFORMATION PRESENTATION**

Discussion was held on creating a zero-based budget and having zero State funding. Additional options that currently exist for local revenues that are currently not being dedicated to services were also discussed.

Discussion was held on each system's reserves and NLS' reserves as a whole. NLS has \$300,000 created with \$100,000 from each System, and these are the reserves the Council could approve using if they are needed. MVLS and NBCLS have designated reserves that would require their approval to expend. The Steering Committee directed the development of budget scenarios using \$159,000 from NLS reserves. The remaining NLS reserves are to be held for shutdown liabilities. Discussion was held on budgeting issues in relation to values and priorities and included the consideration of budget, services, staffing and structure.

A discussion on the PERS option was held. This action requires the assent of the 3 systems as the PERS contracts are currently under the authority of each. The actuarial studies take up to a year to

complete and will provide the actual obligation to pay each off. Once the studies are complete, Each system and NLS will have up to 6 months to act on changes it determines are in the best interest of the members and bring for action to the membership before making any changes with PERS.

A Motion for the Steering Committee to recommend to the 3 systems that they take action on the following in order to consolidate NLS interactions with PERS:

Start pay-off studies for all 3 systems, including the following provisions:

- Pay off the MVLS contract as it covers no current or anticipated future employees;
- Open the conversation with PERS to combine the NSCLS and NBCLS contracts, grandfathering in the provisions of both for current retirees;
- Rename the consolidated contract the NLS contract with all current and future employees under the NLS contract, and
- Schedule current outstanding obligations for PERS so they may be paid off over time should the system so choose this as an option.

Moved by Danis Kreimeier and seconded by Jennifer Baker. The Motion passed unanimously.

#### **REVIEW AND APPROVAL OF THE MAY 4, 2011 AGENDA**

The meeting agenda for the second day of the meeting as well as the materials from the May 3<sup>rd</sup> was reviewed to determine where additional discussion was needed.

A Motion to approve the agenda as revised to achieve desired outcomes was made by Katy Curl and seconded by Cheryl Baker. The Motion passed unanimously.

#### **BUDGET FOR PLAN OF SERVICE AND OPTIONS FOR THE FIRST QUARTER 2011/12**

Budget revenue and expenditures were discussed. The Steering Committee reviewed the budget materials and discussed the options for drafting a budget that included the following:

- no state funding and no additional local funding support for NLS
- no state funding with additional local funding support
- partial state funding - 50% from CLSA or other sources
- full state funding at current year levels

Scenario #1: 6-month time period. The system would pay for delivery, one full-time System Administrator, one Account Clerk (hours to be determined) for six months. The Assistant Director, Electronic Services Manager and Administrative Assistant would be laid off. The SuperSearch administrative assistant position needs to be discussed further with the NBCLS Board.

Scenario # 2: 1-year time period. Retirement of Executive Director and re-hire at part-time. The Assistant Director and the Administrative Assistant would both work part-time as well. The Electronic Services Manager and Account Clerk would be laid off. The SuperSearch administrative assistant position needs to be discussed further with the NBCLS Board.

Scenario # 3: 1-year time period. Retirement of Executive Director and re-hire at ¼ time, the Assistant Director would work ¾ time and the Administrative Assistant would work ½ time. The Electronic Services Manager and Account Clerk would be laid off. The SuperSearch administrative

assistant position needs to be discussed further with the NBCLS Board.

A Motion that the NLS Committee submit to the NLS Council for their consideration refined versions of the budgets including 0%, 50% and 100% CLSA funding was moved by Margaret Miles and seconded by Danis Kreimeier. The Motion passed unanimously.

The Steering Committee reviewed the work and discussed what still needed to be done to submit the Plan of Service to the State Library. Discussion was also held on that issues/work need to be undertaken in preparation for the Retreat of the full Council in September.

A Motion directing Ms. Milliron to extend the contract with Dr. Paque to include document preparation for the June Council meeting as well as the presentation of Steering Committee Retreat outcomes at the Council meeting was moved by Margaret Miles and seconded by Danis Kreimeier. The Motion passed unanimously.

**ADJOURN**

There being no further business, the meeting was adjourned at 2:30 p.m.

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Annette Milliron DeBacker  
Clerk of the Committee  
May 3 & 4, 2011

Values Priorities Exercise May 3, 2011  
In Order Printed in the NLS Manifesto

Manifesto Item Number	Manifesto Values as adopted	TOTAL											
1	Benefits all the people we serve	86	14	6	6	8	8	5	4	14	2	4	15
2	Benefits our staff	45	3	1	4	9	7	5	7	2	0	3	4
3	Enables us to do things we can't do on our own	113	12	8	10	8	9	14	12	12	6	9	13
4	Provides more services	87	11	6	8	7	7	12	8	12	6	4	6
5	Brings more equity	60	4	5	3	6	6	6	9	2	4	8	7
6	Is nimble and responsive	41	6	9	0	4	1	1	3	1	6	7	3
7	Provides a means of resource sharing & delivery	119	13	14	13	8	12	8	10	11	9	10	11
8	Gives us a stronger voice	70	1	3	9	7	8	11	9	6	6	5	5
9	Leads the way-a model system	9	1	2	1	0	1	0	0	0	3	1	0
10	Greater visibility for us	28	1	0	3	0	3	6	6	3	5	0	1
11	Achieves economies of scale	95	11	10	12	4	12	10	7	4	6	12	7
12	Is forward thinking	45	6	9	6	0	1	2	2	3	8	6	2
13	Successful & seamless in provision of services	68	8	11	7	0	4	4	1	8	7	12	6
14	Works for all members	94	6	9	8	5	12	8	14	9	2	10	11
15	Is affordable	131	8	12	14	8	14	12	10	14	14	14	11

Steering Committee Priorities for Manifesto Values  
May 3, 2011 Exercise

Manifesto Item Number	Steering Committee Priority Order	TOTAL VOTES											
15	Is affordable	131	8	12	14	8	14	12	10	14	14	14	11
7	Provides a means of resource sharing & delivery	119	13	14	13	8	12	8	10	11	9	10	11
3	Enables us to do things we can't do on our own	113	12	8	10	8	9	14	12	12	6	9	13
11	Achieves economies of scale	95	11	10	12	4	12	10	7	4	6	12	7
14	Works for all members	94	6	9	8	5	12	8	14	9	2	10	11
4	Provides more services	87	11	6	8	7	7	12	8	12	6	4	6
1	Benefits all the people we serve	86	14	6	6	8	8	5	4	14	2	4	15
8	Gives us a stronger voice	70	1	3	9	7	8	11	9	6	6	5	5
13	Successful & seamless in provision of services	68	8	11	7	0	4	4	1	8	7	12	6
5	Brings more equity	60	4	5	3	6	6	6	9	2	4	8	7
2	Benefits our staff	45	3	1	4	9	7	5	7	2	0	3	4
12	Is forward thinking	45	6	9	6	0	1	2	2	3	8	6	2
6	Is nimble and responsive	41	6	9	0	4	1	1	3	1	6	7	3
10	Greater visibility for us	28	1	0	3	0	3	6	6	3	5	0	1
9	Leads the way-a model system	9	1	2	1	0	1	0	0	0	3	1	0