

NORTHNET LIBRARY SYSTEM

Council Meeting

May 14, 2010

CONVENING:

The Council of the NorthNet Library System (NLS) met this date at Lincoln Public Library in Lincoln, California with Chair Bill Michael presiding. The meeting convened at 12:51 p.m.

ROLL CALL:

PRESENT	ABSENT	SYSTEM	MEMBER LIBRARY	NAME
X			Mono County Free Library	Bill Michael – Chair
	X		Alpine County Library	Rita Lovell
	X		CSU Sacramento Library	Tabzeera Dosu
X			Colusa County Library	Wendy Burke
X			El Dorado County Library	Jeanne Amos
X			Folsom Public Library	Katy Curl
X			Lincoln Public Library	Darla Wegener
X			Nevada County Library	Mary Ann Trygg
	X		Placer County Library	Mark Parker
X			Roseville Public Library	Lisa Dale
	X		Sacramento Co. Pub. Law Lib.	Coral Henning
X			Sacramento Public Library	Sarah Smith for Rivkah Sass
X			Sutter County Library	Roxanna Parker
	X		UC Davis	Sandra Vella
	X		Woodland Public Library	Vacant
X			Yolo County Library	Patty Wong
X			Yuba County Library	Loren MccRory
X			Benicia Public Library	Diane Smikahl, Chair
X			Napa City-County Library	Danis Kreimeier, Vice-Chair
	X		Belvedere-Tiburon Library	Debbie Mazzolini
	X		Dixon Public Library	Gregg Atkins
	X		Lake County Library	Susan Clayton
	X		Larkspur Public Library	Frances Gordon
	X		Marin County Free Library	Gail Haar
	X		Mendocino County Library	Mel Lightbody
	X		Mill Valley Public Library	Anji Brenner
	X		Napa Valley Community College	Bonnie Thoreen
	X		St. Helena Public Library	Jennifer Baker
	X		San Anselmo Public Library	Sara Loyster
	X		San Rafael Public Library	David Dodd
	X		Santa Rosa Junior College	Will Baty
	X		Sausalito Public Library	Mary Richardson
	X		Solano Comm. College Library	Erin Duane
	X		Solano County Library	Bonnie Katz
	X		Sonoma County Library	Sandy Cooper

	X		Sonoma Dev. Center	Vacant
X			Butte County Library	Linda Mielke
	X		Del Norte Co. Library District	Linda Kaufmann
	X		Humboldt County Library	Victor Zazueta
X			Lassen Library District	Jeff Hawkins
X			Modoc County Library	Cheryl Baker
X			Orland Free Library	Jody Meza
X			Plumas County Library	Margaret Miles
X			Shasta Libraries	Elizabeth Kelley for Jan Erikson
	X		Siskiyou County Library	Lisa Musgrove
X			Tehama County Library	Caryn Brown
	X		Trinity County Library	Oresta Esquibel
X			Willows Public Library	Sandie Hobbs
	X		Butte College Library	Luozhu Cen
	X		CSU Chico Library	Sarah Blakeslee
	X		College of the Redwoods Library	Rachel Anderson
	X		College of the Siskiyous Library	Dennis Freeman
	X		Feather River College Library	Tom Davis
	X		Humboldt State Univ. Library	Wayne Perryman
	X		Lassen College Library	Rosanna Brown
	X		Shasta College Library	Janet Albright
	X		Simpson University Library	Larry Haight
X			California State Library	Linda Springer
X			Meeting Facilitator	Ann Cousineau
X			Meeting Facilitator	Carole Paterson
X			NSCLS SAB Representative	Sue Gallagher
X			NLS System Headquarters	Annette Milliron
X			NLS System Headquarters	Patty Hector

1. WELCOME AND CALL TO ORDER

Bill Michael welcomed everyone

2. INTRODUCTIONS

The Council introduced themselves.

3. CONSENT CALENDAR

A. STATEMENT OF REVENUE, EXPENDITURES & ENCUMBRANCE FOR FY 2009/10

B. STATEMENT OF SALARY AND BENEFITS EXPENDITURE FOR NORTH BAY COOPERATIVE LIBRARY SYSTEM

C. MINUTES OF NOVEMBER 2, 2009 NLS COUNCIL MEETING

A Motion to approve the Consent Calendar was moved by Jeanne Amos and seconded by Darla Wegner. The Motion passed unanimously.

4. MANIFESTO REVIEW AND MISSION & VALUES STATEMENT AND GOALS

The manifesto and mission values statements and goals were reviewed.

5. STRATEGIC PLANNING SESSION

A strategic planning session was held with Ann Cousineau facilitating.

6. STRATEGIC PLANNING FOLLOW-UP

Discussion was held. Ms. Milliron reported that the incoming Chair needs to appoint directors to the various Task Force groups as quickly as possible as reports are expected at the November NLS Council meeting.

7. PLAN OF SERVICE 2010/2011

Discussion was held on the 2010/11 Plan of Service. During their review of the Plan of Service, the Steering Committee found a few changes that needed to be made, but approved the document as a whole. In the "Description of Service Area", under the "what we have available as resources – ethnic services", the following was added:

- Marin Country Free Library hired a Spanish language librarian
- Lincoln Public Library is acquiring a Native American collection that is being developed by a local tribe.

A Motion to approve the 2010/11 Plan of Service was moved by Jeanne Amos and seconded by Darla Wegener. The Motion passed unanimously.

8. BUDGET AND MEMBERSHIP FEES 2010/11

The 2010/11 budget and membership fees were discussed. Ms. Milliron reported that system membership fees will stay the same as last year with the exception of NBCLS' delivery fees which will increase this year as the delivery volume drives the percentage that we pay.

NBCLS staff are taking a 6.25% salary reduction effective 7/1/10 by reducing their work week from 40 hour to 37.5. The NBCLS Steering Committee felt this was the best way to handle the budget deficit. Ms. Milliron explained that if the budget outlook should improve, it would just take a simple payroll code change with PERS to return to a 40 hour work week, so this salary reduction can be easily restored if times get better. Ms. Milliron reported that NBCLS is also looking at changing their health insurance provider to one that is offering a lower premium. She explained that numerous counties use Golden Gate Risk Management Authority (GSRMA) to obtain their health insurance. GSRMA has been able to hold their insurance premium increases to single digits for the past several years.

Ms. Milliron reported that, as requested by the NLS Steering Committee, NBCLS redefined some of the roles of current staff. The reference coordinator position will be restructured as an Electronic/Information Services Program Manager position. This will enable Joe Cochrane to work more closely with system libraries and focus on developing their library staff and resources. He will also train frontline member library staff to handle more of the reference question handling and also oversee the use of stringers for answering the more difficult reference questions. The network program manager position will be restructured to an Administrative Assistant position whose focus

is ILL. Ann Amman will get more involved in the First Search and Open Source projects and act as the go to person for ILL issues as Ms. Milliron and Ms. Hector will hand off what they've both been working on to her.

A motion to approve the 2010/11 budget and membership fee structure was moved by MaryAnn Trygg and seconded by Wendy Burke. The Motion passed unanimously

9. RESOURCE SHARING POLICY

Ms. Hector explained that she took the three system's resource sharing policies and attempted to merge them together. She is not sure if the policies she has are actually in use so she will check in with the libraries to confirm. She did receive feedback that some libraries would like the ILL loan dates extended. Darla Wegener suggested having the libraries that need additional ILL lending time ask for it instead of changing the policy for all libraries. The system is also currently exploring various shipping options as the State provides NLS with \$239,000 for delivery for all three system and many system libraries are only receiving 1 day of delivery. NLS is exploring using UPS solely for delivery in the North State area. Ms. Milliron met with an UPS sales support representative this week to explore a new account option called campus ship, where NLS would set up accounts for each library with NLS as the administrator. This account would be used just for ILL shipments. Ms. Milliron noted that she believes the system might create enough volume to make this delivery method extremely affordable. NLS could use North State as their test case as most of their libraries are only receiving delivery 1 day/week. It was noted that New Jersey libraries are doing direct lending to patrons. Discussion ensued.

10. ELECTION OF OFFICERS AND STEERING COMMITTEE

The slate of candidates was read:

Slate of Candidates

NLS Chair – Gregg Atkins

NLS Vice Chair – Margaret Miles

NLS Steering Committee members:

MVLS - Jeanne Amos, Wendy Burke, Patty Wong

NBCLS - Danis Kreimeier, Gail Haar, TBD

NSCLS - Cheryl Baker, Jody Meza, Victor Zazueta

Ms. Milliron reported that two NBCLS Board directors are retiring in June: Bonnie Thoreen of Napa Valley College and Sara Loyster of San Anselmo Public Library. Ms. Milliron has several NBCLS library directors in mind that might be willing to serve as the third NBCLS representative on the NLS Steering Committee. She will check with them and get back to the NLS Council.

A Motion to approve the slate of candidates was moved by the Nominating Committee. No second was needed. The Motion passed unanimously.

11. NEXT MEETING DATES

A. STEERING COMMITTEE

A doodle survey will be sent out with several dates in August for the next Steering Committee

meeting to vote on. The Steering Committee dates for the rest of 2010/11 will be decided at the August meeting,

B. COUNCIL

The next Council meeting will be held on November 15th during the CLA conference. It will be an on-ground meeting. If possible, a WebEx session will be offered.

12. AGENDA BUILDING

A. STEERING COMMITTEE

Items for the next Steering Committee meeting are:

- Fee structure
- Finance Committee – ask for volunteers to serve
- Review of Task Force progress
- Plan November Council meeting
- Report from Linda Springer at the State Library

The Council thanked Bill Michael for serving as the first NLS Council Chair.

B. COUNCIL

Items for the next Council meeting will be determined at the NLS Steering Committee meeting in August. Cheryl Baker recommended that the resource sharing policy be added to the Council agenda for November.

13. ADJOURN

There being no further business, the meeting was adjourned at 1:53 p.m.

Annette Milliron DeBacker
Clerk of the Council
May 14, 2010