

NORTHNET LIBRARY SYSTEM

Council Meeting

June 9, 2011

CONVENING:

The Council of the NorthNet Library System (NLS) met this date at the Arthur F. Turner Community Library (Yolo County Library) in West Sacramento and with several members attending via WebEx with Chair Gregg Atkins presiding. The meeting convened at 9:30 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	NAME
X		Dixon Public Library	Gregg Atkins, Chair
X		Plumas County Library	Margaret Miles, Vice-Chair
	X	Alpine County Library	Rita Lovell
	X	Belvedere-Tiburon Library	Debbie Mazzolini
X		Benicia Public Library	Diane Smikahl
	X	Butte College Library	Luozhu Cen
	X	Butte County Library	Linda Mielke
	X	College of the Redwoods Library	Mary Grace Barrick
	X	College of the Siskiyous Library	Dennis Freeman
X		Colusa County Library	Wendy Burke
	X	CSU Chico Library	Sarah Blakeslee
	X	CSU Sacramento Library	Tabzeera Dosu
X		Del Norte Co. Library District	Linda Kaufmann
X		El Dorado County Library	Jeanne Amos
	X	Feather River College Library	Tom Davis
X		Folsom Public Library	Katy Curl
X		Humboldt County Library	Victor Zazueta
	X	Humboldt State Univ. Library	Wayne Perryman
	X	Lake County Library	Susan Clayton
	X	Larkspur Public Library	Frances Gordon
	X	Lassen College Library	Stephaney Stuart
X		Lassen Library District	Jeff Hawkins
	X	Lincoln Public Library	Darla Wegener
X		Marin County Free Library	Bonny White for Gail Haar
X		Mendocino County Library	Eliza Wingate for Mel Lightbody
	X	Mill Valley Public Library	Anji Brenner
X		Modoc County Library	Cheryl Baker
X		Mono County Free Library	Bill Michael
X		Napa City-County Library	Danis Kreimeier
	X	Napa Valley Comm. College	Rebecca Scott
X		Nevada County Library	Mary Ann Trygg
X		Orland Free Library	Jody Meza

X		Placer County Library	Mary George
X		Roseville Public Library	Joan Goff
	X	Sacramento Co. Pub. Law Lib.	Coral Henning
X		Sacramento Public Library	Nina Biddle for Rivkah Sass
	X	San Anselmo Public Library	Linda Kenton
X		San Rafael Public Library	David Dodd
	X	Santa Rosa Junior College	Cherry Li-Bugg
	X	Sausalito Public Library	Mary Richardson
	X	Shasta College Library	Janet Albright
X		Shasta Libraries	Elizabeth Kelley for Jan Erickson
	X	Simpson University Library	Larry Haight
X		Siskiyou County Library	Jon Torkelson
	X	Solano Comm. College Library	Philip Andreini
X		Solano County Library	Lynne Williams for Bonnie Katz
X		Sonoma County Library	Jaime Anderson for Sandy Cooper
	X	Sonoma Dev. Center	Vacant
X		St. Helena Public Library	Jennifer Baker
X		Sutter County Library	James Ochsner
X		Tehama County Library	Jessica Hudson
	X	Trinity County Library	Oresta Esquibel
	X	UC Davis	Sandra Vella
X		Willows Public Library	Jody Meza
X		Woodland Public Library	Heather Muller
X		Yolo County Library	Patty Wong
	X	Yuba County Library	Sandeep Sidhu
X		California State Library	Linda Springer
X		California State Library	Darla Gunning
X		Facilitator	Dr. Diana Paque
X		Folsom Public Library	Greta Galindo
X		NLS System Headquarters	Annette Milliron-DeBacker
	X	NLS System Headquarters	Patty Hector

1. CALL TO ORDER

The meeting was called to order at 9:30 a.m.

2. WELCOME AND INTRODUCTIONS:

Council Chair Gregg Atkins welcomed everyone to the meeting. Introductions were made.

3. PUBLIC INVITED TO ADDRESS THE COUNCIL:

No public were present.

4. APPROVAL OF AGENDA:

A Motion to approve the agenda was moved by David Dodd and seconded by Danis Kreimeier. The

Motion passed unanimously.

5. CONSENT CALENDAR

A. MINUTES OF THE FEBRUARY 11, 2011 COUNCIL MEETING

B. STATEMENT OF REVENUE, EXPENDITURES & ENCUMBRANCES FOR FY 10/11

C. STATEMENT OF SALARY AND BENEFITS EXPENDITURES FOR NORTH BAY COOPERATIVE LIBRARY SYSTEM APRIL 30, 2011

A Motion to approve the consent calendar was moved by Wendy Burke and seconded by Katy Curl. The Motion passed unanimously.

6. REVISION OF BYLAWS TO LOWER QUORUM

Mr. Atkins reported that the Steering Committee first broached this issue of changing the definition of the NLS Council meeting quorum from two-fifths to 25% of Council members. Ms. Milliron-DeBacker explained that since the NLS Council is such a large group, it has been difficult in meeting the quorum requirement. NLS has 15 academic members who usually don't attend the Council meetings, which places the burden of meeting the quorum on the 41 public library members. Additionally, only public library directors can vote on CLSA matters, per state regulations. Ms. Milliron-DeBacker discussed the history of meeting quorums over the past months. She noted that NLS is not able to provide travel reimbursement for each meeting and this puts the burden on the public library directors. Mr. Atkins noted that the matter was discussed at length during the NLS Steering Committee that morning. He noted that the Steering Committee passed a motion to recommend approval by the Council and to encourage participation by all libraries but acknowledged that decisions need to be voted on in meetings.

A Motion to revise the bylaws by lowering the quorum from two-fifths to 25% of Council members present was moved by Danis Kreimeier and seconded by Bill Michael. The Motion passed unanimously.

7. CLSA REVISIONS COMMITTEE INTRODUCTION

Mr. Atkins reported that the State Library has acknowledged that there is a need to revise the California Library Services Act (CLSA) and has found a legislator who is willing to present the recommended changes to State legislators. Therefore, the State Library has invited library directors from around the State to serve on a CLSA Revision Committee formed to explore possible changes to the act. Three directors from the NLS Council have been asked to serve on the committee: Mary George from Placer County, Danis Kreimeier from Napa County, and Bill Michael from Mono County. The Council was asked to email their thoughts and ideas to any of the three directors, who will take that information to their first committee meeting, which is next Thursday, June 16th. The State Library hopes the committee will have their recommendations and suggestions ready by this August. Then a separate committee will review the suggestions. The Council members asked to be kept informed of what the committee is discussing to be able to give relevant feedback. The suggestion was made that the State Library should provide regular updates to keep libraries informed on the work being undertaken. Ms. Milliron-DeBacker asked if the intent is for new legislation to be drafted as a result and the three committee members stated that this was their understanding. Discussion ensued.

8. STEERING COMMITTEE BUDGET PLANNING RETREAT AND MEMBER PRIORITIES OVERVIEW

Mr. Atkins reported that the NLS Steering Committee has been working diligently over the past few months in developing various plans of service and budget scenarios for the Council to consider for the upcoming 2011/12 fiscal year. At this point, it is unclear what, if any, funding will be available from the State and many libraries are unsure of what funding they will receive from their local jurisdiction. All libraries are in the situation where they have less funding and are having to make hard decisions. Mr. Atkins noted that the Council needs to have a plan for some time period into the future for NLS until more things fall into place. He reported that the NLS Steering Committee met for a 2-day retreat with Dr. Diana Paque facilitating. Mr. Atkins referred the group to the summary of the retreat that was included in the meeting packet. Dr. Diana Paque walked the Council through the work that was done during the NLS Steering Committee retreat.

9. DETAILED REVIEW OF STEERING COMMITTEE BUDGET PLANNING SESSION

Ms. Milliron-DeBacker informed the Council that there is approximately \$309,000 in reserves. The Steering Committee determined that half of that money, \$150,000, should be set aside to pay for shut down expenses, should NLS need to close its doors. That leaves approximately \$159,000 that would be available for NLS operations. This amount was used in the budget discussions during the retreat.

Ms. Milliron-DeBacker broke out staffing levels/time by reviewing each service and calculating the percentage of staffing time and cost for each service.

Dr. Paque explained that the staffing charts included in the retreat summary documents are left blank in some areas due to not having the actual numbers during the retreat. As the Steering Committee was aware that Ms. Milliron-DeBacker had access to the actual numbers back at her office and in order to move the dialogue along, they were left blank. Dr. Paque further explained that she didn't go back and change the documents as this is what actually occurred at the meeting. Discussion ensued.

Ms. Milliron-DeBacker explained what the obligations would be if NLS shut down. The \$150,000 would be used for toward:

- Paying EDD benefits for the laid off NBCLS staff for up to 1 year
- Staff sick and vacation leave payout
- Dispersing of office equipment
- Finding permanent storage for system records or parse out to willing members
- Legal fees
- Giving notice on all contracts and making payments as needed
- Current building lease obligations, which includes a clause regarding dire financial circumstances
- NLS audit in addition to the FY 10/11 audit just to close the books
- It was noted that NLS does not have any PERS obligations as MVLS, NBCLS and NSCLS are responsible for their own PERS contracts.

Ms. Milliron-DeBacker recommended that the Council create a wind down reserve with the County of Sonoma, who is the system's fiscal agent, so the \$150,000 can be earmarked and not spent.

Ms. Milliron-DeBacker noted that NLS has the largest number of rural libraries out of all the systems in the State of California. Rural libraries typically are the first affected when budgets are cut and tend to have the lowest populations. For example, Modoc County has population of 9,000. Discussion ensued. The NLS Council discussed the assumptions page for the 0% State-funding scenario and its corresponding budget. The assumptions page for the 50% State-funding scenario and its corresponding budget were also discussed.

10. SMALL GROUP BREAKOUT SESSION TO DISCUSS PERS CONTRACT RESOLUTION

Ms. Milliron-DeBacker referred the Council to the PERS comparison chart that was included in the meeting packet that details the three systems PERS contracts. She noted that after viewing the chart, the Council should be able to understand the reason why the group can't easily move into one contract. MVLS retirement is 2% at 60 while both NBCLS and NSCLS is 2% at 55. Ms. Milliron-DeBacker pointed out other differences in the three contracts. Discussion ensued.

MVLS and NSCLS paid off their PERS obligations when they contracted with NBCLS for administrative services, but their PERS contracts are still active. Therefore, in years when PERS investments don't go well, PERS is able to recalculate their retiree obligations and ask the systems for more money, which PERS actually did this past year. The only way to prevent this from happening is to request an actuarial study, which will help PERS determine the final pay off amount and then close the contract. This is what each system needs to meet on and take action this morning. The process takes one year and systems can back out of the process at any time if they determine they do not want to continue. But, in order to start the clock for requesting the study, each system will need to approve a resolution and a sample resolution was included in each individual system's meeting packet.

Ms. Milliron-DeBacker reported that MVLS is in the best shape regarding potential payout obligations as their PERS contract begin in 1992. Currently, MVLS has 3 transfer retirees and 3 retirees, which is a fairly low number. She explained that transferred retirees are former MVLS employees who have gone to work at other PERS agencies.

NSCLS is in a different situation as they currently have 6 transfer retirees and 13 retirees. She reiterated that if PERS has a bad earnings year, they will come back to system and ask for additional monies in order not to cut payment to retirees.

Ms. Milliron-DeBacker reported that NBCLS has the longest running PERS contract as it was established sometime in the 1960s. Currently, there are 5 active employees, 8 transfer retirees and 19 retirees.

Mr. Atkins asked the State Library consultants that were present at the meeting if there was anything they could share with the Council that would make them think differently about the budget assumptions that were discussed. Ms. Springer and Ms. Gunning stated they did not have anything to share.

A Motion to suspend the Council meeting to allow MVLS, NBCLS and NSCLS system councils/board to meet to discuss the PERS contract resolution was moved by David Dodd seconded by Jessica Hudson.

The Motion passed unanimously.

The NLS Council meeting was called back into session at 12:42 p.m.

11. REPORT FROM SMALL GROUP SESSIONS

MVLS approved the PERS resolution and elected the following library directors for their 2011/12 seats:

Incoming Chair: Wendy Burke

Vice Chair: Jeanne Amos

Representatives-At-Large for NLS Steering Committee: Patty Wong and Heather Muller

NBCLS approved the PERS resolution and elected the following library directors for their 2011/12 seats:

Incoming Chair: Gregg Atkins

Vice Chair: Jennifer Baker

Representative-At-Large for NLS Steering Committee: Gail Haar

Mr. Atkins reported that much discussion was held on the PERS obligations. The Board of Directors would like clarification on this question: are past system members are also responsible for paying part of the PERS obligation? Ms. Milliron-DeBacker was directed to look into this matter. She noted that she will need to speak with an attorney.

NSCLS approved the PERS resolution and elected the following library directors for their 2011/12 seats:

Incoming Chair: Jody Meza

Vice Chair: Jan Erickson

Representative-At-Large for NLS Steering Committee: Jessica Hudson

12. DISCUSSION ON PRELIMINARY BUDGET AND PLAN OF SERVICE 2011/12

Discussion was held on the 2011/12 preliminary budget and plan of service.

Mr. Atkins referred the Council to the budgets and assumption pages that were included in the meeting packet.

The 0% CLSA funding option was discussed. In this scenario, NLS can operate for 6-months and then will close. Ms. Milliron-DeBacker noted the Option A staffing model is the most expensive. If some member libraries choose to opt out of participating in NLS in the upcoming year, there will be fewer funds for the system to use in this budget. She noted that there was a surplus of \$12-13,000. NLS headquarters would not move in the 0% budget scenario as it will shut down in 6-months time. Ms. Milliron-DeBacker has given verbal notice to the landlords regarding the system's decrease in funding, but 6 months notice is required in the current lease. Mr. Atkins asked the Council if they had any questions or concerns regarding the 0% CLSA funding scenario. Ms. Jennifer Baker noted that the cost for all three staffing options is about the same and asked Ms. Milliron-DeBacker which scenario would work best for her. The Council asked Ms. Milliron-DeBacker if she knew the assistant director's intentions - if she would be willing work in a part-time capacity. She responded that the assistant director is currently job hunting and would discuss the matter in more detail during the closed session. The SuperSearch staff position is fully funded by the NBCLS program contract and is recommended by

the NBC members for inclusion in the NLS budget.

The 50% CLSA funding option was discussed. In this scenario, NLS can operate for 1 year. The \$150,000 in NLS reserves money was discussed. Ms. Milliron-DeBacker estimated that NLS could run approximately 7- 8 years using the 50% CLSA funding budget model with \$20,000 from reserves being used annually. Discussion ensued.

Mr. Atkins asked the Council if they had any questions or concerns regarding the 50% CLSA funding scenario. It was noted that the staffing options remained the same for both the 0% and 50% funding models.

Ms. Milliron-DeBacker will explore finding existing space in member libraries for moving NLS offices as this would be a less expensive option than renting a new space. She did ask Sonoma County Library and they said no. She also spoke with the County of Sonoma to see if they had any space available and she hasn't heard back from them as of yet. She noted that NLS has 6-months before they can move due to the current lease so she will have adequate time to explore other options.

Ms. Milliron-DeBacker briefly walked the Council through the 100% CLSA funded budget, noting that the Steering Committee's recommendations on modifications to services were included. As the State Library had requested systems to consider how they would spend CLSA funds should they be distributed, she explained that the budget being presented contained modifications in how funding was being allocated based on member values and priorities for services.

13. MOVE TO CLOSED SESSION: PERSONNEL

A Motion to move to closed session was moved by Wendy Burke and seconded by Margaret Miles. The Motion passed unanimously.

14. MOVE TO OPEN SESSION: REPORT OF ACTION TAKEN

A Motion to reconvene to open session was moved by Danis Kreimeier and seconded by Margaret Miles. The Motion passed unanimously.

Mr. Atkins reported that the following action was taken during closed session: the Council selected staff option A as the model to be used in the 0% and 50% CLSA funding scenarios.

15. APPROVAL OF PRELIMINARY BUDGET AND PLAN OF SERVICE 2011/12

A Motion to approve the preliminary budget with staffing option A and the plan of service for 2011/12 was moved by Margaret Miles and seconded by Lynne Williams. The Motion passed unanimously.

A Motion to implement the 0% CLSA funding budget with staffing option A on July 1, 2011 was moved by Margaret Miles and seconded by Wendy Burke. The Motion passed unanimously.

16. SEPTEMBER COUNCIL RETREAT PLANNING AND TOPIC DEVELOPMENT

Dr. Paque led the NLS Council in an exercise to determine the following:

1. What is the purpose of the fall sustainability retreat?

2. Knowing this purpose, what information needs to be developed or gathered to prepare members to participate?
3. Who will be involved in doing this preparation/gathering process, and how will the process be managed?

Dr. Paque had passed out a retreat planning document during the summary of the May Steering Committee Retreat so that the Council would be thinking about how that retreat could be linked to the Council's September retreat. Considerable discussion about values and what is sustainable ensued.

Patty Wong suggested that rather than come from a place of deprivation, NLS should be doing a strengths assessment to see where assets lie and where strengths could be pooled for system benefits. She would be willing to work on this. Perhaps sub-teams of NLS could be identified to participate in this work. Mary George, Patty Wong and Jessica Hudson indicated interest in developing "essay questions" to assess member strengths. The question that libraries should be able to answer is: "What do I bring to the table?"

There was considerable discussion about values and what is sustainability. Choosing "is affordable" as a top priority was questioned. The counterpoint is that if something is valuable and essential, one makes choices to make it affordable. Wendy Burke volunteered to work on the affordability vs. value issue.

There was considerable discussion about how to get information disseminated if NLS staff is depleted. There was general consensus that the directors would need to take this on and be responsible for working with other directors to ensure that all are advised of where to find information gathered and to be at least minimally prepared to participate in the September retreat. There was a suggestion that people could sign up for what task they agreed to undertake so that this work was not left up to staff.

At the end of the session, Council members were asked to sign up to work on areas in which they were interested. Gregg asked that the information gathered here be given to the Sustainability Planning Committee so they could proceed with the next steps in preparations for the fall retreat.

As a result of today's session, the initial questions have some possible answers.

1. *What is the purpose of the fall sustainability retreat?*

Given that the availability of supplemental funding from either state or federal funds is currently unknown, NLS has passed a budget based solely on local resources. An open question if this continues to be the case is whether or not members will continue to see the need for collaboration without the continuation of outside funding, and, if so, what that collaboration would entail. What level of engagement would current members have and where they would be willing to use local resources to maintain collaborative services? An additional question is how the administrative elements of collaborative activity would be housed, managed and funded. The general consensus of the Council is that if NLS continues, it must be reconfigured so that it can meet member needs. Discussion of this last question should be a focal point of the retreat.

2. *Knowing this purpose, what information needs to be developed or gathered to prepare members to participate?*

- Information previously gathered about common dues structures, as well as information relative to dues models in other states; identification of what options exist for NLS in creating a common dues structure so there is a starting point for discussion and decision-making in September.
- Information on what is happening in other California systems – perhaps interviews with system directors – a script would need to be developed so that common information was gathered – identify the impact of loss of CLSA on systems, functions, membership, services, future options, staffing, etc.
- Information on models for systems in other states and their successes/failures
- Developing a spreadsheet of budget information that can be manipulated visibly to support discussion of the impact of various changes on the overall budget
- Identification of services/support for individual libraries/groups of libraries that might be more appropriately handled locally/regionally
- Create a scenario for what would happen for the rest of the year to ensure that sufficient resources exist to accomplish what is essential to do.
- Develop talking points for steering committee/sustainability planning committee members to use with directors not present to bring everyone up to speed. Identify a place on the NLS Website where everything for the retreat could be accessed.
- Information on the scope of NLS staff, their responsibilities, their actual duties, and the scope of work that had been handled in the past that would no longer be handled
- If the system requires members to work together for their communal good, identify what each participant brings to the table, willingness to collaborate, willingness to contribute to joint services, interest in opting out of membership without outside funding to underwrite costs, and
- Review items identified by the Steering Committee at their May Retreat that may not have been identified here.

3. *Who will be involved in doing this preparation/gathering process, and how will the process be managed?*

The next step is to convene the Sustainability Planning Committee to spearhead further activity relative to the retreat and information gathering and analysis. This activity should include developing and issuing an RFP for the facilitator of the Fall Retreat.

In addition, the Steering Committee will continue communication with the State Library about:

- Steps taken and planned that will achieve system integration through revamping system procedures, practices, and obligations to function as a single system;
- Planning for revision of system service to members in accordance with NLS fundamental values; and
- Seeking supplementary funding and resolution to issues that are impacted by decisions at the state level. These issues include (among others): funding for

FirstSearch that is used heavily by libraries in the North State and consideration of alternatives for staff training should Infopeople no longer be funded or affordable.

17. ELECTION OF OFFICERS AND STEERING COMMITTEE

Slate of Candidates

- Chair – Margaret Miles
- Vice Chair – Wendy Burke
- Steering Committee members:
 - MVLS – Heather Mueller, Patty Wong, Jeanne Amos
 - NBCLS– Gregg Atkins, Jennifer Baker, Gail Haar
 - NSCLS – Jody Meza, Jan Erickson, Jessica Hudson

A Motion to approve the slate of officers was moved by Cheryl Baker and seconded by Danis Kreimeier. The Motion passed unanimously.

18. NEXT MEETING DATES

1. Steering Committee
No meeting was set.

2. Council
A two-day retreat will be scheduled in September.

19. AGENDA BUILDING

1. Steering Committee
Budget Review once the State budget is signed.

2. Council
Budget Conversation
Sustainability Retreat

20. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:10 p.m.

Annette Milliron DeBacker
Clerk of the Council
June 9, 2011