

NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
September 3, 2010

CONVENING:

The NorthNet Library System (NLS) Steering Committee met this date virtually via WebEx with Chair Gregg Atkins presiding. The meeting convened at 11:07 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		NLS System Headquarters – Assistant Director	Patty Hector
X		California State Library Representative	Linda Springer

1. WELCOME & INTRODUCTIONS:

Mr. Atkins asked each attendee to introduce themselves.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No public was present.

3. APPROVAL OF THE AGENDA

The following changes needed to be made to the agenda: Agenda item 5D – Sexual Harassment Policy is removed from the Consent Calendar and added as Agenda Item 6. The Administrator’s Report was added as Agenda Item 7. A Motion to approve the agenda as amended was moved by Gail Haar and seconded by Danis Kreimeier. The Motion passed unanimously.

4. APPROVAL OF APRIL 29, 2010 STEERING COMMITTEE MINUTES

A Motion to approve the April 29, 2010 meeting minutes was moved by Gail Haar and seconded by Cheryl Baker. The Motion passed unanimously. Jennifer Baker abstained since she was not present at the April 29th meeting.

5. CONSENT CALENDAR

- A. FINANCIAL STATEMENT ENDING JUNE 30, 2010**
- B. FINANCIAL STATEMENT ENDING JULY 31, 2010**
- C. REVISED FY 2010/11 BUDGET**

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

6. SEXUAL HARASSMENT POLICY

Ms. Jennifer Baker asked what the intent of the policy is since the title on the agenda says “sexual harassment” but the policy itself just says “harassment”. Discussion ensued. The Committee decided that the policy should be more inclusive.

In reviewing the policy, it was noted that on page 19, the policy specifies age as a protected class, when there is actually a defined range that is protected. Ms. Haar suggested that the policy be changed to state “as defined by law”.

Upon further review of the policy, it was noted that on page 5, the policy states that employees would be required to have “periodic training” which is vague. Ms. Kreimeier suggested changing the term “periodic” to “required by law”

The policy will be corrected as follows:

Under Definitions, A. Protected Classifications: This Policy prohibits harassment or discrimination because of an individual’s protected classification **as defined by law**. “Protected Classification” **may include** race, religion...

Under Responsibilities, L. Participating in training and scheduling employees for training **as required by law**. C. Participating in training **as required by law**.

There is a typo on page 21 of the policy; it should read “#5 conduct has no intention to harass”.

A Motion to approve the Harassment Policy with the noted corrections and additions was moved by Jennifer Baker and seconded by Jody Meza. The Motion passed unanimously.

7. ADMINISTRATOR’S NOTES

Ms. Milliron discussed her desire to have NLS put out an e-newsletter for the staff of the system’s libraries.

There’s been lots of discussion in the North State region about moving money in the CLSA funding categories and the value of being part of the larger organization. They plan on spending the next few months evaluating how they would like to redirect the funding for their region. They decided there is definitely value in being part of the larger system of libraries. Mr. Atkins reported that he attended one of the NSCLS meetings when one of the directors suggested that more money would be available for them to use if they withdrew from the system and one of the library directors handled the system administration for free. He said the North State region has some really pressing problems; local libraries are struggling financially, on-ground delivery was dropped because of its expense, the system has no reserves, and the libraries don’t pay membership fees. Ms. Milliron reported that the NSCLS Council will be addressing the membership fee issue at their next meeting. Discussion ensued.

8. NEWS FROM THE STATE LIBRARY

Ms. Springer reported that there is no news about the budget. The State Library staff has been placed back on furloughs (2nd, 3rd and 4th Fridays of each month) until the budget has been passed. The State Library strategic plan has a new vision statement: California State Library: valued by 38 million and growing.

The State Library also has a new mission: The California State Library is the state's information hub, preserving California's cultural heritage and connecting people, libraries and government to the resources and tools they need to succeed and to build a strong California. Ms. Springer read the 8 goals of the State Library's new strategic plan and the CLSA systems are included in this plan. Ms. Milliron reported that she was part of the strategic planning process and was impressed by how much was accomplished at that session. She stated that she is excited that the systems will be more active partners with the State Library to help develop programs and services in their regions. She looks forward to getting input from the NLS members. Ms. Jennifer Baker requested a copy of the strategic planning document and the homework that Ms. Milliron reported was used in the process. Ms. Springer will send that information out to everyone. Mr. Atkins expressed his thanks to the State Library for how much time and effort the staff spent helping with the NSCLS issues. Ms. Cheryl Baker seconded that.

9. NLS ANNUAL REPORT

Ms. Milliron pointed out that the reference stats were down again. Delivery has remained level. There were no questions or corrections.

10. REGIONAL REVIEW

NSCLS Region

Joan Frye Williams and George Needham have been working with Siskiyou County Library and the work they are doing will produce some resources that will be available to other libraries. Unfortunately, the problems Siskiyou has been experiencing are becoming more common.

Ms. Milliron complimented Cheryl Baker on the wonderful job she did with the NSCLS issues while her own library has been under severe pressure. She explained that Ms. Baker's County of Modoc was near bankruptcy but did recently pass a tax measure.

MVLS Region

Several MVLS libraries are part of an ARRA grant with CENIC that received funding for broadband. It's mostly the libraries in the 530 area code. Ms. Milliron will be meeting with the CENIC consultant next week to discuss how the system can help the libraries in this process. One place where we might be able to help is in applying for an LSTA grant to get the broadband connection from the headquarters to the branches since the ARRA grant only connects the headquarters.

NBCLS Region

Edmond Otis will be conducting a training in Fairfield on September 29th. The training will be "Dealing with Difficult People: Making Libraries Safe and Sane" and will be open to all NLS libraries.

11. REVIEW OF STRATEGIC PLANNING SESSION AND ACTION PLAN

The strategic planning session and action plan created at that session were discussed. It was determined that the deadlines listed in the action plan were what NLS gave to themselves and are our deadlines. From the action plan, Ms. Jennifer Baker questioned what NLS is marketing and to whom; the public? members? Also, what is a uniform voice to the State Library? Ms. Milliron stated that her interpretation is that NorthNet will develop tools for the member libraries to use to market themselves. Ms. Jennifer Baker thought it was a great idea, but didn't feel that it was expressed clear enough in the action plan. The system should serve as a uniform voice for all the members.

Action Plans

Ms. Milliron gave an update on the goal of incorporating non-resource sharing libraries into a shared system. PLS approached NBCLS and MCLS about creating a consortium to look into using OpenSource as an ILS system for its members. As some of the system's ILS systems were near the end of their life cycles, PLS, NBCLS and MCLS contributed money to form the OpenSource Open Libraries (OSOL) consortium and applied for a LSTA grant. The first year of the grant was to make the member libraries more aware of the OpenSource product. The second year of the grant was funding and installing an Open Source system within each mega-system.

Originally Mono County, Roseville Public Library, Trinity County, Plumas County and Siskiyou County Library were interested in sharing a system. Mono, Roseville and Siskiyou weren't able to take part, but Del Norte County Library stepped forward. Ms. Milliron reported that three North State region libraries agreed to join a shared Koha ILS system; Plumas, Trinity, and Del Norte Counties. Ms. Amos asked if other libraries could be included. Ms. Milliron stated that yes and we hope to add more libraries in the future. Mr. Atkins asked if the Committee wants to address the question of defining what resource sharing is and identify protocols and needs per system. Ms. Amos thought it was outside of the Committee's purview.

Ms. Milliron reported that she recently attended an OCLC meeting about a new service called Web-scale Management System (WMS). It is an ILS that is totally in the cloud using a library's records in OCLC as the database. She thinks it's an intriguing concept, but it is in a pilot phase and currently pricing isn't available. She did ask OCLC if they could meet with the NLS group attending CLA to discuss it. She reported that Mark Smith of Riverside County Library is also very interested in this project. The Committee stated their interest in having OCLC attend the NLS meeting during CLA.

Mr. Atkins will work with Ms. Milliron to establish a task force to work on the delivery system.

Strategy 2 - Fee Structure

Ms. Milliron reported that a lot of work was done on the fees structure, but in the end, it wasn't changed. It was noted that there needs to be a group working on the 2011/12 fee strategy and structure to present to the entire Steering Committee. Ms. Milliron will ask for volunteers to work on this issue. Ms. Curl asked that the information be compiled and presented as early as possible since some libraries have to turn in their budget numbers in February.

Strategy 6 – All Members to have a strong voice/common approach to Public Relations

Several committee members expressed their sense that this is not as high a priority at this time and that some other organizations have already produced some good resources for marketing libraries. Mr. Atkins suggested that this item be put on the agenda for the next meeting with a better understanding of what we want to accomplish and the identification of some resources that are already out there that we could use. Ms. Jennifer Baker volunteered to help.

12. INFOPEOPLE WORKSHOPS

Ms. Milliron is hearing from members that many libraries are extremely short-staffed this year and won't be able to send staff to trainings this year. She asked the Committee if four trainings would be enough for the year. The only workshop that is has been scheduled is the Edmond Otis workshop at the end of September. Other potential workshops are: Google Docs for Library Staff; children's workshop (presented regionally twice) and Summer Reading Program training (also presented twice). Ms. Curl thought that being flexible and jumping on potential workshops if the opportunity arises works well.

13. OVERDRIVE COLLECTION

Ms. Milliron reported that she is getting a good response from member libraries that want to participate. NLS staff will be getting the contract finalized next week and participants will need to help with the collection development. The Committee suggested asking for volunteers to work on it by asking the directors to put the call out to their staff. Ms. Haar recommended talking to Califa to see how they built their collection. Ms. Curl asked if our Overdrive platform could be setup to work on mobile devices. Discussion ensued.

14. MAY COUNCIL OF LIBRARIANS MEETING PLANNING

NBCLS has requested that the May 2011 meeting be expanded to a full day meeting with the regions (NBCLS, NSCLS & MVLS) meeting half the day and then the full NLS Council meet the other half of the day. The consensus of the Committee was that this is a good idea. Ms. Milliron asked the Committee for potential speaker suggestions and they asked her to survey the NLS Council for suggestions. It was suggested that Yolo County Library has several new buildings and might have a nice place to meet for the 2011 meeting. Ms. Cheryl Baker liked that idea, but asked if a North State location could be used in 2012.

The Committee also noted that at their November meeting, they will discuss OCLC and the results of the task force meetings.

15. NEXT MEETING DATE

Ms. Milliron suggested that the NLS Committee meet in October. She will send a meeting date poll out to everyone.

16. AGENDA BUILDING

The agenda for the next NLS Committee meeting will be put together using the minutes from today's meeting.

17. ADJOURN

There being no further business, the meeting was adjourned at 12:50 p.m.

Annette Milliron DeBacker
Clerk of the Committee
September 3, 2010