

DRAFT

**NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
September 13, 2011**

CONVENING:

The NorthNet Library System (NLS) Steering Committee met virtually this date via WebEx with Chair Wendy Burke presiding. The meeting convened at 3:04 PM.

ROLL CALL:

| PRESENT | ABSENT | MEMBER LIBRARY | REPRESENTATIVE |
|---------|--------|---|---------------------------|
| X | | Colusa Public Library | Wendy Burke - Chair |
| X | | Modoc County Library | Cheryl Baker – Vice Chair |
| X | | Dixon Public Library | Gregg Atkins - |
| | X | El Dorado Public Library | Jeanne Amos |
| X | | Marin County Free Library | Gail Haar |
| X | | Orland Free Public Library and Willows Public Library | Jody Meza |
| X | | Shasta Public Libraries | Jan Erickson |
| X | | St. Helena Public Library | Jennifer Baker |
| X | | Tehama County Library | Jessica Hudson |
| X | | Woodland Public Library | Heather Muller |
| X | | Yolo County Library | Patty Wong |
| | | | |
| X | | NLS System Headquarters – Executive Director | Annette Milliron |
| X | | California State Library Representative | Darla Gunning |

1. WELCOME & INTRODUCTIONS:

Introductions were made as this was the first meeting of the FY 2011/12 NLS Steering Committee.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No members of the public were present.

3. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Gail Haar and seconded by Gregg Atkins. The Motion passed unanimously.

4. APPROVAL OF MINUTES FROM JUNE 29, 2011 MINUTES

A Motion to approve the minutes as corrected was moved by Cheryl Baker and seconded by Jody Meza. The Motion passed unanimously.

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING JULY 31, 2011

B. REVISED BUDGET 2011/12

A Motion to approve the Consent Calendar was moved by Gregg Atkins and seconded by Gail Haar. The Motion passed with the following votes: 8 AYES with 2 abstentions: Jan Erickson and Patty Wong

6. NEWS FROM THE STATE LIBRARY

Darla Gunning reported that she had no new “news” at this time.

7. CLSA ANNUAL REPORT

After a brief review of the highlights of the annual report, Annette Milliron DeBacker advised the Committee that delivery statistics will change significantly in 2011/12. At a recent CLSA System Directors meeting, the State Library requested that all systems agree to collect statistics in a similar manner. NLS has always counted materials moving in and out of a location. There are 8 different systems and 8 different statistical methods. In 2011/12 the count will include items moving only in one direction (either into or out of a location but not both). The statistics will drop because of the new approach.

Cheryl Baker asked about the issue of the lack of quorums for the SAB meetings. Ms. DeBacker suggested that not all SAB members are comfortable with the virtual meeting technology. Additionally NLS staff has not been successful in encouraging SAB members to join the various listservs that would help them discuss pertinent issues. Ms. Baker suggested that when communicating with SAB member, it would be useful to also send a copy of the email to their jurisdiction director. Directors could then follow up with the SAB member. Ms. DeBacker agreed that the process of communication would be adopted as a new procedure.

Ms. DeBacker reported that the two term SAB chair, Sue Gallagher, has termed out. Ms. Gallagher called to discuss the current state of funding and recruitment of new SAB members. She suggested holding off on naming a replacement until more is known about CLSA funding. She will also discuss her recommendations with Jessica Hudson.

8. FINALIZE SEPTEMBER 30TH MEETING PLANS

Ms. DeBacker reported that 18 pre-meeting survey responses have been received as of noon today. A reminder message was sent to all the NLS directors today around 1 p.m. Patty Wong, Cheryl Baker and Wendy Burke volunteered to assist with the follow up calls to encourage participation. Ms. DeBacker will advise the group by midday on Friday of the number of calls needed.

The September 30, 2011 meeting is scheduled at the Holiday Inn Capitol Plaza, 300 J St. in downtown Sacramento. The November 15, 2011 meeting is scheduled at the Sheraton Four Points, 4900 Duckhorn Dr. near the Sacramento International Airport. The NLS Steering Committee met at the Sheraton Four Points in May. Next week a confirmation of sleeping rooms will be sent to the members that require overnight accommodations.

The Planning Committee will continue to be involved with development of the November 15th meeting.

9. NEXT MEETING DATE

A meeting in early October is needed to allow for a September 30th meeting de-briefing from Joan Frye Williams. A Doodle survey will be sent out to set the date.

10. AGENDA BUILDING

Items for the next agenda:

- Debriefing from the September 30th meeting by Joan Frye Williams.
- Review of issues and concerns recorded at the June 9th Council meeting discussion of the fall sustainability retreat. Action on those issues was temporarily suspended to allow Joan Frye Williams to develop materials for the September 30th meeting. Everyone agreed that it



is important to keep those issues active and to ensure that they are addressed. Patty Wong suggested that a Communication Action Plan be integrated into the agenda building process. Wendy Burke agreed and as the new Chair, she would send out a brief update to the Council on planning and actions taken.

There being no further business, the meeting was adjourned at 4:06 p.m.

Annette Milliron DeBacker
Clerk of the Committee
September 13, 2011