

NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
October 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:

No newcomers were in attendance.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No members of the public were present.

3. APPROVAL OF THE AGENDA

Wendy Burke added an item to the agenda regarding the Executive Director’s potential jury duty assignment. A Motion to approve the agenda as amended was moved by Jan Erickson, seconded by Jeanne Amos. The Motion passed unanimously.

3 A. PLANNING FOR EXECUTIVE DIRECTOR’S POTENTIAL JURY DUTY

Annette Milliron DeBacker reported that she has been summoned to federal jury duty at the U.S. Ninth Circuit Court in San Francisco. She immediately submitted a request to be excused given the budget situation, the sustainability planning process and lack of staff at NLS. Her request was denied. Jurors are excused only when the hardship occurs to the juror not the employer. Her explanation that if as the only full time experienced staff member she is unavailable to participate in the planning process, there may not be an agency and therefore no job to return to was not considered a hardship on her. The pool of jurors is 116 and 16 will be selected to serve. The next round of screening is scheduled for 7:30 AM on October 24th. The trial will start that same week and is projected to last 4 months.

Wendy and Annette will develop some staffing and workflow options to present to the Steering Committee should she be selected for duty. Darla Gunning will check with Gerry Maginnity to see if the State Library may be able to offer some support by funding a consultant to assist with new service program implementation. A Doodle survey will be used to pick an NLS Steering Committee meeting after October 25th. Jury selection should be complete by that date.

4. APPROVAL OF MINUTES FROM SEPTEMBER 13, 2011 MINUTES

A Motion to approve the minutes as presented was moved by Gail Haar, seconded by Cheryl Baker. The Motion passed unanimously.

Ms. Burke asked for permission to change the order of the agenda because of the potential of losing a quorum when members have to leave for another meeting. The Committee concurred.

7. DEBRIEF OF SEPTEMBER 30TH MEETING

Joan Frye Williams asked the Committee to confirm that the three broad categories that were identified as sustainable planning steps included: virtualization of services, participation in a cafeteria style plan, and bartered/credit services. All agreed that those three topics had the most discussion and appeal. Joan asked for confirmation that cost of service predictability is extremely important. There was discussion about single payment defined services as an unlimited subscription model, known price up front purchase of service (Califa model) and pay per use model. The Committee agreed that the membership is not ready to commit to a pay per use model as it is difficult to plan and predict cost of service for full year of service. There was a great interest in the cafeteria style of participation but quickly it became apparent that there are many ways to apply "buy in" in a cafeteria model (baseline service with option for value added cost; no baseline, but buy in for service desired, and/or what services require mandatory participation to become a member).

The discussion illuminated how the small group would become the evaluators of the proposed services in terms of the viability. Joan is developing concepts of what can be done, what does it look like, then she and Annette will determine what would it cost. The next step is to check with the small group to see what it will cost at the local level to implement the service...is it viable? The small group will also compare existing services vs. visualized services to see how best to fund operations: all have to participate, cafeteria style or barter system.

Joan will draft a message based on the September 30th work and Committee's discussion that identifies and confirms the three broad categories. The report will be distributed to the membership then she will start work with small group. The findings of the small group will be the core of discussion for the November 15th meeting.

3:45 PM Joan Frye Williams, Heather Muller and Gail Haar leave meeting.

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING AUGUST 31, 2011

The Consent Calendar was not considered due to lack of quorum. It will be reviewed at the next committee meeting.

6. NEWS FROM THE STATE LIBRARY

Darla Gunning reported that not even the State Librarian has any confirmed budget information as the application of the trigger amendment is yet to be determined. Everyone is caught in the waiting game. December 15th is still the target date for the release of actual 2011/12 budget numbers. Darla also reminded that January 2012/13 budget numbers will be revealed in the Governor's budget which is release in the second week of January. Cheryl Baker asked if members should engage in letter writing to promote funding. Darla indicated that letters will be useful when numbers are known but right now they won't do much good. Darla reported that the Serra system is also using Joan Frye Williams to develop a sustainability plan. Unfortunately the System's fund balances were incorrectly reported and Serra may run out of money by end of October.

8. FINALIZE NOVEMBER 15TH MEETING PLANS

With Joan's update and Annette's report that hotel/meal arrangements are in place, it seems that plans are on track and moving forward. Annette needs to revise the LSTA grant proposal for the November session as the payment for the September meeting came from the 2010/11 LSTA LAIF (rural libraries) grant. Darla and Annette have discussed the update.

9. PLAN FOR OPERATIONS JANUARY 1, 2012

Gregg Atkins had asked to have this issue placed on the agenda. The current budget is authorized through December 31, 2011. The Committee asked Darla for an update about possible state funding. Again she confirmed that no one has been given any indication of availability and/or level of funding. Without a quorum Wendy recommended placing the discussion on the next Steering Committee meeting agenda.

10. NEXT MEETING DATE

A meeting will be scheduled for the end of the week of October 14th. A Doodle survey will be sent to set the date.

11. AGENDA BUILDING

Items for the next agenda:

An update on Annette's jury duty situation.

Review of the August and September financial statement.

An update from Joan Frye Williams/small group.

Plan for operations January 1, 2012.

There being no further business, the meeting was adjourned at 4.15 PM.

Annette Milliron DeBacker
Clerk of the Committee
October 13, 2011