

**NORTHNET LIBRARY SYSTEM**  
**STEERING COMMITTEE MEETING**  
**October 27, 2010**

**CONVENING:**

The NorthNet Library System (NLS) Steering Committee met this date virtually via WebEx with Vice Chair Margaret Miles presiding. The meeting convened at 2:05 p.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	Jon Torkelson for Linda Springer
X		i2i	Dan Theobald

**1. WELCOME & INTRODUCTIONS:**

Ms. Miles welcomed everyone and introduced Dan Theobald who was there to check out how WebEx was working for the system as a meeting tool.

**2. PUBLIC INVITED TO ADDRESS THE COMMITTEE**

No public were present.

**3. APPROVAL OF THE AGENDA**

A Motion to approve the agenda was made by Ms. Amos and seconded by Ms. Cheryl Baker. The Motion passed unanimously.

**4. APPROVAL OF SEPTEMBER 3, 2010 STEERING COMMITTEE MINUTES**

A Motion to approve the September 3, 2010 Steering Committee minutes was made by Ms. Amos and seconded by Ms. Cheryl Baker. The Motion passed unanimously.

**5. CONSENT CALENDAR**

**A. FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2010**

**B. REVISED FY 2010/11 BUDGET**

The FY 2010/11 budget was revised to include the money that was raised for materials by the libraries who are participating in the Overdrive grant. A Motion to approve the Consent Calendar was made by Ms. Meza and seconded by Ms. Amos. The Motion passed

unanimously.

## **6. NEWS FROM THE STATE LIBRARY**

Jon Torkelson reported there will be a webinar about applying for LSTA grants on November 1<sup>st</sup>. There will also be several State Library events during the CLA conference being held in Sacramento this November. The State Library will be holding a reception during the conference on Saturday from 6-7 p.m. and then a town hall meeting from 3:30-4:30 p.m. on Sunday.

Ms. Milliron asked about plans for a resource sharing task force. Mr. Torkelson didn't have any information about it.

## **7. REGIONAL REVIEW & ADMINISTRATION REPORT**

The MVLS Council hasn't met yet and is currently trying to find a date to meet in November. Ms. Milliron reported on a broadband meeting that she attended for some of the libraries in the MVLS region who will be getting high speed broadband at their headquarters from a federal grant submitted by CENIC.

The NBCLS Council has not met and doesn't have a firm date set for a future meeting.

The NSCLS Council recently met to try to figure out how it will pay next year's membership fees for NLS. NSCLS has depleted their reserves that they had been using to pay for the membership fees for all it's member libraries. They need a way to generate revenue or for NLS to provide services that free up local revenue. Discussion ensued.

## **8. REVIEW OF STRATEGIC PLANNING ACTION PLAN ACTIVITIES**

### **A. DELIVERY TASK FORCE CHARGE**

Evidence so far indicates that the new delivery mechanism for NSCLS libraries is working. Ms. Milliron believes that more time is needed to analyze how UPS Campus Ship is working. She also thought it would be a good idea to watch what Massachusetts is doing with their new delivery concept. They have a RFP out right now. Ms. Milliron compared delivery costs from a report compiled by Lori Ayre and found that NLS costs were much lower than most other systems. Our cost is \$.06 an item and most others are \$.20 and over. With such a low rate, Ms. Milliron wasn't sure what the Task Force should be studying. It was suggested that they review how much staff time is being used for shipping items via UPS and how to get more days of delivery for libraries that don't have daily delivery. The NLS Steering Committee determined the Delivery Task Force's charge is to identify procedures that can be used within local libraries to streamline ILL handling and analyze use of UPS/USPS for delivery.

### **B. FEE STRUCTURE COMMITTEE UPDATE**

Ms. Miles and Ms. Milliron would like to put this off until Gregg Atkins can participate in the discussion. He should return to work in November. It would also give NSCLS time to find a solution.

Ms. Milliron reported on her conversation with Ms. Jennifer Baker concerning advocacy. They decided that there isn't a one-size fits all solution and that there are already a number of advocacy efforts available for libraries. They wondered if there is a possible grant application idea to get a consultant to tailor a marketing campaign for each library.

Ms. Curl suggested obtaining a communications tool that shares ideas on what's been done by individual libraries. Ms. Milliron suggested posting press releases and other marketing materials on the NLS webpage.

Ms. Cheryl Baker and Ms. Miles reported on an advocacy workshop from the ARSL conference where Jamie La Rue was the speaker. He reminded people that usage doesn't equal support as there are supporters who don't use the library. Mr. La Rue's themes were:

- Libraries change lives.
- Libraries build community.
- Libraries mean business.
- Libraries are a smart investment.

He advocated asking your patrons: Where are you putting your money and how does it help where you live? To read more about Mr. La Rue, visit: <http://bhagcolorado.blogspot.com>

#### **9. RESOURCE SHARING POLICY**

NLS staff took the three regions' ILL policies and merged them into one policy for resource sharing in the system. It has been reviewed by individual ILL staff and the NLS Technology and Resource Sharing Community of Interest. A Motion to approve the NLS Resource Sharing Policy was made by Ms. Cheryl Baker and seconded by Ms. Burke. The Motion passed unanimously.

#### **10. NOVEMBER COUNCIL OF LIBRARIANS MEETING PLANNING**

Ms. Milliron is working with OCLC to schedule a demonstration of their new webscale product during the NLS Council meeting in November.

#### **11. MAY COUNCIL OF LIBRARIANS MEETING PLANNING**

Ms. Milliron reported that she is looking for a speaker for the annual system meeting in May 2011, which will be an all-day event. The actual meeting date will be discussed at the November NLS Council meeting.

#### **12. NEXT MEETING DATE**

Ms. Milliron will send out a survey to determine the next NLS Steering Committee date, which will be held the week of January 17-21, 2011.

#### **13. AGENDA BUILDING**

Items for the January 2011 NLS Council Meeting agenda:

- Develop Membership Fee Structure
- Preliminary Budget

#### **14. ADJOURN**

There being no further business, the meeting was adjourned at 3:39 p.m.