

NorthNet Library System

Council of Librarians

WebEx Desktop Meeting Agenda

June 14, 2012

1. Welcome and Roll Call

Wendy Burke, Chair

Called to order at 10:08 AM by Vice-Chair Jennifer Baker

Wendy Burke joined the meeting at 10:12 AM and Jennifer Baker transferred conduct of the meeting to Wendy.

Jeff Hawkins left meeting at 10:30 AM. Heather Muller left meeting at 10:50 AM. Sandy Vella joined meeting at 11:10 AM.

PRESENT	ABSENT	MEMBER LIBRARY	NAME
x		Colusa County Library	Wendy Burke, Chair
x		St. Helena Public Library	Jennifer Baker, Vice-Chair
x		Alpine County Library	Rita Lovell
		Belvedere-Tiburon Library	Debbie Mazzolini
x		Benicia Public Library	Diane Smikahl
	x	Butte College Library	Luozhu Cen
	x	Butte County Library	Jan Christofferson, interim
	x	College of the Redwoods Library	Rachel Anderson
	x	College of the Siskiyous Library	Dennis Freeman
	x	CSU Chico Library	Sarah Blakeslee
	x	CSU Sacramento Library	Tabzeera Dosu
	x	Del Norte Co. Library District	Linda Kaufmann
	x	Dixon Public Library	Sandy Thomas, interim
x		El Dorado County Library	Jeanne Amos
	x	Feather River College Library	Tom Davis
	x*	Folsom Public Library	Greta Galindo
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	Maritta Dimond
x		Lassen Library District	Jeff Hawkins
x		Lincoln Public Library	Jon Torkelson
x		Marin County Free Library	Gail Haar
x		Mendocino County Library	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	Jessica Hudson
	x	Orland Free Library	Jody Meza
x		Placer County Library	Mary George
	x	Plumas County Library	Dora Mitchell, interim
	x	Roseville Public Library	Natasha Casteel
	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	Abbot Chambers
	z	Shasta College Library	Janet Albright
x		Shasta Libraries	Jan Erickson
	x	Simpson University Library	Larry Haight
x		Siskiyou County Library	Michael Perry
	x	Solano Comm. College Library	Jeffery Lamb
	x	Solano County Library	Bonnie Katz
x		Sonoma County Library	Sandy Cooper
		Sonoma Dev. Center	Vacant
x		Sutter County Library	James Oschner
	x	Tehama County Library	Sally Answorth
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		NLS System Headquarters	Annette Milliron DeBacker
x		Peninsula Library System	Linda Crowe and Terry Jackson

* Although Folsom Public Library was listed on the meeting screen as attending, the representative did not respond to the roll call or voting call.

2. **Public** invited to address the committee
4. **Agenda:** Gail Haar moved to approve as presented, Diane Smikahl seconded. Motion passed unanimously.
5. **Consent Calendar:** Diane Smikahl moved to accept, Jon Torkelson seconded. Motion passed unanimously.
6. **News from the State Library:** No report was made.

7. **Nominations for Chair, Vice Chair and Steering Committee:** Jennifer Baker moved to accept the nominations slate as presented with Jennifer Baker as Chair and Michael Perry as Vice Chair. Cheryl Beaker seconded. Motion passed unanimously. FY2012-13 NLS Steering Committee consists of:

NLS Chair	Jennifer Baker, (also NBCLS Chair)	St. Helena PL
NLS Vice Chair	Michael Perry, (also NSCLS Chair)	Siskiyou Co. PL
MVLS Chair	Jeanne Amos	El Dorado PL
MVLS Vice Chair	Jessica Hudson	Nevada Co. PL
MVLS At-Large	Natasha Casteel	Roseville PL
NBCLS Vice Chair	Mel Lightbody	Mendocino Co. PL
NBCLS At-Large	Sarah Houghton	San Rafael PL
NBCLS At-Large	Diane Smikahl	Benicia PL
NSCLS Vice Chair	Oresta Esquibel	Trinity Co. Lib
NSCLS At-Large	Jody Meza	Orland Free Lib and Willows PL

8. Plan of Service and Preliminary Budget for FY2012/13

Jennifer Baker moved acceptance of the revised Plan of Service and approval of the delivery contracts with BeavEx and Sprint Courier Service. Seconded by Diane Smikahl. Motion passed unanimously.

Jennifer Baker moved approval of the preliminary 2012/13 budget for both Sonoma County and Peninsula Library System as fiscal agents and to adjust restricted accounts to equal character 320 (unrestricted/undesignated fund balance) and to authorize all necessary budgetary adjustment to close out funds at Sonoma County Treasurer's office. Sandy Cooper seconded. Motion passed unanimously.

Direction was provided to Wendy Burke, NLS Chair, to work with Gale to renew NSCLS and MVLS databases with an ending date of June 30, 2012. This will allow for possibility to consolidate contracts beginning in FY13-14.

9. **LSTA System Augmentation Grant:** Wendy Burke described the three elements of our \$20,000 grant augmentation. Legacy system files at El Dorado County, Dixon Public Library, and Willows Public Library will need to be accessed and prioritized for digitization. PLS and Jennifer Baker will provide more information later as needed. PLS will be emailing Council members in a few weeks regarding attendance and lodging needs for the August 27 Planning meeting.

10. Transition of administration to PLS:

Annette Milliron DeBaker provided a timeline for transition of NLS administration to Peninsula Library System (PLS). Significant dates include:

- June 15 The last day bills will be submitted to Sonoma County for payment
- June 21 Physical items (primarily files) will be moved to PLS
- June 28 Last day Annette will be working as contracted Administration
- June 30 Print out of legacy system and NLS funds based on preliminary end-of-year print out is available
- July 23 During this week, checks for funds for NLS and legacy systems (MVLS, NBCLS and NSCLS) will be sent to PLS.

Jennifer Baker discussed her goals for NLS for next year. These include:

- A proposed reduction in the size of the Steering Committee
- Discuss at individual legacy system meetings the possibility of dissolving the legacy systems and having NLS as our system for all purposes.
- Setting up database contracts as unified NLS contracts which could provide greater price negotiation leverage
- Have delivery contracts handled at the local level
- Out-source other functions

11. Next Meeting Date and Agenda Building: The next Council meeting will be on August 27th as a part of our on-ground meet-and-greet organizational/business meeting with PLS in the morning and our planning retreat with Joan Frye Williams in the afternoon.

Meeting was adjourned at 11:15 AM.