

NORTHNET LIBRARY SYSTEM  
STEERING COMMITTEE MEETING  
February 9, 2012

**CONVENING:**

The NorthNet Library System (NLS) Steering Committee met virtually this date via WebEx with Chair Wendy Burke presiding. The meeting convened at 3:17 PM.

**ROLL CALL:**

| PRESENT | ABSENT | MEMBER LIBRARY  | REPRESENTATIVE            |
|---------|--------|---|---------------------------|
| x       |        | Colusa Public Library                                 | Wendy Burke - Chair       |
|         |        |   | --Vice Chair              |
|         | x      | Del Norte Public Library                              | Linda Kaufmann            |
| 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       |        | Woodland Public Library                               | Heather Muller            |
| x       |        | Yolo County Library                                   | Patty Wong                |
|         |        | NorthNet Library System                               | Annette Milliron DeBacker |
|         |        | California State Library                              | Darla Gunning             |
|         |        | Humboldt County Library                               | Victor Zazueta            |

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

A Motion to approve the agenda as presented was moved. The Motion passed unanimously.

4. Jennifer Baker volunteered to take minutes.

5. Consent Agenda

Annette explained that the financial statements represented a full fiscal year and that we are on target for revenue having collected about half the dues. Some amounts are not shown in the revenues but will be reflected in the next statement. We are also on target for expenditures.

Consent agenda also included the minutes from the Nov. 30, 2011 meeting.

A Motion to approve the consent agenda as presented was moved by Jody Meza, seconded by Patty Wong. The Motion passed unanimously.

6. News from the State Library

Darla notified the group that the LSTA Focus Group planned to meet in Redding on the 6<sup>th</sup> of March has been cancelled due to poor registration. The other focus groups will go ahead as scheduled.

7. Cheryl Baker resigned as Vice-Chair at the end of November. Jennifer Baker volunteered to become Vice-Chair for the remainder of the fiscal year which will make her chair July 1. She is interested in sharing this responsibility with a Co-Chair.

8. There was much discussion about delinquent dues and what should be done about them. Annette reported that only Mountain Valley has a policy addressing the issue in its bylaws. She recommended adding a policy to the Standing Rules which only requires Steering Committee approval whereas a change to the Bylaws requires a vote of the full Council.

Discussion of Section 4 of the current NLS Bylaws ensued.

A Motion was made by Jennifer Baker and seconded by Jeanne Amos.

The motion: Members are billed at the beginning of the fiscal year for the entire year. If after 60 days no payment has been received, a second notice/invoice will be sent. After 90 days of no payment a letter will be sent informing the member library that they need to pay or submit a formal request for waiver to be considered by the Council. If no payment or waiver request has been submitted after 180 days (total), services to the member library will be terminated.

Discussion about what services the members are paying for ensued followed by a roll call vote.

| YES | NO | MEMBER LIBRARY  | REPRESENTATIVE      |
|-----|----|---|---------------------|
| x   |    | Colusa Public Library                                 | Wendy Burke - Chair |
|     |    |   | - Vice Chair        |
|     |    | Del Norte Public Library                              | Linda Kaufmann      |
| x   |    | El Dorado Public Library                              | Jeanne Amos         |
|     |    | Marin County Free Library                             | Gail Haar           |
| xx  |    | Orland Free Public Library and Willows Public Library | Jody Meza           |
|     | x  | Shasta Public Libraries                               | Jan Erickson        |
| x   |    | St. Helena Public Library                             | Jennifer Baker      |
| x   |    | Woodland Public Library                               | Heather Muller      |
| x   |    | Yolo County Library                                   | Patty Wong          |
|     |    |   |                     |

Further discussion ensued about what to do about member libraries which have not paid for the current fiscal year.

A Motion was made by Jennifer Baker and seconded by Jeanne Amos.

The motion: Members with outstanding bills will be sent a letter advising that they need to pay or submit a formal request for a waiver of fees no later than March 31<sup>st</sup>. If no payment or waiver request has been submitted by that time, services to the member library will be terminated.

| YES | NO      | MEMBER LIBRARY  | REPRESENTATIVE      |
|-----|---------|---|---------------------|
| x   |         | Colusa Public Library                                 | Wendy Burke - Chair |
|     |         |   | - Vice Chair        |
|     |         | Del Norte Public Library                              | Linda Kaufmann      |
| x   |         | El Dorado Public Library                              | Jeanne Amos         |
|     |         | Marin County Free Library                             | Gail Haar           |
| xx  |         | Orland Free Public Library and Willows Public Library | Jody Meza           |
|     | x       | Shasta Public Libraries                               | Jan Erickson        |
| x   |         | St. Helena Public Library                             | Jennifer Baker      |
| x   |         | Woodland Public Library                               | Heather Muller      |
|     | abstain | Yolo County Library                                   | Patty Wong          |
|     |         |   |                     |

9. Jeanne Amos reported on the Transition Team’s work on the dues structure. She reported on the work already done and various options explored. She then presented a proposal for feedback that has not yet been approved by the Transition Team. The proposal considers both population and budget to try to create a fair and feasible fee structure for all members. The structure proposed only accounts for administrative costs and did not incorporate fees associated with specific services.

No action was taken but it was noted that the RFP for management and fiscal services has a deadline of March 1. Following the completion of the proposal review process and the awarding of a contract it will be easier to move forward with cementing a fee structure as we will have a clearer picture of our financial needs and “what we pay for.”

10. Annette brought up a new issue pertaining to ILL. Discuss ensued over whether we need to set a policy to address which mail carrier/courier to use when not using bulk mail to fill ILL requests. No action was taken.

Jeanne Amos and Mary George have taken over administration of the OverDrive contract. NorthNet still handles paying invoices.

Patty Wong reported that there has been good initial response to the RFP.

Brief discussion of other projects the Transition Team is working on.

11. Next Meeting – TBD

12. No specific items for the future agenda were discussed.

Meeting Adjourned at 4:50pm.