

NorthNet Retreat and Administrative Council Meeting
Four Points by Sheraton Sacramento international Airport

4900 Duckhorn Drive, Sacramento, CA

August 27, 2012

9 a.m. - 4 p.m.

Minutes and Summary Notes

Attendees:

Jeanne Amos, El Dorado County Library	Joan Frye Williams
Cheryl Baker, Modoc County Library	Darla Gunning, California State Library
Jennifer Baker, St Helena Public Library, Chair	Linda Crowe, PLS
Wendy Burke, Colusa County Library	Jane Light, PLS
Sandy Cooper, Sonoma County Library	Donna Truong, PLS
Annette DeBacker, Mendocino County Library	Terry Jackson, PLS
Jan Erickson, Shasta Public Libraries	
Greta Galindo, Folsom Public Library	
Mary George, Placer County	
Elizabeth Gray, Yolo County Library	
Gail Haar, Marin County Free Library	
Jeff Hawkins, Lassen Library District	
Coral Henning, Sacramento County Public Law Library	
Debbie Holmes, Butte County Library	
Jessica Hudson, Nevada County Library	
Danis Kreimeier, Napa County Library	
Patricia Lakie, Woodland Public Library	
Mel Lightbody, Butte County Library	
Rita Lovell, Alpine County Library & Archives	
Jody Meza, Orland Free Library & Willows Public Library	
Bill Michael, Mono County Library	
James Ochsner, Sutter County	
Michael Perry, Siskiyou County Library, Vice-Chair	
Diane Smikahl, Benicia Public Library	
Jon Torkelson, Lincoln Public library	
Lynne Williams, Solano County Library	
Eliza Wingate, Mendocino County	
Victor Zazueta, Humboldt Library	

NorthNet Chair Jennifer Baker called the meeting to order at 9:05 and everyone was asked to introduce themselves.

HOW NORTHNET DOES BUSINESS

1. Making the Case for Cooperation in Challenging Times: Joan Frye Williams asked the group to form five small groups and to discuss and report back on the rationale for cooperation in five areas.
 - a. Collection Sharing
 - Increased access to a wide variety of print and electronic materials
 - Access to a wider range of resources for less cost with further cost reductions possible in a virtual world
 - b. Technology Sharing
 - Sharing infrastructure - makes it possible to share that infrastructure with customers
 - Saves money by reducing duplication of effort
 - Helps develop staff expertise
 - c. Identification/Incubation of new services
 - Shared risk
 - Capacity to test, push the envelope
 - Establish best practices
 - d. Group Discounts
 - Can't afford not to cooperate, e.g. subscriptions to e-books that are only financially feasible through a group discount
 - e. Learning Opportunities and idea Sharing
 - Formally, e.g., common set of ideas/expectations
 - Chance to talk to colleagues, share ideas/learning
2. Organizing for Effective Cooperation
 - a. Given where NorthNet is, Joan identified current issues:
 - (1) the double process of meetings to accomplish an item of business, i.e. first to the legacy system and then to NorthNet
 - (2) cascading by-laws
 - (3) the different ways of doing business, primarily around dollars
 - (4) ability of members to join directly as individual jurisdictions
 - (5) ability to withdraw directly

- b. NorthNet JPA - the current JPA was discussed and it was generally agreed that changes needed to be made to the document to allow member libraries to join individually and also to allow potential new members to join the system. Discussion ensued as to how best to make changes: 1) start new or b) modify the existing JPA. Jane Light advised that an initial legal opinion indicated that we did have the option to modify. The pros and cons of both were discussed. A new JPA would symbolize a fresh start but would necessitate going to each jurisdiction for approval. Concerns were expressed about the lengthy process and an inability at this time to fully explain the liability that each legacy system has regarding former employees. General consensus was to move forward with modification.
 - c. NorthNet By-Laws - the group agreed the by-laws also needed changing to better reflect current practice.
 - d. Legacy System JPAs and By-laws -Jane Light explained her role is to assist with the JPA and by-laws revisions as well as to fully identify the issues regarding the existing liabilities of the legacy systems. Because of the outstanding obligations, the legacy systems JPAs need to continue to exist. She will obtain legal advice and then outline the options that are available for each system to move forward to manage and/or discharge their obligations. The group agreed with the concept of “mothballing” the legacy systems, with the JPAs in force only for the purposes of the individual liabilities that currently exists and that the by-laws be changed to reflect this.
 - e. Process and Timeframe- A Task Force was created and charged with modifying the JPA and revising the by-laws. The Task Force members are: System Chair Jennifer Baker, Jon Torkelson, Melanie Lightbody, Greta Galindo and Wendy Burke. Patty Wong will also be asked to serve. Jane Light will be the primary staff contact. The goal is to have this to the membership for review by November 1, 2012 and then to the attorney by December 1, 2012. Jane and Jennifer will be responsible for calling the Task Force together.
3. Management of Funds
 - a. Status of NorthNet and legacy systems fund balances -Donna Truong distributed a list of the fund balances (see attachment). There was general consensus that the fund balances not be used for any NorthNet purposes until the outstanding obligations are addressed.
 - b. Resolution to join Local Agency Investment Fund (Action Item) - The Council voted (M/S Cooper/Torkelson) to approve the resolution to join the Local Agency Investment Fund.
 - c. The Council approved the motion (Cooper/Kreimeier) to transfer the NorthNet fund balance to the LAIF account. The legacy systems will have to approve the transfer of their respective funds at their next individual Council meetings.
4. Ongoing obligations of legacy systems - PLS staff with Jane Light as the lead will analyze the current obligations, be responsible for attorney communications and then report back to the Councils with a summary statement and options for moving forward.

2012-2013 NorthNet Operations

1. CLSA Plan of Service for 2012-13(Action Item) - now that there is CLSA funding, the CLSA Plan of Service was presented for approval. The Council approved (M/S Burke/Lovell) the 2012-13 CLSA Plan of Service.
2. Use of CLSA 2012-13 Funding - There was discussion as to how to use this funding which is considered one time and must be spent by June 30, 2013. Since it can only be spent in administration and communications and delivery, it was agreed to use it in these categories and free up member funding for other projects. There is also approximately \$83,000 remaining in CLSA after funding administration and communications and delivery. Three existing projects were presented as possible recipients of funding:
 - a) Evergreen Project - Jeanne Amos described their existing work under the LSTA grant "Open Source, Open Libraries" and presented the potential benefits to all members if the project moves forward. Funds are needed for real migration work.
 - b) Fulfillment Open Source Project - Sandy Cooper presented information on their cooperative efforts to pilot Fulfillment, a resourcing sharing ILL Open Source product that could be a valuable tool to NorthNet in the future.
 - c) Zip Book Project - presented information about their "Pitch an Idea" grant that funded the purchase of printed material or e-content with loanable Kindles instead of traditional ILL. This could be scaled up for all of NorthNet.

Joan summarized the discussion and asked that the Council identify projects that would serve NorthNet well at the end of next year and take NorthNet to another level. The group agreed that R&D was an appropriate and valuable use of the funds. The Steering Committee was charged with looking at the budget and projects and making recommendations back to the Council by mid- October 2012. The list for consideration is:

- Materials delivery
 - Overdrive
 - Current Projects /R&D
 - Patron-driven acquisition of eBooks
 - Open Source migration for five libraries
 - Fulfillment - connections for different library management systems
 - Future R&D
 - Reserves
3. 2012-13 Dues - The Council was supportive of the 2012-13 dues structure and the manner in which it was calculated. While there was some confusion over payment of these dues because of subsequent CLSA funding, Joan urged the group to continue to pay their dues in order to

become a sustainable system and to provide projects of value to system members. Councilmembers who may have trouble paying the dues due to the good faith misunderstanding were asked to contact Terry Jacksons at jackson@plsinfo.org to see what accommodations could be made. The Council agreed with this approach.

4. Operational Issues

- a) Contract with PLS- PLS will clarify and communicate via email who on their staff is responsible for what function and whom to contact about NorthNet business. PLS will also review the existing listservs and update them as well as provide the members the best practice for informing PLS of changes. PLS will communicate regularly on the status of projects. This will include a review of the contract and what PLS has agreed to provide under the terms of the contract
- b) Delivery - current emails indicated a problem with delivery providers, PLS will look into this.

Members thanked Wendy Burke for her effective leadership this past year and welcomed Jennifer Baker to her new role as chair. Michel Perry asked the membership to focus on sustainability system-wide benefit in the coming year. Councilmembers expressed the value of on-ground meetings and hoped there could be funding for more of them. The meeting was adjourned at 3:55 p.m.