

**~~DRAFT~~ MINUTES**

**NLS Executive Committee Meeting**

**November 15, 2017**

1. **Welcome and Roll Call** – Chair Mel Lightbody, Butte County, called the meeting to order at 10:02 a.m. Also present were NLS Executive Committee members Todd Deck, Tehama County Library, Stacey Costello, Colusa County Library, Suzanne Olawski, Solano County Library, Ana Danielson, Mono County Library, James Ochsner, Sutter County Library, and Kathryn Hunt, Lincoln Public Library. Also attending, Greta Galindo, Chair, Mountain Valley Library System (Woodland Public Library), Carol Frost, Pacific Library Partnership, and Jacquie Brinkley, NorthNet System Coordinator.
2. **Public Invited to Comment** – None in attendance.
3. **Motion to adopt Agenda.** Danielson moved; Deck seconded. Motion carried.
4. **Motion to Approve Minutes of 8/18/2017 Executive Committee Meeting.** Danielson moved; Deck seconded. Motion carried.
5. **Old Business**
  - A. Chair Lightbody recommended David Dodd be provisionally appointed to the NLS Executive Committee to replace Vanessa Christman who resigned from Humboldt County Library and NLS EC. Dodd’s appointment to be voted on by full Administrative Council at mid-year meeting of January 19, 2018. Motion to approve appointment of David Dodd, Benicia Public Library, to NLS Executive Committee. Ochsner moved; Hunt seconded. Motion carried.
  - B. Chair Lightbody presented for approval the prepared Request for Proposal for NLS Administrative Services, drafted by the ad hoc committee. . Lightbody requested the EC members email her with suggestions of where to post or send in order to distribute widely for best results. Proposals will be due by Friday, February 2, 2018. The ad hoc committee will review the proposals and prepare recommendations to EC. Motion to approve RFP for distribution. Danielson moved; Ochsner seconded. Motion carried.
  - C. Frost presented the Link+ Study report of consultant Tom Jacobson summarizing his library site visits conducted in September. The consultant issued and received a preliminary response to the Request for Quotation on pricing of Link+ resources and courier services through Innovative for all NLS public and academic libraries. . The pricing for the product is less than what was quoted last year, , and the quote for courier services is forthcoming. According to the consultant and what he has obtained from Innovative for NLS:
    - Implementation of Link + for NLS members (all public and academic) = approximately \$450,000 (includes connection fees and up-front incidental costs such as totes, pouches, etc.)
    - Annual Subscription - \$311,000 for current and new libraries Courier/Delivery – These costs are still being determined.. Consultant reports that these costs can and should be negotiated.

Nearly all NLS libraries use OCLC, and their costs include cataloging and MARC records. The consultant is negotiating for costs to include Sky River so that libraries might choose to completely discontinue OCLC service. This would allow the \$86,000 which NLS libraries spend annually for OCLC to be redirected to Link+ costs.

Olawski commented that Solano County Library recently invested in and launched Link+ services and she proposed the following questions for consideration:

- How will Solano County (and all other current Link+ libraries) benefit from the discounted implementation and annual fees being offered by Innovative?
- How will these libraries transition to NLS consortium pricing?
- The NLS libraries have different ILS systems and to connect to Link+ is a huge workload issue. Would there be any financial support for the staffing costs to prepare for and launch Link+?
- Connecting using the DCB connector is difficult. Innovative is developing an API, but it not yet completed. When is the ETA for this, and will it be available for public libraries? Some colleges are interested in this.
- Will NLS contract with the courier? And, how will the contract be administered and managed?

Ochsner asked about discontinuing OCLC if moving to Sky River. Can library give up cataloging and holdings?

Danielson asked if courier service to Mono and Alpine counties is included, as these costs will be the barrier for their participation.

Olawski asked if price quote was contingent on all NLS members joining. Frost reported that the quote given was a site license for NLS as a consortium to join, including academic libraries, but not tied to a minimum number of members. Frost reported that early discussions with consultant consider libraries joining in phases.. Frost will ask consultant to discuss with Innovation a partial membership of NLS joining at the start, with phasing in of additional member libraries, and determine any change to price quote using that model. NLS will also need to determine the interest of the academic institutions included in the quote. Discussion ensued regarding pricing and whether costs would be divided by the number of libraries or to be prorated. Suggestion to offer a five-year pricing schedule.

Lightbody asked if we could establish which NLS members could join and at what timeline? Or, who would never join? Lightbody requested the consultant determine: (1) who would join, (2) when they would/could join, and (3) courier costs.

Frost suggested that this may be a good discussion for the AC meeting in January 2018, where a discussion about what phases of joining might look like. By January, the courier costs may be more defined. Hunt suggested that at that meeting, libraries currently on Link+ could explain the work flow. Hunt requested that any interested NLS member library have the opportunity to



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meet with current Link+ libraries to discuss all staff time and cost issues and impact related to implementing Link+, as staffing resources are of concern to Lincoln and likely other NLS members.

Olawski noted that Link+ matches new Link+ libraries with a mentor library to encourage that communication. And, that overall, response from patrons has been positive and activity is increasing with Solano County now being a net lender.

The importance of encouraging all AC members to attend the AC meeting was discussed so that they can be included in this conversation. Staff will highlight this in the next reminder of the AC meeting.

Frost suggested that NLS may consider asking the California State Library for one-time funds for connection fees to Link+. Frost offered to draft a letter and submit for Lightbody's review and signature on behalf of NLS. All members agreed to have Frost draft this communication and Lightbody will review and sign.

D. Letters were prepared for each legacy system by the contracted attorney regarding legacy systems and their CalPERS obligations. The letters were reviewed and signed by Lightbody and distributed to each legacy system chair. Frost reported that the attorney has completed five of the seven deliverables from original contract. Brinkley reported that in her last communication with the attorney on October 30, Ms. Safie stated that she had contacted CalPERS about former system employee benefits, but response from CalPERS was unhelpful. At that time, she was going to contact the actuarial department at CalPERS to research further and obtain requested information. No other updates available have been provided.

## **6. NEW BUSINESS**

- A. Frost presented the draft "Services Provided in Your Contract with PLP" for EC to review and approve as an addition for the updated NLS Guidebook to be distributed in November 2017. This document was drafted at the request of former EC member, Danis Kreimeier, who suggested such a memo be included in the NLS Guidebook to inform members of the benefits of NLS membership and provide a summary of what administrative services are provided with system membership. Document was discussed and all approved for including in NLS Guidebook.
- B. Greta Galindo, Chair, Mountain Valley Library System, presented a memo from MVLS to the NLS Executive Committee to ask for a review of the NLS Bylaws to allow membership of individual libraries. MVLS member libraries have been discussing a plan to pay off all current and future CalPERS obligations, with the intent to dissolve MVLS., At such time, MVLS member libraries would request NLS membership as individual libraries. MVLS is requesting that NLS begin the process of review and consider Bylaw revision at this time to allow for individual library membership. Lightbody thanked Galindo for her attendance and

presenting on this issue on behalf of MVLS. Discussion on similar topic continued in next agenda item.

- C. Frost presented a memo to NLS which reviewed the existing NLS Bylaws regarding system membership, the process for joining and leaving a system, examples of other system Bylaws, along with considerations should a change in language regarding membership be pursued. Discussion ensued regarding historical account of why NLS created Bylaws that allowed only for systems to be members and not individual libraries. Among the nine CLSA systems statewide, NLS and PLP are the only systems to have Bylaws that require system membership, rather than individual membership.. Frost suggested that a possible explanation was to recognize the individual systems' CalPERS obligations and not transfer that obligation to NLS. Ochsner and Costello commented that the system memberships, in some cases, were created around delivery and shared ILS and suggested that NLS may want to leave that option open.

With regards to the inquiry from the Town of Loomis and their interest in joining a CLSA System, Frost suggested that should the request occur before NLS completes its review of the Bylaws, NLS may consider a provisional membership for Loomis or any other individual libraries which meets the qualifications of established public library as stated in the CA Education Code and also meet with all criteria outlined in the California State Library checklist found in this agenda packet as supporting documents. At this time, neither NLS or MVLS has received the appropriate documentation from the Town of Loomis. If the Loomis Library or other library requests membership in NLS, that request must be submitted in writing to the California Library Services Board and be included on their meeting agenda.

Lightbody asked the EC if there were any objections to moving forward with a review of NLS Bylaws to have individual libraries join NLS and asked for ad hoc committee members. EC agreed to move forward with this review.

Lightbody recommended the following:

1. An ad hoc committee be formed to review NLS Bylaws with regards to membership and work with staff to draft appropriate revisions for review
2. An initial draft be compiled by Brinkley and shared with the ad hoc committee.
3. The idea should be included on the agenda for the AC January meeting.
4. NLS Bylaws revision be included on AC Annual Meeting agenda (June 2018) for approval

Lightbody requested an EC member to Chair this committee and will follow-up within next week to identify other committee members representing each legacy system to work with staff on



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review of Bylaws related to membership. A full ad hoc committee will be appointed within one month.

Galindo volunteered to participate on the ad hoc committee.

No other Action was taken.

**D.** Brinkley requested suggestions for Annual Meeting agenda items of NLS Administrative Council on June 2018, with date and location to be determined via Doodle Poll. Proposed Annual Meeting dates are either Friday, June 15 or Friday, June 22, and to be held at a central NLS location.

In addition to business items, suggested agenda topics included an overview of Link+ that includes sharing from current Link+ libraries. Also suggested, a CalPERS update re: former employee benefits and system obligations. Also, training ideas included community engagement (Common Knowledge) and other professional development. Brinkley will request proposals from Common Knowledge and also from Cheryl Gould for leadership training. Lightbody will work with staff to identify training with mix of greatest perceived value to NLS AC and most cost effective.

7. System Chair Report – No report made
8. Next Executive Committee Meeting - Select date between February 2 and 16 (after response to Admin Contract RFP has been received and reviewed). Brinkley will survey for date and identify meeting location.
9. Meeting adjourned at 11:18 a.m.