



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

To: NorthNet Library System Administrative Council

From: Jane Light, Peninsula Library System

Subject: Decisions made at May 31 Administrative Council Meeting

Although attendance at Friday's meeting was very good, of course not everyone was able to be there. These are not official meeting minutes, which must be approved by the body. Instead, the decisions made at the meeting are shared here for the information of all members.

1. Elections

Sandy Cooper was elected Chair-Elect/Vice-Chair

2 year terms on Executive Committee – Mel Lightbody, Diane Smikahl,
Natasha Casteel

1 year term on Executive Committee – Victor Zazueta, Rita Lovell, Mary
George

Michael Perry will move from Chair-Elect/Vice-Chair to Chair per the by-
laws.

2. CLSA Plan of Service and Budget were approved.

3. CLSA Delivery and Communications allocations to public library members were approved as recommended by the Steering Committee and included in the agenda packet and a separate email to the Administrative Council.

After the new fiscal year begins, a claim form will be sent to directors. Libraries will execute the claim form and need only to keep brief documentation in library records of the eligible expenses such as delivery costs, communications costs for a shared ILS, or for providing access to e-book collections shared with other NLS members.

4. FY2013/14 Contract with PLS was approved. The contract scope and detailed costs were included in the agenda packet.

5. FY2013/14 NorthNet membership dues.

Because errors were found in the base membership dues calculations for several libraries, the Administrative Council voted to approve a total of \$57,500 in base membership dues but did not approve the specific fees per

member. The Executive Committee will review and approve corrected fees prior to invoices being sent.

Each library will be asked to confirm its participation in FY13/14 in the “cafeteria plan” and will be invoiced according to their response for the administrative costs of participating in those (delivery contacts administered by NLS, the Overdrive Library-to-Go group, and database group contracts).

The Executive Committee was charged with revisiting during the next year the base membership dues as well as the administration costs for the “cafeteria plan” services and bringing forth any recommended changes to the full Council.

6. FY13/14 NLS budget (included in agenda packet) was approved. There is approximately \$40,000 in the line item for contractual services in the Administration program that could be used for staff development or innovation grants.

When FY12/13 expenditures are closed out (late July or early August) the Executive Committee will decide if the fund balance at that point is sufficient to allocate some additional funds for staff development/innovation grants and it will approve the amounts and the specific grant processes.