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Draft Minutes

NLS Executive Committee Meeting Minutes
Adobe Connect Meeting
Friday, August 23, 2013

- 1. Welcome and Roll Call:** Chair Michael Perry called the meeting to order at 11:05 and welcomed attendees to the first Executive Committee meeting. Present were: Michael Perry, Chair; Jennifer Baker, Past Chair; Mary George; Mel Lightbody; Rita Lovell; Victor Zazueta. Also present were Darla Gunning, California State Library and Donna Truong and Jane Light, Peninsula Library System.
- 2. Public invited to address the Committee:** None were present.
- 3. Approval of the Agenda:** Moved by Baker, seconded by Lovell, to approve but move items 5 & 6 (Vacant System Chair-elect and Appointment of Finance Committee) to the end of the agenda. Motion unanimously approved.
- 4. Consent Calendar: A. Minutes from the May 23, 2013 Meeting of the NLS Steering Committee for acceptance:** The Steering Committee was replaced with the Executive Committee after the approval of revised by-laws and elections at the May 31, 2013 NLS Administrative Council meeting. Because the Executive Committee cannot approve the minutes of a former body, the minutes were presented for acceptance, not approval. Baker moved, George seconded that the minutes of the Steering Committee meeting of May 23, 2013 be accepted. Motion passed unanimously.
- 5. FY12/13 Financial Statements (unaudited):** Donna Truong reviewed the financial statements that were part of the agenda packet. Both revenues and expenditures were very close to the budgeted amounts. The NorthNet Library System fund balance (local funds remaining as of June 30, 2013) is \$307,211.94. In addition, NBCLS had a fund balance of \$253,480.65 and MVLS of \$210,170.65. NSCLS had a fund balance of \$18,282.98 although that number included accounts receivable from the members to pay its current CalPERS invoice and its net fund balance is \$0.

6. FY2013/14 NLS Budget

- A. Corrected Base Membership Dues & Admin Fees FY13/14:** Donna Truong reviewed these as shown on Page 15 of the agenda packet. She applied the Base dues formula as shown on that page, using the most recently published California State Library information for both population and budget. In a few cases a constituent member library did not fit into the dues categories because its population fell into one category and its budget into another. In those cases she applied the dues category that applied to the member's budget.

In addition, she reviewed the administration fees for members participating in NLS contracts for delivery, Overdrive, and databases in response to questions and comments made at the May 31 Administrative Council meeting. She recommended a flat 10% admin fee for each service a member chooses to participate in. This reduces the total admin fees paid by participating libraries by about \$7000.

Baker moved, George seconded approval of the NLS dues and fees for FY2013/14 as shown on Page 15 of the agenda packet. Approved unanimously. Truong indicated that she and her staff will send invoices as well as a claim form for the CLSA Delivery and Communications finds out to the members.

- B. Fund Balance Status:** See item 5 above.

- C. Allocation of Funding from Fund Balance for Grants for Staff Development and/or Innovation:** The approved 2013/14 budget included \$40,000 available for either of these purposes. The Steering Committee had expressed interest, depending on the end of last fiscal year fund balance, in perhaps also using some of the fund balance for one or both purposes in FY2013/14.

Executive Committee members saw value in both types of grants, but recognized that the Innovation Grants require both larger amounts and longer periods of time to be completed and establish outcomes. They also expressed concern that the maximum number of members participate in these grants.

If the Administrative Council wants to continue funding for this purpose, ongoing funding source needs to be identified and put in place.

Moved by Baker, seconded by Lovell to allocate \$42,000 from the fund balance for a total of \$82,000 for Staff Development Grants during FY 2013/14. Any unspent funds are to be returned to the fund balance. Approved unanimously.

7. Criteria For Staff Development Grants: Moved by George, seconded by Zazueta that each public library member is eligible for a grant of up to \$2000 for FY 2013/14. Grant requests will be submitted on an application form and must be approved by the PLS Executive Director. Funds may be used for in-house workshops, regional workshops (including in cooperation with other NLS libraries that pool the funds), conference & meeting attendance (physical or virtual), or other purpose stated in the approved application. Grantees will provide a very brief summary by June 30, 2014 of how the funds were used that can be posted on the NLS website or otherwise disseminated among the members.

8. Vacant System Chair-Elect/Vice Chair: Sandy Cooper is retiring in September as Sonoma county Librarian and will therefore be unable to serve. Mel Lightbody indicated her willingness to serve as Chair-Elect. Baker stated that Danis Kreimeier is willing to serve on the Executive Committee and could take Lightbody's seat.

Moved by Baker and seconded by Lovell that Mel Lightbody be appointed Chair-Elect and that Danis Kreimeier be appointed to the Executive Committee to complete a 2 year term expiring in June 2015. Approved unanimously.

9. Appointment of Finance Committee: The revised by-laws provide for the appointment by the System Chair of a Finance Committee consisting of the Chair, Chair-Elect and Past Chair and two other members of the Executive Committee. Three members constitute a quorum. The Finance Committee makes recommendations to the Executive Committee that either acts on those or places before the Administrative Council at a special or its annual meeting. Given the vacancy in the Chair-Elect position and the important financial matters before the System, Chair Perry appointed the entire Executive Committee to the Finance Committee. Mary George volunteered to serve on the Finance Committee to ensure that a quorum of three is available for meetings.

10. Contractor for FY14/15. Jane Light informed the Executive Committee that PLS has decided that FY13/14 will be its final year contracting with NLS to provide administrative and fiscal services and wanted to let the Committee and members know now in order to provide the maximum time for transition. Truong assured the Committee that PLS staff will continue to work diligently on behalf of NLS and to assist in a transition.

Darla Gunning commented that some of the other CLSA systems have split the administrative functions and the fiscal duties with a member library or jurisdiction taking on the fiscal agent role.

Perry will inform the members and let them know the Executive Committee will be preparing an RFP for services.

11. Adjournment: Perry adjourned the meeting at 12:45 PM.