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www.northnetlibs.org

**NorthNet Library System Administrative Council Annual Meeting
Solano County Library, Fairfield Cordelia Branch Library
June 7, 2016**

Attendees:

Name	Library
Rita Lovell	Alpine County Library
Anita Falltrick	Benicia Public Library
Mel Lightbody	Butte County Library
Stacey Costello	Colusa County Library
Jeanne Amos	El Dorado County Library
Victor Zazueta	Humboldt County Library
Christopher Veach	Lake County Library
Jeffrey Hawkins	Lassen Library District
Kathryn Hunt	Lincoln Public Library
Sara Jones	Marin County Free Library
Ana Danielson	Mono County Free Library
Anthony Halstead	Napa County Library
Josie Andrews	Nevada County Library
Yolande Wilburn	Nevada County Library
Jody Meza	Orland Free Library/Willows Public Library
Mary George	Placer County Library
Nina Biddle	Sacramento Public Library
Jarrid Keller	Sacramento Public Library
Denise Davis	Sacramento Public Library
Abbot Chambers	Sausalito Public Library
Erin Francoeur	Shasta Public Libraries
Michael Perry	Siskiyou County Library
Suzanne Olawski	Solano County Library
Bonnie Katz	Solano County Library
Brett Lear	Sonoma County Library
Chris Kreiden	St. Helena Public Library
James Ochsner	Sutter County Library
Greta Galindo	Woodland Public Library
Patty Wong	Yolo County Library

Greg Lucas	California State Library
Lisa Dale	California State Library
Susan Hildreth	Pacific Library Partnership/NorthNet
Carol Frost	Pacific Library Partnership
Jacquie Brinkley	NorthNet/Pacific Library Partnership

1. Welcome and Introductions

Chair Mel Lightbody called the meeting to order at 9:00 A.M. Attendees introduced themselves.

2. Public invited to address the Council

None were present. Lisa Dale, California State Library liaison to NorthNet, was erroneously omitted from the Agenda. Lightbody invited Dale to give her report at this time. Dale reported that new CA Library Literacy Services (CLLS) applications would open July 1. For questions, contact Dale. Travel scholarships will be available for Association of Rural and Small Libraries (ARSL) annual conference in North Dakota, Oct 27-29, 2016. CA State Library (CSL) consultant, Susan Hanks, will send announcement via email. CA Summer Reading and Lunch @ the Library grant was announced via email by CSL consultant, Natalie Cole. Currently 130 libraries in CA participate in Lunch @ the Library with 800 libraries eligible. Contact Cole for more information. Early Learning for Families (ELF) will offer Touch Points training to include school readiness, curriculum and toolkit. Watch for email announcement from CSL consultant, Suzanne Flint. "Get Involved" will host specialized volunteer training workshops for Veterans Connect libraries and Teen Volunteer Coordinators. Travel will be paid. Contact CSL consultant Lisa Dale. Recent Harwood Lab in Sacramento (May 2016) was successful. Probable repeat of Lab in Southern CA in fall.

Congratulations to Pitch An Idea (LSTA) applicants. Completed applications are due to the State Library June 20. Public Library Staff Education Program (PLSEP) has new openings. Contact CSL consultant, Lena Pham. Updated public library state data now available on CSL website. Next survey will open end of August 2016 and planned to be released January 2017.

3. Approval of the Agenda

Moved by Francoeur, seconded by Wong; approved unanimously.

4. Consent Calendar: Minutes of Admin Council Meeting of January 25, 2016

Lovell moved; Lear seconded; approved unanimously.

5. General Update by System Chair

Lightbody reported that she was pleased with all projects NLS accomplished this year. She extended her thanks to Hildreth and Brinkley for their assistance and said she looked forward to coming year. Lightbody reviewed accomplishments that included completing NLS Strategic Planning and the identification of priorities for NLS. She reported that NLS committees and/or

staff are making progress on implementation of these priorities. Lightbody referred to Attachment 2 regarding the recommendations that the system cooperatives drafted for CLSA 16/17 funding and pointed out that NLS agreed to support several of these initiatives.

Hildreth added that two specific proposals were recommended at the request of NLS – 1. Broadband Equipment and, 2. Statewide Zip Books (to be in conjunction with or to supplement the existing LSTA Zip Books program). Hildreth continued with a briefing on the CLSB meeting in April – pointing out that NLS members George, Hunt, and Lovell were in attendance and asked each for any comments. George reported that she was surprised at the level of micromanagement on the Board and that the Board required cost detail for all proposals. She appreciated that the Board appeared to be very interested in what the systems had to say when library directors present spoke on behalf of their community needs. Lovell agreed that the Board was sincerely interested in hearing from the directors and encouraged their comments.

Lightbody continued with her review of accomplishments over the past year including the LSTA Pitch an Idea grants that NLS, in partnership with PLP, will be implementing in 2016/17. Hildreth and Brinkley reviewed the two Pitch projects – \$100,000 to provide community engagement and facilitation skills training for NLS & PLP libraries with Susan Clark as consultant, and \$50,000 LSTA with \$50,000 In Kind from PLP to look at best practices of Student Success/Student ID and to create a portfolio of tested approaches to establish relationships with schools, school districts, superintendents, and County Offices of Education, which result in shared student data to create library cards for students.

Lightbody commented that she was proud of the creation and distribution of the NLS Guidebook and also thanked the Executive Committee members for their mentoring and welcome to new NLS directors this past year. Lightbody reported on the Harwood Lab that she and 2 library managers from Butte County attended in Sacramento, May 23-25. A second Lab is scheduled tentatively for Southern CA in the fall. She described the training as one that creates a system of aligning with the community, with libraries taking the lead. The Harwood model of “turning outward” to the community. Lightbody asked for comments from other NLS libraries who attended. George and staff from Placer County attended and commented that she found of interest the theory/practice that there are various communities in which the library and/or a library director participates and that each of these communities can be in various “stages” of development. And, that how the library and/or director positions the library or herself will depend on the community with whom they are working at any given time. Director needs to identify the stage of the community.

Hildreth added that Harwood training was not originally designed with libraries in mind, but Rich Harwood who was working extensively in community engagement in difficult and economically challenged communities saw the role libraries were playing in the communities with which he was working. ALA and Harwood created a pilot training for libraries (SFPL was a pilot library) that proved very

successful and the State Library has since contracted to bring Harwood Lab for libraries to more CA public libraries.

Lightbody thanked Brett Lear for agreeing to accept position of incoming NLS Chair.

Hildreth reviewed Attachment 8 – NLS Strategic Priorities Summary. This was drafted to set out key directives for NLS future and incoming Executive Committee. This document will be posted on the NLS website as an administrative document.

6. Nominating Committee presented slate for Vice Chair and Executive Committee members.

George presented following as slate for Executive Committee members – Attachment 3. Not included on Attachment 3, Ochsner was nominated to replace Executive Committee member, Francoeur, who is nominated for Vice Chair/Chair Elect.

No additional nominations were presented.

Perry made Motion to accept the slate as submitted with Ochsner added; Hunt seconded Motion; approved unanimously.

7. Greg Lucas, State Librarian of California – Guest Speaker

8. FY 2016/17 CLSA Plan of Service

Hildreth reported that the Plan of Service presented is based on current CLSA funding level for the NorthNet Library System and this budget is similar to the Plan of 15/16. She stated that later in the summer, the California Library Services Board (CLSB) will meet to approve an additional \$1.8 million of on-going CLSA state funding. A revised Plan of Service for 16/17 will be submitted to the NLS Executive Committee for approval in fall 2016. Hildreth reported that when NLS meets to determine how to budget this additional funding to consider that up to 25% can be allocated to System Administration. She suggested that the NLS Executive Committee review the Strategic Priorities over the summer to help in drafting budget plans for the additional funding.

Wong reported a typo on the Plan of Service document, page 21. Section 1. Physical Items Delivered to: System Member Libraries. Amount should read 1,200,000. Edit will be made and POS resubmitted to CSL noting correction.

Motion to Approve FY 2016/17 Plan of Service.

Lovell moved to approve; Danielson seconded; approved unanimously.

BREAK

Lightbody asked incoming EC members to stand and she acknowledged her appreciation of their commitment to NLS. She introduced incoming Chair, Lear; Vice Chair/Chair Elect, Francoeur; Lightbody, Past Chair. Lightbody asked outgoing EC members to stand and thanked them for their service and acknowledged their commitment, as well- Lovell, George, Zazueta and Perry.

9. Sara Jones, CLA Legislative Committee Chair – Guest Speaker

10. FY 2016/17 PLP Contract

The NLS Executive Committee agreed in December to continue with PLP contract for system administration and accounting. Hildreth reported that PLP implemented a new project tracking system to document administrative and accounting services and with this system have confirmed that contract expenses are tracking to the current budget.

Hildreth announced that she will be stepping down from the Executive Director position of PLP, PLS and Califa effective June 30, 2016, but will continue working through July 29, 2016. In her new faculty position at Washington State University School of Library Science, she is allowed to consult and will provide consultation to PLP and NLS. The NLS Budget submitted reflects a reduced number of hours for Hildreth and an increased number of hours for Brinkley (from 32 hours per month to 48 hours/month). All other items are same as 15/16 approved budget.

Hildreth also stated that if CLSA funds to systems increases, NLS Exec Comm may consider a review of the PLP contract to consider adding capacity to manage increased funds.

Lightbody asked for questions from the floor. Hildreth and Lightbody stated that NLS will be looking at Sonoma County for future NLS Administrative contract services. Sonoma County was previously administrator for the NorthBay Cooperative Library System. PLP staff and Sonoma County staff will be meeting in near future to review all NLS administrative and accounting tasks and determine Sonoma County's capacity to provide NLS with these services.

No other questions. Motion to approve PLP Contract. Lear moved; Olawski seconded; approved unanimously.

11. FY 2016/17 NLS Budget

Note: Delete Dues and Fees document (Att 6) included in Agenda Packet. Use revised version provided as handout. Hildreth reviewed this document and discussed the calculations for flat rate Base Dues and the 10% Admin Fee to cover overhead for Delivery, OverDrive, Gale Database and Zinio. She suggested that the EC consider reducing or eliminating the 10% Admin Fees when CLSA funds are increased.

A. Membership Dues & Fees

Lightbody asked about the Administrative Fees that are added to Dues. Amos commented that she believed these fees were intended to spread the costs of services. George recalled that these fees were added to cover library directors' time who worked on the shared resources projects. Dale questioned these suggestions, but did not recall the reason for the added fees.

Hildreth suggested that the budget be approved as is and recommended that NLS Executive Committee look at Admin fees for future budget planning. Any change to the current Dues & Fees structure would need to be formalized.

Motion to approve NLS 16/17 Dues & Fees. George moved to accept as is and to revisit Admin Fees.

Wong commented that there was intent to review the NLS dues structure 5-6 years ago and that a review has been on the Agenda for past 5 years.

Perry seconded the Motion to adopt as is with the Exec Committee to review the dues formula and the 10% Admin Fees.

Approved unanimously.

B. NLS Budget

Hildreth reported that NLS has a C&D fund balance of estimated \$340,000. Broadband equipment fund balance (from 14/15 state funds) is \$180,000 and must be fully expended by June 30, 2017. There is no state funding for Broadband equipment in the 16/17 budget. NLS Executive Committee approved a proposal to grant \$5,000 to NLS members participating in CENIC project. Funds could be used to reimburse out-of-pocket expenses the library incurred for equipment, consulting, or connection fees up to June 30, 2017. Hildreth and NLS staff will continue to work with EC to distribute these Broadband funds.

Lightbody opened the floor for discussion items.

Hildreth – FYI Anticipated allocation – send e-version of the allocation to all NLS directors. ????? What allocation is this??

Zazueta asked about CLSA funding and if from the C&D allocation if up to 25% of those funds can be used for administration. Confirmed that is correct.

George asked about CalPERS obligations and what if any conversation is occurring among NLS overall.

Lightbody said that Legacy Systems are responsible, but each system is having the discussion.

Hildreth commented that there are unique challenges in each system.

Wong added that she had talked with Gerry Maginnity, Deputy State Librarian, and that he believes it is not only the public libraries who are responsible. Other members or former members like the community colleges, etc. who were members at the time also share the obligation. She expressed concern that NLS needs to work through PERS and with the CA State Library and needs a permanent process to pay off these obligations.

Hildreth commented that NLS will need expert assistance on this issue and would be worthwhile to investigate. She added that legal or other advisement would be expensive.

George suggested that the NLS fund balance be used to pay for legal or other assistance and recommended that NLS collectively work together and retain an attorney to help NLS create a plan. She also recommended that all responsible parties (community colleges, etc) be addressed.

Jones agreed that there is a need to address this and deal with it and that Marin County may have attorneys who might be able to help.

Perry asked who of the Systems are paying and what is the mechanism for payment?

George reported that Placer County is very conservative and looks at this issue and asks her how it is going to be resolved. She commented that the payment options provided by NLS staff were too limiting.

Wong suggested that a sub-committee be appointed to work on the CalPERS issues with the NLS Exec Committee.

Zazueta stated that NorthState agreed to pay annually. His county attorney (Humboldt County) agreed that it was a difficult situation. He remarked that the Legacy Systems are obligating NLS with their (legacy) issues.

Hildreth suggested that a representative from each Legacy System work with PLP staff on the CalPERS issues. Volunteers included Jones- North Bay, Perry- NorthState, and George and Wong- Mountain Valley. This committee will scope out the issues and work required and identify an attorney to help and to determine options and plans for each legacy system. An attorney can create support and provide advice, but the ultimate responsibility remains with the Legacy Systems.

Motion to Accept NLS Budget. Ochsner moved; Galindo seconded; approved unanimously.

12. Strategic Initiatives

Brinkley provided project updates, referring to Attachment 8.

Member Asset Mapping – Lightbody and Brinkley talked with consultant Sam Mulford regarding design and collection methodology. Brinkley will work with Black Gold Library System who have offered to share the software they use for similar purpose and that will accommodate the NLS mapping and sharing/knowledge platform priorities.

Zip Books – NLS will submit a proposal to the California Library Services Board to expand on the current LSTA Zip Books program and to include the most remote and rural of CA public libraries and their branches. This project would be funded initially by CLSA one-time funds with future support from libraries who may convert acquisitions/ILL budget to support Zip Books. If deemed eligible, C&D allocations will be dedicated to support Zip Books. Future funding partners may include Amazon and the Association of Rural and Small Libraries.

Training and Development/Facilitation and Capacity Building- NLS, in partnership with Pacific Library Partnership, received an LSTA grant to provide Community Engagement and Facilitation Skills training for 16 libraries (8-10 NLS) and 48 library staff and/or community partners. Community engagement professional consultant, Susan Clark, will design and conduct training and coaching sessions for all participants as follow-up to assist staff in implementing action-based projects. NLS libraries also participated in Harwood Library Lab in May 2016. A convening webinar will be hosted to have Harwood and Clark trainees share results and lessons learned from each experience. Best practices will be shared statewide via webinar and/or CLA workshop sessions, if selected.

Budget Cycle Alignment. Brinkley asked George for clarification on this priority. George said that the intent was to create a platform for collectively sharing contract or other templates, i.e. for use during local budget planning.

Lear added that when a consortium is available and the budget process allows, it would be helpful to know of and where to access other resources.

Shared resources will be available with the knowledge platform that is in development.

George publicly thanked Lightbody for her years of service to NLS as Chair.

Round Robin session with all members.

13. Guest Denise Davis presented on PLA Project Outcome.

14. New Business – None

Lightbody adjourned the meeting at 1:25 p.m.