

# NorthNet Library System Steering Committee Meeting

Minutes (unapproved)

April 4, 2013

1. Welcome and Roll Call

Chair Jennifer Baker called the meeting to order at 2:35 PM via Adobe Connect.

Present were Steering Committee members Chair Jennifer Baker (St Helena Public Library), Vice-Chair Michael Perry (Siskiyou County Library), Jeanne Amos (El Dorado County Library), Jessica Hudson (Nevada County Library), Mel Lightbody (Butte County Library), Jody Meza (Orland Free Library and Willows Public Library), Diane Smikahl (Benicia Public Library). Also present were Linda Crowe, Donna Truong, and Jane Light, all of the Peninsula Library System, administrative services contractor and Darla Gunning, California State Library.

2. Public invited to address the committee

No public comments

3. Approval of the Agenda

Agenda was approved unanimously. M by Smikahl, S by Hudson.

4. Consent Calendar

A. Minutes from October 3, 2012 Meeting

Minutes of the Oct 3, 2012 meeting were unanimously approved. M by Smikahl, S by Amos.

5. FY11/12 Audit

Donna Truong reviewed the annual audit which was included in the agenda packet. Audit was accepted unanimously. M by Smikahl, S by Lightbody.

6. Financial Statements through 3/28/13

Donna Truong reviewed the financial statements for the fiscal year through March 28 that were presented as an information item on the agenda.

7. FY12/13 Budget Adjustments

Budget transfers and adjustments that reflected the Administrative Council's actions at its October meeting and an LSTA PLSEP grant were approved unanimously. M by Smikahl, S by Meza.

8. PLS FY13/14 Contract

Donna Truong reviewed the proposed contract services and fees of \$116,769.11 for a contract with PLS for administrative and accounting services. The Steering Committee unanimously recommended that the NLS Administrative Council approve both the services scope and the fees at its May 31 meeting. M by

Lightbody, S by Smikahl.

9. NorthNet Membership Dues FY 2013/2014

NLS constituent member libraries annually pay membership dues and in addition member fees for additional services they chose to participate in, such as Overdrive and databases. Member fees will be adjusted to reflect the services each library chooses to participate in and any changes in the vendor costs for those services. Libraries will be contacted to verify continuation or changes in those services and their fees will be calculated accordingly.

PLS staff recommended that the FY13/14 membership dues remain the same as in FY12/13. Steering Committee unanimously recommended that the Administrative Council at its May 31 meeting approve the member dues For FY13/14 at the same rate as FY12/13. M by Hudson, S by Smikahl.

10. Delivery Contracts

Donna Truong stated that the contracts with the current three delivery contractors expire June 30. She has received feedback from the libraries about vendor performance and requested proposals from the current vendors.

11. Database renewal

Donna Truong reported that the database vendor contracts also expire June 30 and she will work with the vendor about rates for renewal.

12. Direction to staff for preparation of FY13/14 Budget

Jane Light stated that instructions and amounts for the FY13/14 CLSA Plan of Service and Budget had not yet been received, but that given the inclusion of FY12/13 amounts in the Governor's January budget, PLS staff is anticipating approximately the same state funding as was awarded then.

Darla Gunning informed the Steering Committee that use of CLSA funds for databases or other reference services would no longer be permitted because of the recent revisions to CLSA.

PLS staff will develop a draft NLS budget for FY13/14 and draft CLSA Plan of Service and Budget and schedule another Steering Committee meeting to discuss and review them prior to the May 30 Administrative Council meeting.

13. Adjournment

The meeting was adjourned at 4:05 PM.