



**NorthNet**  
Library System  
Connecting Northern California Libraries

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## **Executive Committee Meeting**

Adobe Connect/Conference Call Meeting

Tuesday, May 19, 2015

- 1. Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 11:40 AM. Also present were Vice Chair Lisa Dale, Past Chair Michael Perry, Executive Committee members Victor Zazueta, Rita Lovell, and Diane Smikahl and NLS member Jennifer Baker (St Helena Public Library) and Donna Truong and Jane Light of the Peninsula Library System.
- 2. Public Invited to address the Committee:** None were present
- 3. Approval of the Agenda:** Perry moved, Dale seconded; unanimously approved by roll call vote.
- 4. Consent Calendar:** Minutes of April 3, 2015 Meeting: Lovell moved, Dale seconded; unanimously approved by roll call vote.
- 5. Planning for June 5 Administrative Council Meeting**
  - a. Review and Approve Draft Agenda:** Perry moved, Smikahl seconded approval; unanimously approved by roll call vote.
  - b. Review of FY15/16 PLP Contract & Recommendation to Admin Council:** Dale moved, Lovell seconded to recommend to Administrative Council that the full contract document, including the language about renewal for FY16/17 and hiring a contract coordinator, be approved. unanimously approved by roll call vote.
  - c. FY15/16 NLS Membership Dues and Fees:** Annual Membership dues formula is unchanged from prior year; fees are charged if members participate in one or more System-administered contracts (delivery, databases, Overdrive) including a 10% contract administration fee as well as participation costs. Perry moved, Smikahl seconded recommending approval of the membership dues and the member fees (these are estimates based on current

information from members) to the Administrative Council; unanimously approved by roll call vote.

- d. **FY15/16 NLS Budget:** The Committee reviewed the proposed budget and requested that the estimated amount of reimbursable costs for delivery contracts be added. Dale moved, Smikahl seconded that the Executive Committee recommend approval of the proposed budget, as amended, by the Administrative Council; unanimously approved by roll call vote.
  - e. **FY15/16 CLSA Plan of Service:** The Committee reviewed the Plan of Service. Lovell moved, Smikahl seconded that the Executive Committee recommend approval of the CLSA Plan of Service by the Administrative Council; unanimously approved by roll call vote.
  - f. **Nominating Committee Report:** The ad hoc Nominating Committee made its report verbally at the April 3 Executive Committee meeting.
  - g. **Member reports at Annual Meeting:** Lightbody will send an email to directors asking them to be prepared to verbally report on the results of the staff development grant each public library member received in FY14/15.
6. **FY13/14 NLS Audit:** Perry moved, Lovell seconded approval of the audit report; unanimously approved by roll call vote.
  7. **Use of Equipment Replacement Reserve (\$180,099) as match for members' CENIC broadband participation** will be agendaized for discussion at August Executive Committee meeting.
  8. **Adjournment:** Lightbody adjourned the meeting at 12:37 PM.