



**NorthNet**  
Library System  
Connecting Northern California Libraries

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## Minutes

NLS Executive Committee Meeting Minutes  
Roseville Downtown Library  
Friday, January 23, 2015

1. **Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 9:35 AM and welcomed attendees to the Executive Committee meeting. Present were: Michael Perry, Past Chair; Mary George; Mel Lightbody (Chair); Diane Smikahl; Lisa Dale (Vice-Chair), Natasha Casteel, Victor Zazueta. Also present were Jane Light, Peninsula Library System; Sarah Vantrease, Butte County Library; Erin Francoeur, Shasta Public Libraries; and Darla Gunning, California State Library.
2. **Public invited to address the Committee:** None were present.
3. **Approval of the Agenda:** Moved by George, seconded by Perry, to approve the agenda. Motion unanimously approved.
4. **Minutes of the October 10, 2014 Meeting:** Dale moved, Casteel seconded that the minutes of the Steering Committee meeting of October 10, 2014 be approved. Motion unanimously approved.
5. **Financial Report:** Light reviewed financial reports included in the agenda packet for the period of July 1, 2014 through December 31, 2014. There are no significant variances from the adopted budget.
6. **Open Issues**
  - A. **RFP for NLS Fiscal and Administrative Support**

The Committee reviewed a draft RFP for Fiscal and Administrative Support. It changed the due date for proposals from April 13 to March 27, 2015 and made various other edits. Casteel moved, George seconded approval of RFP as amended. Motion unanimously approved.

Chair Lightbody appointed herself, George, Dale and Casteel as an ad hoc subcommittee to evaluate responses and recommend contractor(s) for Executive Committee approval.

The Committee discussed distribution of the RFP to garner responses. Lightbody will email the final RFP to all the NLS library directors with a cover

note asking them to contact and forward to anyone or organization that may be interested. Additional ideas suggested were: CalOpps, Calix, CLA jobs, PNLA jobs, SLA, INALJ (I Need a Library Job), the Sacramento area nonprofit resource center. Personal contacts by Executive Committee members and other NLS members with their jurisdictions and individuals who may be interested in the administrative function may be most effective.

#### **B. Planning for FY15/16 Budget**

Lightbody appointed Dale to chair the Finance Committee and Perry and herself to serve as the Finance Committee to work with PLS staff to prepare the draft budget. She will also appoint Kreimeier or Smikahl as available to serve on the committee.

#### **C. Orienting New Library Directors to NLS**

Newly appointed directors often know little about NLS or the California Library Services Act. In the past year there have been at least four new directors. Lightbody appointed herself and NLS member library director Erin Francoeur to develop a plan for orienting new directors. Light will assist them. The plan will include developing a packet (kept on the NLS website) of information and assigning a library director to act as a mentor to new ones to review the packet and answer questions as they arise.

#### **D. Documenting the value of System Participation for Members**

This item was deferred until the next meeting in the interests of time. Committee members indicated that a document that includes both end-user benefits of participation and the member fees compared to the value of System provided-state funded delivery/communications and other services is needed.

#### **E. NorthNet LSTA Projects**

The committee decided not to develop any System Pitch An Idea LSTA grants this year. It was expected that the tasks of transitioning to fiscal and administrative contractor(s) would make managing an LSTA grant difficult.

### **7. New Business**

#### **A. Executive Committee Meeting Schedule**

Next Meeting will be April 3, 2015 in Redding and will begin at 9:30 or 10:00 AM. Travel Expenses for Executive Committee members will be reimbursed.

#### **B. Shared ebook collection status**

Dale is contacting Califa to obtain information about subscribing to Enki for those NLS library not members through participation in a grant. She and Light will complete a revised claim form for distribution to those members that have not completed one or need to clarify their options and choices.

#### **C. Nominating Committee for FY15/16**

Lightbody appointed Francoeur, Perry and Zazueta to serve as an ad hoc committee to nominate officers and Executive Committee members for election at the Administrative Council Annual Meeting.

**D. CLA Summer Reading Standards**

Vantrease distributed a draft document that lists the proposed standards and asks for specific feedback about each. She asked the committee to send her their comments on the draft.

- 8. Adjournment:** Lightbody adjourned the meeting at 11:33 AM.