

Administrative Council Meeting
January 19, 2018 10:00 a.m. - 2:00 p.m.

Sacramento Public Library, North Natomas Branch
4660 Via Ingoglia
Sacramento, CA 95835

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| 1. Welcome | Lightbody, Chair | |
| 2. Public Invited to Address the Council | Lightbody | |
| 3. Approval of the Agenda (Action Item) | Lightbody | |
| 4. Approval of Minutes of Administrative Council Meeting, June 16, 2017 (Action Item) | | Attachment 1 |
| 5. Link+ Study (Document to be Distributed Separately) | Lightbody | |
| A. Presentation from Tom Jacobson, Consultant, Third Chapter, on NLS Study for the Feasibility for Link+ | | |
| B. Sharing by Solano County and Napa County Libraries about Link+ | | |
| C. Discussion of Next Steps | | |
| 6. NLS Bylaws | Hunt/Dodd | |
| A. Approve Revision of NLS Bylaws (Action Item) | | Attachment 2 |
| B. NLS Membership Eligibility Discussion | | |
| 7. Approve NLS Operating Reserve Policy (Action Item) | Brinkley/Yon | Attachment 3 |
| 8. New Executive Committee Member (Action Item) | Brinkley | Attachment 4 |
| 9. CalPERS Update (Document to be Distributed Separately) | Brinkley | |
| 10. Professional Development Workshop | Lightbody | |
| A. Power, Influence and Accountability - Cheryl Gould, Fully Engaged Libraries | | |
| 11. Adjournment | | |

Working lunch to be provided.



NorthNet
Library System
Connecting Northern California Libraries

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**NorthNet Library System Administrative Council Annual Meeting
Solano County Library, Fairfield Cordelia Branch Library
June 16, 2017**

Draft Minutes

Name	Library
David Dodd	Benicia Public Library
Mel Lightbody	Butte County Library
Stacey Costello	Colusa County Library
Lori Easterwood	Folsom Public Library
Vanessa Christman	Humboldt County Library
Christopher Veach	Lake County Library
Deb Probst	Lassen Library District
Kathryn Hunt	Lincoln Public Library
Danis Kreimeier	Napa County Library
Yolande Wilburn	Nevada County Library
Eve Nyren	Placer County Library
Rivkah Sass	Sacramento Public Library
Sarah Houghton	San Rafael Public Library
Henry Bankhead	San Rafael Public Library
Michael Perry	Siskiyou County Library
Suzanne Olawski	Solano County Library
Bonnie Katz	Solano County Library
Tracy Gray	Sonoma County Library
Chris Kreiden	St. Helena Public Library
James Ochsner	Sutter County Library
Todd Deck	Tehama County
Greta Galindo	Woodland Public Library
Scott Love	Yolo County Library
Carol Frost	Pacific Library Partnership
Jacque Brinkley	NorthNet/Pacific Library Partnership

Meeting called to order by Past Chair, Lightbody at 9:30 a.m.

Lightbody welcomed the members and asked for introductions.

No public in attendance.

Motion to approve Agenda.

Dodd asked if the meeting agenda included any discussion of Link+ study. Brinkley reported that the ILL RFP will be discussed as part of the NLS 2017/18 Plan of Service.

Houghton moved; Hunt seconded. Approved.

Motion to approve Minutes of June 7, 2016 AC Annual Meeting.

Olawski moved; Sass seconded. Approved.

Motion to approve Finance Committee's recommendation for NLS Exec Committee to use the Consumer Price Index to annually review and adjust Member Dues, beginning FY 2018/19.

Dodd moved; Easterwood seconded. Approved.

Kreimeier presented slate of nominations for NLS Officers and Executive Committee members. She thanked all candidates for their willingness to accept their nomination.

Motion to approve the slate of nominations.

Perry moved; Love seconded. Approved.

Frost and Brinkley presented the NLS 2017/18 Plan of Service. Frost explained that the Plan is developed with input from the Executive Committee and NLS administrative support and submitted to the CA State Library on June 1. The Plan of Service is reviewed by State Library and staff of the California Library Services Board for compliance. Plans will be submitted to the CLSB for approval at meeting of 10/05/2017.

Discussed Plan of Service, CLSA Budget and proposed Communications and Delivery goals and initiatives for 2017/18, including ILL Study RFP contract that was awarded to Third Chapter Partners with Tom Jacobsen as consultant. Tom is drafting a comprehensive survey for NLS members to begin this project. Survey will be released early July. Tom will make site visits to selected libraries to get additional input to support the research and supplement survey results. Deliverables include project recommendations regarding feasibility and cost benefit analysis of expanding Link+ in NLS. Consultant projects recommendations to be presented to Executive Committee in early Fall 2017.

Kreimeier asked for the criteria used to define "rural" library, as used in the Plan of Service/System Demographics. Frost and Brinkley will report back to membership on CLSA definition of rural.

Motion to approve NLS FY 2017/18 Plan of Service.

Hunt moved; Ochsner seconded. Approved.

Frost presented the NLS /PLP Administrative Contract for FY 2017/18. Over the last year, Peninsula Library Services (PLS) reviewed all contracts held with outside agencies and determined that there were inconsistencies in how contracts are handled. With this review, all contracts were modified and NLS contract was adjusted to more accurately reflect actual costs of NLS administrative oversight, as PLP has been supplementing much of the admin costs. The contract presented is a 6% increase over the FY 2016/17 contract and includes time for System Coordinator and increased staff support time based on

2016/17 activities and projected projects that will require support for 2017/18. Projected projects expected to require PLP admin support include working with the attorney contracted to research Legacy Systems and CalPERS obligations; Link+ study; Zip Books expansion.

Frost announced that PLP's CFO, Donna Truong, is retiring June 30, 2017, and that a Controller has been selected, but she is unable to give official notification until background clearance has been obtained. She expects to make official announcement of candidate week of June 20th.

Dodd asked if in the future, the contract for NLS Administrative Services would be through an RFP process. Lightbody responded that an RFP was sent out two years ago with only one response. However, the Executive Committee does intend to put out an RFP for FY 2018/19 and will be working on that Fall 2017.

Frost continued that that NLS Budget is healthy and that even with an increased administrative contract, NLS would not be required to use reserves to meet the expense. Frost reminded members that CLSA allows up to 25% of CLSA funding to be allocated to Administration. She also mentioned that the NLS member dues structure will be adjusted annually using the CPI which will bring additional funds to the budget. Frost also mentioned that in this past year, Sonoma County Library administration met with PLP to review NLS contract and administrative responsibilities in consideration of taking over the contract. Upon review of the complexity and scope of administrative functions required, they declined any further consideration.

Lightbody invited Administrative Council Members to sit on the Ad Hoc committee to review the contract and future RFP and any proposals submitted. She stressed that this is an important process to have reviewed by all who wish to participate.

Discussion continued as to how PLS/PLP reviewed contract details. Frost reported that the review will continue with the new controller and can come back to the Executive Committee to present. Lightbody asked if PLS Study from last year re: contract review is available to review. Frost will ask PLS Advisory Committee if available for sharing with NLS. Frost also mentioned that she would prefer to review the Study results with NLS Exec Committee, if it is available.

Motion to Approve FY 2017/18 NLS/PLP Contract.

Sass moved; Kreimeier seconded. Approved.

Frost and Brinkley presented the FY 2017//18 Member Dues and Fees.

Gray asked for clarification on Budget and Delivery charges. Delivery is based on actual cost and unrelated to service population, on which a portion of member dues is calculated.

Motion to Approve FY 2017/18 NLS Membership Dues and Fees.

Kreimeier moved; Houghton seconded. Approved.

Frost and Brinkley presented the FY 2017/18 Budget. Frost commented that the NLS budget is healthy and significantly larger than original budget of FY 2016/17. Funds are yet to be allocated within the

Communications and Delivery budget and will be determined once the Link+ study is completed and consultant's recommendations are reviewed by the Executive Committee. NLS also received funding for administration of the CLSA Zip Books expansion project. Also unallocated as of yet in the NLS C&D budget is funding for contractual services. Contract services can include consultants or other services yet to be identified. Also, approved by the Executive Committee this year, is 2017/18 Califa membership paid for all NLS member libraries. NLS members are encouraged to make use of this benefit. Frost also noted that while not printed on the Budget page, the NLS Fund Balance is at \$385,000. Brinkley reported that, at the request of former NLS Chair and EC members, she will draft a Reserve Policy for Exec Committee to review and consider for adoption.

Sass asked about C&D and the CLSA allocation. She expressed that she had concern with how contracts are allocated, i.e. Califa contract. Frost referred to pg. 17 of Agenda Packet and reviewed line items of the Budget and again stated that not all funds had been allocated and that the NLS Executive Committee oversees and approves appropriate expenditures from this budget.

Probst asked for clarification on what is included in Delivery charges. Lightbody explained that Delivery is the physical movement of materials from one library to another, but this service is not used in North State due to geographical distances and related costs to move materials.

Perry asked if libraries were unable to utilize their entire CLSA allocation, how would that be handled considering restrictions on use of C&D funds. Frost reported that she was unaware of any library that was not fully expending their C&D funds. Frost also reported that she and other System Directors have worked over the past year to make recommendations to the CA Library Services Board on revisions to the CLSA regulatory language in order to broaden definitions currently used that significantly limit "How we share resources" and how libraries define "delivery."

Dodd offered to review Reserve Policy documents when drafted.

Motion to Approve NLS Budget

Perry moved; Wilburn seconded. Approved.

New Business

In absentia, Jeanne Amos, El Dorado County, presented Library to Go memo to encourage and invite libraries to join Library to Go OverDrive consortium.

Sass invited NLS members to register for Project Outcomes training at Sacramento Public Library on October 6. Flyers were distributed. Sass will send Brinkley a flyer to post on the NLS website.

Perry provided historical background and progress to date for North State and CalPERS, including lessons learned and advice to other systems with regards to CalPERS payments on retirees and system obligations.

In absentia, Sara Jones, Marin County Free Library and Past Chair, CLA Leg Committee provided summary of CLA Legislative Committee actions – (see notes attached). Jones also mentioned that IMLS,



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while funded through FY 2017/18, is at risk of elimination for 2018/19 and encouraged all members to sign up for alerts and stay engaged with the on-going communications.

Here is most up to date on the fight to save IMLS:

<http://www.ala.org/advocacy/advleg/federallegislation/fight-for-libraries>

Frost and Sass reviewed highlights of Jones' email notice and shared about their experience in D.C. at National Legislative Day meetings.

Lightbody asked for clarification on continued funding from the State of \$1 million for CENIC. Frost confirmed that this funding is in the State budget.

Guest Speakers from two LSTA projects presented on their successful implementation of respective projects – **Student Success** (Rhea Gardner, Woodland Public Library and Henry Bankhead, San Rafael Public Library) and **Libraries Lead the Way** (Cherelyn Hunt, Solano County Library and Angelina Cacioppo, Sonoma County Library).

Patrick Sweeney, Political Director, EveryLibrary, presented via Skype to the membership.

Kreimeier and Napa County staff facilitated two Harwood-based Community Conversations with "Aspirations for NLS" as the theme. It was recommended that Frost and Brinkley contact the other system coordinators to coordinate a Plenary Session at CLA to expand on the outcomes of this activity.

Meeting Adjourned at 2:30 p.m.



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To: NLS Administrative Council
From: Mel Lightbody, Chair
Subject: NLS Bylaws Revision for Term of Service, Chair and Vice Chair
Date: January 19, 2018

The NLS Executive Committee recommends approval from the NLS Administrative Council to revise the NLS Bylaws regarding the term of service from one year to two-year terms for NLS Chair and Vice Chair. The NLS Executive Committee approved this revision at their meeting of August 18, 2017.

NLS Bylaws with revision to read:

Section 3. Council Officers

a. Chair

The Chair-Elect shall assume the office of Chair on July 1 of the year following the Chair-Elect's service as Vice-Chair. The Chair shall hold office *for two years* or until he or she shall resign, be removed, or otherwise disqualified to serve, or until his or her successor shall be qualified. It shall be the duty of the Chair to preside at meetings of the Council; to prepare the agendas for meetings of the Council in consultation with the System Administrator; to execute contracts and other instruments on behalf of NLS as authorized by the Council or Executive Committee; to appoint committees as authorized by the Council; and to represent NLS as occasion demands. If the office of Chair becomes vacant by death, resignation, or removal, the Chair-Elect shall serve for the unexpired term.

b. Chair-Elect

At the annual meeting, the Council shall elect from among its members a Chair-Elect who shall serve as Vice-Chair. The Vice-Chair shall take office July 1. He or she shall hold office as Vice-Chair *for two years* or until he or she shall resign, be removed, be otherwise disqualified to serve, or until a successor shall be elected and qualified. He or she shall succeed to the office of Chair on July 1 of the following year. The Vice-Chair shall, in the absence or disability of the Chair, perform all the duties of the Chair and when so acting shall have the powers of, and be subject to the restrictions upon the Chair. If the office of Chair-Elect becomes vacant by death, resignation, or removal, the Executive Committee shall appoint a Chair-Elect who shall serve until the next regular meeting, when the appointment shall be confirmed by the Council. If the appointee is not confirmed, a Chair-Elect shall then be elected by the Council.



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To: NLS Administrative Council
From: Mel Lightbody, Chair
Subject: NLS Operating Reserves Fund Policy
Date: January 19, 2018

The NLS Executive Committee recommends approval from the NLS Administrative Council of the following Operating Reserves Fund Policy. The NLS Executive Committee approved this policy at their meeting of August 18, 2017.

PURPOSE

The purpose of the Operating Reserves Fund Policy for NorthNet Library System is to ensure the stability of the mission, bylaws, and ongoing operations of the organization. The Operating Reserves Fund is intended to provide an internal source of funds for situations such as sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserves Fund may also be used for one-time nonrecurring expenses that will build long-term capacity, such as staff development or research and development. Other purposes for the use of the Operating Reserves may be established as necessary, if funds are available.

Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of NorthNet Library System for Operating Reserves to be used and replenished within a reasonably short period of time. Operating Reserves Fund policy will be implemented in concert with the other governance and financial policies of NorthNet Library System and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

DEFINITIONS AND GOALS

The Operating Reserves Fund is defined as the designated fund set aside by action of the NLS Administrative Council. The minimum amount to be designated as the Operating Reserves will be established in an amount sufficient to maintain ongoing operations for a set period of time, measured in months. The Operating Reserves serve a dynamic role and will be reviewed and adjusted in response to internal and external changes. The target minimum Operating Reserves Fund is equal to **three months** of the operating budget costs. The calculation of operating budget costs includes all recurring, predictable expenses such as contracts that support communication and delivery products and services, fiscal and administrative services, insurance, and ongoing professional services. Reimbursable or pass-through programs, depreciation, in-kind, and other non-cash expenses are not included in the calculation.

The amount of the Operating Reserves Fund target minimum will be calculated each year after approval of the annual budget, reported to the Executive Committee, and included in the regular financial reports



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To: NLS Administrative Council
From: Mel Lightbody, Chair
Subject: New Executive Committee Member
Date: January 19, 2018

Due to the departure of Vanessa Christman, a new member was needed to fill the vacant seat.

At the November 15, 2017 NLS Executive Committee meeting, David Dodd from Benicia Public Library was nominated and recommended for approval from the Administrative Council to fill this vacancy, and to complete the two-year term ending June 30, 2019.