

NorthNet Library System

Executive Committee

Napa Chamber of Commerce

1556 1st St., #104
Napa, CA 94559
707-226-7455

Friday, October 10, 2014

9:30 AM – 11:30 AM

- | | | | |
|---------------|--|------------------|--------------|
| | 1. Welcome and Roll Call | Lightbody, Chair | |
| | 2. Public invited to address the Committee | Lightbody | |
| ACTION | 3. Approval of the Agenda | Lightbody | |
| ACTION | 4. Approval of Minutes from August 6, 2014 Meeting | Light | Attachment 1 |
| | 5. Financial Report | Lightbody | |
| | 6. Webinar on Freegal | Lightbody | |
| | 7. Open Issues | Lightbody | |
| ACTION | A. Survey Results Discussion | | |
| | B. Structure and Future of NorthNet Discussion | | Attachment 2 |
| ACTION | C. Discussion of CLSA Augmentation Funds | | |
| | 8. New Business | Lightbody | |
| | A. In-Person Meeting Schedule | | |
| | B. NorthNet LSTA Grant Projects | | |
| | C. Staff Development or Innovation Support for Members | | |
| | 9. Brief Roundtable if Time | | |
| | 10. Adjournment | Lightbody | |

Lunch Following at Tarla (<http://www.tarlagrill.com/>) 1480 First Street, Napa CA 94559



Draft Minutes

NLS Executive Committee Meeting Minutes
 Adobe Connect Meeting
 Wednesday, August 6, 2014

1. **Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 1:05 PM and welcomed attendees to the Executive Committee meeting. Present were: Lisa Dale (Vice-Chair); Mel Lightbody; Diane Smikahl; Danis Kreimeier; Michael Perry (Past-Chair); Natasha Casteel, and Victor Zazueta. Also present were Linda Crowe and Jane Light, Peninsula Library System, and Darla Gunning, California State Library.
2. **Public invited to address the Committee:** None were present.
3. **Approval of the Agenda:** Moved by Dale, seconded by Casteel, to approve the agenda. Motion unanimously approved.
4. **Consent Calendar: A. Minutes of the May 12, 2014 Meeting of the NLS Executive Committee for approval:** Smikahl moved, Zazueta seconded that the minutes of the Steering Committee meeting of May 12, 2014 be approved. Motion passed unanimously.
5. **Amending FY14/15 Budget and Plan of Service to reflect one-time augmentation:**
 Pending approval by the CLSA Board at its September meeting, the one time additional allocation for NLS will be \$180,099 for Communications & Delivery (C&D) (including shared e-materials collections) and \$45,024 for System Administration. Funds may not be spent on shared database subscriptions.

A revised CLSA Budget and Supplemental Plan of Service is due at the State Library by mid-August using forms and information provided last week in order to have materials prepared for the State Library Board's September meeting. Lightbody noted that the extremely tight turnaround time leaves no time for conferring with the membership and considering all options.

Information from Darla Gunning was that although these one-time funds may not be used for a C&D equipment revolving fund, the baseline C&D funding may be used for that purpose. The Executive Committee has authority to

amend the annual NLS budget as needed after its adoption by the Administrative Council.

The Committee discussed using some of the one-time funding for additional ebooks, Freegal (downloadable music) or other shared e-materials. Because they lacked time and information to decide what would most benefit members and their patrons, especially given the one-time nature of the augmentation, the Executive Committee decided not to allocate funds for e-materials at this time. It may do so at a later date in the fiscal year by amending the NLS budget to allocate the C&D funding differently.

Moved by Kreimeier, seconded by Casteel to amend the FY2014/2015 budget by adding the additional one time CLSA allocation of \$225,123, with \$180,099 to Communications and Delivery and the remainder to System Administration; allocating \$180,099 of baseline C&D funds to a C&D equipment replacement revolving fund and the remainder of the base C&D funds plus the one time \$180,099 C&D funds among the public library members using the previously agreed formula of 50% evenly divided among members and 50% distributed based on jurisdiction's percent of total NLS population. Motion passed unanimously.

A claim form for each library to complete that will indicate how much it plans to spend on communications, on inter-member library delivery, and on shared e-materials will be drafted by PLS staff and sent to Mel, Lisa, and Michael to review before it is distributed.

6. Member Survey

The Committee reviewed a draft survey for member library directors prepared by Lisa and Mel. They plan to have the results in and compiled by the October Executive Committee meeting.

7. Review Peninsula Library System Scope of Work:

Mel Lightbody, Michael Perry, Lisa Dale and Victor Zazueta will review the PLS scope of work in its current contract with NLS for discussion at the October meeting, looking forward to the services needed in FY15/16 when the contract is concluded. It is possible that PLS may not want to continue the contract or that NLS may want to seek a new service provider or define a different scope of work.

8. Adjournment: Lightbody adjourned the meeting at 2:05 PM.

Meeting with State Library regarding NorthNet Library System

September 10th, 2014

Attending: Lisa Dale, Mel Lightbody, Michael Perry, NorthNet

Gerry Maginnity, Darla Gunning, State Library

What does the State Library see as the future of the systems and NorthNet in particular?

Systems will continue to be an integral part of California libraries but they'll be evolving. They may come to focus on sharing digitally and less on delivery. Systems will still function as originally laid out in the CLSA legislative finding including the "effective sharing of resources and services among the libraries in California requires an ongoing commitment by the State to compensate libraries for services beyond their clientele."

Darla and Gerry talked about the history and development of systems around a major resource library. An exception to this was the legacy system North State which didn't contain a sizable library which could serve as a resource.

There are only 7 or 8 libraries in California which do not belong to a system at this time. Libraries who do not belong to a system do not have any CLSA money allocation not will they have access to CENIC and its services. Even if CENIC is not necessary to a library right now – it may become so in the future.

What are NorthNet's strengths and what issues do we need to address?

Strength and challenge is the geography. NorthNet is the biggest system in geographic area covered although it doesn't have the highest population.

NorthNet appears to continue to think of itself as three systems instead of one but in the State Library's view it is one system and suggests that member libraries continue to view it this way.

How do we compare/contrast to other systems around the state? Are we spending our money similarly?

Many systems occasionally have similar issues with governance, money allocations and the like. There are rich libraries and poor ones, rural and urban in many systems. Once again, it comes back to size. NorthNet territory is very large.

NorthNet spends its allocation similar to other libraries. Darla reminded us it is an allocation not a distribution.

Suggestions on a way forward for us?

- As above, see how we can function as one system.
- Consider functional working groups not limited by geography (Children's working group, etc.) Many library systems still have these type of groups.
- *NorthNet is 40 libraries across a large swathe of California, representing diverse users and communities. There is power in that. Power to negotiate with vendors or change their terms, power to innovate with broadly replicable programs.*

- Given the above, consider what NorthNet could do as a unit even without money. Focus on what can be done working together despite funding.

Notes by Mel Lightbody

NorthNet Pre-Executive Meeting Conference Call

September 22, 2014

In attendance: Jennifer Baker, Linda Crowe, Lisa Dale, Mel Lightbody, Michael Perry

Purpose: To gather PLP feedback regarding NorthNet oversight continuance to present to the Executive Committee at its October 10, 2014 meeting.

Discussion Notes:

The following questions were posed to Linda Crowe with ensuing discussion.

1. What challenges does PLP face when administering NorthNet?

PLP's administration is not unusual; however, Linda would like to do more for NorthNet as is done for PLP, such as the upcoming Director Monthly Seminar and system-wide staff development. It's hard to make happen with our biggest challenges being **geography & money**.

It seems more like NorthNet member libraries are dissatisfied because we are such a large group. NorthNet encompasses the largest geographic area in the state. We receive more CLSA funding than any other consortium in the state even though we are not serving the largest population.

2. How could member libraries and/or the Executive Committee help?

Geography is still a challenge and difficult to overcome; however, one option is to develop "traveling" programs as is being done in MOBAC.

3. Will PLP consider staying on as NorthNet's Admin team?

Yes. The question is whether PLP can extend themselves; they will be restructuring shortly and will know more then.

Would the NorthNet Executive Committee want to contract a part-timer in the Sacramento region to organize consortium programming? PLP would need assistance with this task. The Executive Committee would need to identify the skill set needed and recruit a person (contractor/intern) from there. This person may not need to reside in the Sacramento area.

The idea of regionalizing was discussed, as well as the State Library's suggestion to create functional work groups with common interests within NorthNet. The Executive Committee needs to take the lead and identify what exactly we want to do. For example:

- a. Revisit having the Executive Committee meet 4 times/year.
- b. Create a useful and unifying LSTA grant to pitch for the system.
- c. Determine what individual libraries will lose if they are not part of the consortium, or part of any consortium.
- d. Decide how to better distribute state funding.

Per a recent meeting with the State Library, systems are expected to continue but evolve. Additionally, it is expected that we will move away from traditional physical delivery services to online formats.

Linda and Jane are working from NorthNet's Strategic Plan from 2010/11; there are elements in this plan that we can springboard off of.

4. What would make things more viable for NorthNet and PLP?

Per Linda, NorthNet CAN be a viable system. We discussed other California consortiums, and recognized that it's difficult to merge 3 separate systems as we have done with NorthNet.

Linda was asked if there is a diagram that shows the various state-wide systems and subgroups. She wasn't sure.

5. Can there be "boutique" services set up?

Yes. As a leadership group we need to take some time and discuss our options. At one point earlier on in NorthNet, the focus was on scalability and cafeteria style options. Jennifer will forward what had been discussed, if available.

Identified Agenda Items for Oct 10 meeting:

1. Further discussion on spending CLSA augmentation funds
2. Discussion of survey results
3. "Why be in a Consortium?" presentation
4. Brainstorming of possible consortium LSTA grant projects

Notes submitted by Lisa Dale, 9/23/14