

MINUTES

NLS Executive Committee Meeting

February 6, 2018

1. **Welcome and Roll Call** – Vice Chair Todd Deck, Tehama County, called the meeting to order at 10:02 a.m. Also present were NLS Executive Committee members Mel Lightbody, Butte County, David Dodd, Benicia, Ana Danielson, Mono County, Suzanne Olawski, Solano County Library, James Ochsner, Sutter County Library, and Kathryn Hunt, Lincoln Public Library. Also attending, Carol Frost and Andrew Yon, Pacific Library Partnership, and Jacquie Brinkley, NorthNet System Coordinator.
2. **Public Invited to Comment** – None in attendance.
3. **Motion to adopt Agenda.** Ochsner moved; Olawski seconded. Motion carried.
4. **Motion to Approve Minutes of 11/15/2017 Executive Committee Meeting.** Olawski moved; Hunt seconded. Dodd abstained. Motion carried.
5. **Old Business**
 - A. Lightbody reported that two proposals had been submitted in response to the NLS Request for Proposal for the NLS fiscal and administrative management contract. The RFP Committee requested to extend their review timeline and to provide a recommendation of contract award at an NLS Special Executive Committee meeting to be set for approximately 2 weeks from today's meeting date. No Action at this time.
 - B. Frost notified the Committee that Tricor has provided a quote for approximately \$332,000 for delivery for all NLS libraries for Link+. The Tricor quote used a "hub and spoke" model for their delivery model (one main delivery point per library, with branches being serviced by local delivery service), and no delivery was quoted for some of the more remote libraries within NLS. Although NLS now has the full cost for joining Link+ (the product and the delivery), it is clear that further study and negotiation would need to be done regarding delivery, which is beyond the LINK+ Scope of Work with consultant, Tom Jacobson from Third Chapter. This delivery study was offered as a "potential add-on" with Jacobson, but was not enacted upon and his work is now complete within the contracted scope of services he was to provide. Jacobson is no longer available to continue working on the NLS LINK+ study. Frost recommended that because of the large scope of determining a cost effective delivery model for NLS, that the NLS Executive Committee consider hiring another consultant for this segment of the continued LINK+ study. Based on the contract for the completed comprehensive LINK+ cost/benefit study completed to date (\$19,500), Frost suggested that allocating \$15,000 would be ample to contract for a LINK+ delivery cost and implementation analysis. NLS has allocated \$314,593 of CLSA funds towards Link+, and the additional study may come from this allocation. At the last Executive Committee meeting, it

was agreed that a survey would be developed for NLS members once the full cost was determined to gauge interest of members in joining LINK+. Ochsner agreed that the survey should be issued when accurate costs for all expenses related to LINK+ and delivery costs are fully identified. Items which the consultant may include in the scope of work are developing a delivery model or options which may include individual library vs hub and spoke models; delivery maybe once a week vs daily,, the survey; and a proposed solution on how to fairly distribute the Link+ costs between existing Link+ libraries and the new ones so that no current library pays more than their current costs. It was suggested by Dodd that a possible allocation would be to use the current Link+ costs for libraries as a baseline and spread the remainder of costs to other participating libraries. The Committee also discussed if costs are contingent on all NLS members joining, if there will be an “opt in-opt out” option, and to determine the cost differentials for both circumstances. Olawski and Dodd questioned how existing LINK+ libraries would be absorbed into a new NLS contract without incurring costs already paid under their individual membership structure. Frost reported that Innovative had factored those libraries into the quote they provided (which includes all NLS libraries). This quote would need to be renegotiated if it turns out that only partial NLS membership is interesting in joining.

NLS has a precedent of using sole-source contracting for selected services and this continued study on LINK+ could be done without issuing an RFP (NLS used sole-source to contract for CalPERS legal research) . Frost suggested the Committee direct staff to reach out to consultants, such as The Galecia Group or the Quipu Group regarding a contract for LINK+ delivery analysis, and that this be included on the next Executive Committee agenda as an Action Item. Hunt expressed agreement with this proposal and recommended moving forward with Action Item for Executive Committee to approve at next meeting.

- C. Hunt reported that the Bylaws Review Committee has obtained copies of seven of the nine CLSA System Bylaws for the purposes of reviewing language regarding membership. The NLS Bylaws Review Committee has completed a first draft of recommendations to address directive from Administrative Council at meeting of January 19, 2018 to address the following:
- a. Path to NLS system membership for new libraries
 - b. Maintaining system membership for current NLS libraries
 - c. Change in terms of service for NLS Chair and Vice Chair (from one-year to two-year terms)
 - d. NLS Membership dues tied to annual Consumer Price Index

Hunt reported that the Committee will present recommendations at the next Executive Committee meeting and for recommendation to the Administrative Council for approval at Annual Meeting, June 15, 2018.

Deck acknowledged and thanked Hunt on her presentation at the Administrative Council meeting in January for Dodd and Hunt's work on this task.

D. Brinkley reported on CalPERS research to date and the status of the NLS budget for the contracted research. The original scope of work has been completed and the budget has been nearly expended in full. There are now additional questions from the Administrative Council regarding systems' and library obligations. Staff recommends allocating an additional \$5,000 to amend contract with Best, Best and Kreiger to include the additional questions as noted on Attachment 2.

Motion to approve staff recommendation to amend Best, Best and Kreiger contract for \$5,000 for research on additional questions as noted in Attachment 2. Olawski moved; Deck seconded. Motion carried.

6. NEW BUSINESS

A. Brinkley reported on research that was conducted to determine allowable and past use of CLSA funds for payment of systems' CalPERS obligations. Staff found that other CLSA systems had made the same inquiry and the ruling from the California State Library was that use of CLSA funds to pay former employee retirement obligations is not an allowable cost of CLSA funds.

B. Brinkley presented FY 2017/18 funding request from the Zinio/RBDigital consortium and their CLSA available funds. Staff recommended approval of request of \$15,000 for additional Zinio content in FY 2017/18, and \$30,000 to the FY 2018/19 Zinio subscription. Zinio Committee requested that balance of Zinio CLSA funds be redistributed to the Library to Go/OverDrive Committee for additional content to OverDrive subscription.

Motion to approve Zinio/RBDigital Committee request of CLSA funds for FY 2017/18 in amount of \$15,000, and for FY 2018/19 in amount of \$30,000, and balance of funds in amount of \$55,000 to redirect to Library to Go Committee for additional content. Hunt moved; Olawski seconded. Motion carried.

C. Brinkley presented Library to Go/OverDrive Committee request of CLSA funds for FY 2017/18 in amount of \$42,250, and for FY 2018/19 in amount of \$40,750 to be used for additional OverDrive content.

Hunt noted that the Library to Go Committee will need to submit to the Executive Committee a request to accept the funds redirected from Zinio for FY 2018/19. Staff noted this and will include in FY 2018/19 Executive Committee agenda.

Motion to approve Library to Go/OverDrive Committee request for CLSA funds for FY 2017/18 in amount of \$42,250, and for FY 2018/19 in amount of \$40,750 to be used for additional OverDrive content. Deck moved; Ochsner seconded. Motion carried.

D. Brinkley reviewed Executive Committee member rotation and requested volunteers for a Nominating Committee for FY 2018/19 NLS officers. Brinkley reported that three Executive Committee positions will be vacant, as well as the Vice Chair position. Discussion of existing

NLS Bylaws that read Executive Committee members cannot serve more than two consecutive terms. Discussion ensued and members agreed that Chair and Vice Chair positions would benefit from having Executive Committee members with two terms of service and that the Chair and Vice Chair positions should not be included in the two-term limit language. Hunt will review this Bylaw language and include in Bylaw Committee report. Deck commented on the value of length of service of Executive Committee members and what that experience would bring to Chair and Vice Chair leadership. Hunt recommended to move forward with allowing the second term Executive Committee members to be eligible for Vice Chair nomination.

Administrative Council member, Lori Easterwood, Folsom Public Library had volunteered for the Nominating Committee. Executive Committee members Dodd and Ochsner also volunteered. Staff will work with Nominating Committee to secure recommendations for next Executive Committee meeting and for recommending approval at the Annual Meeting, June 15, 2018.

Motion to approve Nominating Committee for FY 2018/19 NLS Executive Committee – Lori Easterwood, David Dodd, and James Ochsner. Olawski moved; Hunt seconded. Motion carried.

E. Brinkley asked for suggestions of professional development or other workshop ideas for the Annual NLS Administrative Council Meeting. Discussion of several ideas and recommendations including Aspen Institute and recently released report and use of social media in library marketing. Staff will follow-up on suggestions and report back via email communications. Hunt requested that the meeting utilize the value of NLS members coming together and having the opportunity to hear from other systems.

7. Chair Lightbody reported that the CLSA System Chairs and Vice Chairs met on February 2, 2018, at the Stockton Library. As an outcome of that meeting, it was agreed that CLSA Systems want to build an effective relationship with the California State Librarian and the California Library Services Board. CLSA Systems will draft a letter to the State Librarian. Upon receiving draft of this letter, Lightbody will present to the NLS Executive Committee for their review and approval. Frost added that the CLSA Systems agreed that they want to be more involved at the State level. Dodd requested that staff have State Library staff liaison attend the next Annual meeting. Staff will follow up on this request.

8. Discussion ensued of required upcoming Executive Committee meeting dates and business that needs to be addressed before the Annual Meeting. The priority at this time is for the RFP Committee to recommend their selection to the Executive Committee for the FY 2018/19 Fiscal and Administration Services contractor and award the contract. Hunt reported that the RFP Committee will meet within 1- 2 weeks and be ready to meet in a Special Executive Committee meeting at that time (2 weeks). Frost reminded the Executive Committee of the RFP time-line and time required to transfer records, etc. should another contractor (other than PLP) receive the award.



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In addition to the Special Executive Committee meeting for the RFP decision, another Executive Committee meeting will be scheduled in May and will include review and approval of NLS Annual Plan of Service, Annual Budget, Executive Committee nominations, Bylaws Committee recommendations, and LINK+ Delivery Study scope of work and contract recommendations. Staff will send a Doodle Poll to determine date for this May meeting.

Meeting Adjourned at 11:30 a.m.