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Executive Committee Meeting  
Redding Library  
Friday, April 3, 2015

- 1. Welcome and Call to Order:** Chair Mel Lightbody called the meeting to order at 9:38 AM. Also present were Vice-Chair Lisa Dale, Danis Kreimeier, Diane Smikahl, Victor Zazueta, and Rita Lovell. Also present were Jane Light (Peninsula Library System) and Erin Francoeur, Shasta Public Libraries and Rodney Irons, Colusa County Library.
- 2. Public invited to address the Committee:** None were present
- 3. Approval of the Agenda:** Smikahl moved, Dale seconded approval of agenda as amended to include a closed session. Approved unanimously.
- 4. Approval of Minutes of January 23, 2015 Meeting:** Smikahl moved, Dale seconded approval. Kreimeier abstained. Motion passed with 5 Yay, 0 no.
- 5. Financial Report:** Light reviewed financial report for fiscal year through March 31. Discussion ensued regarding the need for a brief narrative to accompany the FY15/16 budget similar to that provided in the Califa budget.
  - A. Approve FY14/15 Budget Adjustments** Kreimeier moved, Smikahl seconded approval. Approved unanimously.
- 6. Open Issues**
  - A. Responses to RFP for NLS Fiscal and Administrative Support:** Lightbody reported that only one proposal was received, from the Pacific Library Partnership. Discussion and a decision was deferred to the Closed Session taking place at the end of the meeting.
  - B. Planning for FY15/16 Budget:** Perry, Kreimeier, and Dale were appointed previously as the Finance Committee. Their recommendations include: keep membership fee formula as it currently is; budget for a strategic plan (consultant fees); budget for three in-person meetings of Executive Committee and the annual Administrative Council meeting. Staff will draft budget per this direction and bring to Executive

Committee to review and make a recommendation to the Administrative Council for action at the Annual Meeting.

The need for a strategic plan to determine the priorities and focus for NLS was identified during this discussion. Staff was directed to include funding for a consultant to work under the direction of a subcommittee to develop a plan. **The Chair appointed an ad hoc strategic planning subcommittee of Perry, Zazueta, Dale and Lightbody.**

In the absence of a strategic plan, **Kreimeier and Dale will prepare a bullet list of Executive Committee Goals for next fiscal year.**

- C. **NLS Annual Meeting** date has been changed to Friday, June 5, 2015 at the Martha Riley Community Library in Roseville. Susan Hildreth will be the keynote speaker.
  
- D. **Ad hoc 2015 Nominating Committee Report:** The Committee (Perry, Zazueta, and Francoeur) is re-nominating the current officers (Lightbody (Chair), Perry (Past Chair) and Dale (Vice-Chair) to serve a second year. For a two year term ending 6/30/17, nominees are Natasha Casteel, Danis Kreimeier, and Erin Francoeur. Discussion ensued about the possibility of changing the by-laws to have officers serve two-year terms for greater continuity.
  
- E. **Report from ad hoc subcommittees:**
  - 1. **Orienting new library directors to NLS:** Lightbody and Francoeur will work on developing a process for this.
  - 2. **Documenting the value of System participation for members:** Lightbody appointed a **subcommittee to work on this of Zazueta, (Chair), George, and Francoeur.**
  
- F. **NorthNet LSTA Projects: Pitch-an-Idea:** Lightbody reported that the idea did not get the go-ahead from the State Library

## 7. New Business

### A. Executive Committee Meeting Schedule:

A telephone meeting will be scheduled via Doodle poll for mid-May to review the Annual Meeting agenda and the documents that will be documents included.

The **first meeting of FY15/16 will be August 21** at a time and place to be arranged. Two additional in-person meetings will be scheduled for FY15/16.

**B. Proposed Disaster Preparedness Workshop & Disaster Locker:**

The Committee discussed the message from Julie Page regarding scheduling a disaster preparedness workshop in the Redding area for libraries and other cultural institutions during FY15/16. It decided to take no action at this time

**Closed Session:**

The Committee went into closed session regarding contracting for administrative and fiscal services. Motion: to accept the PLP proposal as amended to be for 1 year with automatic renewal for a second year unless second year cancelled by either party by 12/31/2015; and regarding the system coordinator subcontractor that the Executive Committee will review/screen applications and that the Chair and Vice-Chair will participate in interviewing applicants (Kremeier moved, Smikahl seconded). Passed unanimously.

**8. Adjournment:** Lightbody reported the results of the closed session and adjourned the meeting at 11:35 AM.