

NorthNet Library System

Executive Committee Meeting
March 18, 2016, 10 a.m. – 12:00 p.m.
Oroville Branch Library
1820 Mitchell Avenue
Oroville, CA 95966

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| 1. Welcome and Roll Call | Lightbody, Chair |
| 2. Public Invited to address the Committee | Lightbody |
| ACTION 3. Approval of the Agenda | Lightbody |
| A. Minutes of Executive Committee Meeting, 12/10/15 and 1/11/16 | Attachment 1 & 2 |
| 4. OLD BUSINESS: | |
| A. NLS Broadband Claim Form – Susan has draft form as of 3/3 | |
| B. Update on Broadband Equipment Funds | |
| C. Update on NLS Initiatives (identified at 1/25 AC meeting): | |
| Defining Next Steps and Action Items | |
| i. Member Asset Mapping Mel Lightbody and Jacquie Brinkley will coordinate member asset mapping activities; consult with Sam to explore what information could/should be gathered. | |
| ii. Sharing People and Knowledge Platform Natasha and NLS Staff will begin to outline what the goals and potential content for this platform might include and communicate with other systems about collaborative efforts | |
| iii. Zip Books Mary George is already exploring Zip Books for Placer County and Rita will help lead the feasibility analysis for NLS member libraries - Janet Coles at State Library is working on evaluation of Zip Books program. Might be helpful to use her findings in moving forward, although NLS implementation of ZipBooks will not be dependent on CSL funding. | |
| iv. Converge Training and Development and Facilitation and Capacity Building Mel Lightbody will lead the Training and Development initiative | |

- v. In February of 2016, NLS Staff will share the outcomes of this meeting as well as a call to action for other member libraries to share the feasibility and planning efforts; each lead will also recruit other individuals at member libraries to co-lead initiatives
- vi. **Budget Cycle Alignment** - Mary George will collect contract info from NLS members - Jacquie to assist.

D. Next steps for strategic plan

5. NEW BUSINESS:

- A. Nominating Committee for termed out EC members (6/30/2016):
Victor Zazueta, Rita Lovell, Mary George Lightbody
- B. Link+ as a potential system-wide project Kreimeier Attachment 3
- C. Preliminary 16/17 contract cost Hildreth Attachment 4
- D. Priorities for April 8, 2016, CLSB meeting Lightbody
- E. Agenda Items for Spring AC Meeting – Tuesday, June 7, 2016- 9 or 10 – 3 p.m.
Location: Solano County Library, Fairfield Cordelia Branch Library, 5050 Business Center Drive, Fairfield, CA 94534
 - i. Item 1. Denise Davis – PLA Project Outcome presentation (2 hours) – where on 6/7 Agenda do we want this presentation?
 - ii. Other Items for AC meeting?
 - Request attendance of Mike Dillon to speak on legislation (updated 3/8-he is not available on 6/7- ask about rescheduling his attendance)
 - Approval of minutes of 1/25 AC meeting
 - 16/17 CLSA Funds – Financial Committee Review
- F. 16/17 PAI Proposals submitted March 4 Brinkley
 - i. NLS as lead w/PLP – Facilitation and Community Engagement
 - ii. PLP as lead w/NLS – Student ID Card for library use

6. Next Meeting Date

7. Adjournment

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations

2471 Flores Street, San Mateo, CA 94403

1313 Third Street, Eureka, CA 95501

Conference Call Information

Audio Conference Details:

Participant Code: 337190

Conference Number:

US: 1-888-850-4523

To join the meeting:

<http://infopeople.adobeconnect.com/march2016/>

If you have never attended an Adobe Connect meeting before:

Test your connection: http://infopeople.adobeconnect.com/common/help/en/support/meeting_test.htm

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Draft Minutes

Executive Committee Meeting

Adobe Connect/Conference Call

Meeting

Thursday, December 10, 2015

1. **Welcome and Roll Call:** Chair Mel Lightbody called the meeting to order at 10:00 AM. Also present were Vice Chair Lisa Dale, Executive Committee members, Erin Francoeur, Michael Perry, Danis Kreimeier, and Victor Zazueta. Executive Committee member calling in was Rita Lovell. Also in attendance were NLS members Greta Galindo, Woodland Public Library, Susan Hildreth (via conference call), and Jacquie Brinkley of the Pacific Library Partnership.
2. **Public Invited to address the Committee:** Greta Galindo commented that she was happy to host and attend this meeting.
3. **Approval of the Agenda:** Dale moved, Kreimeier seconded. Unanimously approved by voice vote.
 - A. Minutes of August 21, 2015 meeting read. Francoeur moved to approve, Zazueta seconded. Perry abstained. Approved by voice vote.
4. **Old Business**
 - A. **15/16 CLSA Claim Form** – Distributed to NLS public library members on November 22, 2015 with due date of December 31, 2015.

Action Item: Provide update on number submitted at Administrative Council meeting of January 25, 2016. PLP will send out reminder on December 14, 2015.
 - B. **Library Director Orientation Packet:** Discussion of suggested revisions and update processes, and the recommendation to distribute to all NLS Public Library directors upon final revisions.

Motion to approve Guidebook with recommended revisions: Kreimeier moved to approve; Dale seconded. Approved by voice vote.

Action Item: Brinkley to make revisions as recommended and distribute final

version by January 8, 2016. Print version will be mailed to all NLS directors with e-version to be available and maintained on NLS website.

C. Strategic Plan Update: Discussion of Strategic Planning online survey and extended date for completion to December 18. Determined that there was confusion in original emails with who was to complete survey. Lightbody will send reminder with clarification on December 11 to encourage participation from library directors and staff. Hildreth reviewed plans of consultants to compile live meeting notes and survey results for reporting to and for facilitation of meeting with Administrative Council on January 25, 2016. Lightbody reported that Executive Committee will have the opportunity to review consultants' notes and results prior to meeting of January 25 and that she and Vice Chair Dale will be on a conference call with consultants and PLP Administrative to discuss how to best facilitate discussion and review with Administrative Council on January 25.

D. Harwood Institute: Lightbody reported on her research of Harwood Institute community engagement training for libraries, which Texas State Library has used. Gates Foundation funded an ALA Initiative with Harwood in which two CA public libraries (San Jose PL and LAPL), among several others, participated in pilot projects. Intended to build community strength and to create libraries as institutions to improve communities. Hildreth reported that the CA State Library is in discussion with Harwood at this time to fund one training in CA. Lightbody asked committee for verbal support to pursue request to the State Library of including NLS in a second or Northern CA training with Harwood. Zazueta suggested that Lightbody remind the State Library that NLS pitched an LSTA grant proposal for all staff training project and that NLS as a System has interest in this opportunity. Hildreth reported that there has been discussion of LSTA funding for targeted grants to support projects of libraries who attend the Harwood training.

Action Item: Lightbody to report back to Executive Committee on her discussion with State Librarian to consider the opportunity for NLS to participate in any CA Harwood training and/or to hold Northern CA based training. Hildreth/Brinkley will keep NLS posted with what training is negotiated with the State Library and how libraries will be invited to apply for available seats.

E. Digital Public Library of America (DPLA): Hildreth reported that Califa was awarded a 15/16 Planning Grant to create a framework of a collaborative service hub to acquire and organize meta data on cultural collections. Zazueta reported that Humboldt County Library's "Silk" collection (Native American library collection) would have much greater value if digitized and made available. This committee reported by voice that no work in any of their locations was being done with local organizations to work on digitization, Primary reason not to work on digitizing special collections was for lack of staff to dedicate to such a project. Francoeur suggested a mobile digitization unit.

Hildreth reported that discussions with the State Librarian are in process as to how to leverage resources of the state to assist local libraries and cultural organizations to partner in digitization of local collections.

- F. Zinio periodical materials consortium:** Dale reported that Zinio online periodical subscription will go live on January 1, 2016 for 20 libraries who agreed to join the consortium. This is a 6-month contract and will renew for an annual contract with possibly additional libraries joining on July 1, 2016. Libraries will receive access to 106 periodical titles. CLSA allocations will be banked and used to either purchase additional copies of popular titles or to expand collection based on member requests. Dale commended Recorded Books for their work to make this consortium possible by holding to initial rate offering.

5. NEW BUSINESS

- A. Goals for Administrative Council Meeting- January 25, 2016** (in order from discussion only; agenda order to be determined at later date):
1. Review Strategic Planning Results – To confirm priorities identified from meetings and survey; Discussion and input from Administrative Council to create road map for the future of NLS; Determine what NLS can achieve with available resources - Consultants
 2. Draft Agenda for Spring 2016 Administrative Council Meeting – Executive Committee
 3. PLP Contract: Review work PLP has accomplished; CLSA Claim Form (update on # submitted and reminder for those who have not); PLP contract for 16/17– Executive Committee and PLP; Administrative Council
 4. 16/17 NLS Budget Planning Discussion: Based on preliminary results of Strategic Plan - Dale
 5. Delivery Model changes – Kreimeier
 6. Action Item: Approval of Broadband Equipment Reserve Recommendation (Hildreth)
 7. Presentation of Guidebook Packet – PLP
 8. System involvement in 16/17 Pitch An Idea grant process (may have proposal to discuss by January 25) – Discussed advantages & disadvantages of System involvement. Would include vetting of grant proposals, management and monitoring of grants and reporting processes. Dale commented that she would like to hear State Librarian's message and intent should this be his recommendation. – Lightbody/Hildreth/Brinkley
 9. Analytics on Demand Demo – Hold demo after official meeting adjourns

Recommendation to put bulk of business early in meeting day to accommodate those who may have to leave early.

Timeframe for January 25 meeting: 10 a.m. to 3:00 p.m. (Working lunch to be provided.)

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

Save the date emails to all NLS on December 3, 2015.

Action Item: Lightbody/Dale/Hildreth/Brinkley: Draft Administrative Council January 25 Meeting Agenda after conference call on Dec 17 with Strategic Planning consultants. Distribute Agenda to all NLS member libraries. Brinkley to continue working on meeting logistics including meal, nearby lodging options, etc.

B. Strategic Planning Results – Hildreth reported we will have better sense of results and proposed strategies after Administrative Council meeting of January 25. Executive Committee Members asked if they can review any notes from consultants prior to the January 25 meeting.

Action Item: Lightbody and Dale to request summary of notes from consultants and distribute to Executive Committee prior to January 25.

C. Broadband Equipment Reserve: Recommendation – Add recommendation of Hildreth (Attachment 4) as Action Item for January 25 Administrative Council Meeting. Note: Kreimeier recused self from this meeting's discussion. Supported in concept. PLP will create a form/application for NLS libraries. Hildreth reported that the State Library will release an opportunity for libraries to purchase equipment under the Broadband Initiative in early 2016. This funding is designed to bring branches more Internet access. Members asked to have "equipment" clearly defined for the purpose of applying for the NLS funds and define how funds can be used. Hildreth reported that funds can be used to mitigate costs already incurred or for equipment being ordered. Also, Members asked to have opportunity to provide input on Broadband allocation in the future as far as review of needs and how funding is to be distributed.

D. PLP Contract Renewal (auto renews in December 2015) – Kreimeier asked to clarify intent of PLP to continue contract. Dale asked if there are any anticipated changes to the existing contract. Hildreth responded that a while review of PLP staff time on contract is yet to be tracked from July 1 to verify contract amounts, PLP is committed to extend Administrative Contract for 2016/17 and thanks NLS for the opportunity to continue working together.

Further discussion was moved to end of agenda – Hildreth left the conference call line and Brinkley left the room at this time.

E. National Science Foundation (NSF) and National Oceanic and Atmospheric Administration (NOAA) for NLS Libraries:

Information Sharing: Hildreth reported on NSF "Rural Gateways" and NOAA "PLACE" grant opportunities for libraries to increase capacity of librarians to use STEM and science programming. NSF offering research grants on self-efficacy of librarians using NSF training to incorporate into library programs

(3-4 year project, \$3500 stipend). Califa is working with Dartmouth College to administer grants nationally.

Action Item: Hildreth will send out information and application via email December 11.

Item D. Continued: Upon returning to the room, Brinkley continued reporting of minutes. PLP Contract renewal was approved by Executive Committee members. Lightbody asked that an addendum (or amendment?) be included in the 16/17 PLP Contract to note that should Susan Hildreth leave her position as ED of PLP, that NLS would have some say or voice, be consulted or informed in the selection of new ED. Brinkley will ask Hildreth how to include this request in new contract. Lightbody and Dale will also discuss this with Hildreth. Kreimeier reported that she may have sample from Califa contract she holds.

Other Information Sharing:

Francoeur asked of any interest in Nature Explorer grants to create outside classrooms at the library. She will send information to those interested.

Public Comment: Greta Galindo thanked the NLS Executive Committee for meeting at Woodland Public Library.

NEXT MEETING of EXECUTIVE COMMITTEE – date to be determined.

6. Adjournment: Lightbody adjourned the meeting at 12:00 p.m.



2471 Flores Street, San Mateo, CA 94403
650-349-5538 Fax: 650-349-5089

www.northnetlibs.org

Draft Minutes

Executive Committee Special Meeting Conference Call Meeting Monday, January 11, 2016

- 1. Welcome and Roll Call:** Vice Chair Lisa Dale called the meeting to order at 9:00 a.m.. Also present were Executive Committee members, Michael Perry, Danis Kreimeier, Victor Zazueta, Natasha Casteel, and Mary George. Also attending was Jacquie Brinkley of the Pacific Library Partnership.
- 2. Public Invited to address the Committee:** No public attending.
- 3. Approval of the Agenda:** Perry moved, Kreimeier seconded. Unanimously approved by roll call vote.

4. New Business

Identify possible replacements for NSL vice-chair position.

Kreimeier asked for clarification that the vice-chair to be appointed would serve for 6 months before moving into Chair position. Term of current board positions end June 30, 2016. Dale acknowledged that this is correct, so that candidate needs to understand that they will be taking on NLS Chair position as of July 1, 2016.

Discussion of suggested replacements for outgoing vice-chair. Dale asked if anyone of current Executive Committee was interested in the vice-chair position. No one on the call responded.

Names to be submitted to Chair Lightbody for her to contact in order of Exec Comm preference:

Brett Lear – Sonoma County

Jeanne Amos – El Dorado County

Patty Wong-Yolo County

- 5. Adjournment:** Dale adjourned the meeting at 9:13 a.m.

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- Direct requesting
- Pick-up email alerts
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- Free for library patron
- Local or shared catalog access

BETTER FOR STAFF

- Cost-effective
- Minimal staff intervention
- High fulfillment rate
- Faster than traditional ILL

NORTHNET-PLP CONTRACT FY 16/17

Staff	Administration	78,606.36
.525 FTE		
System Director	14 hours/month @115.05/hour <i>Distribute legislative, CLSA and other State Library correspondence, pursue funding opportunities, represent and advocate for NLS</i>	19,328.40
Coordinator	32 hours/month @75/hour <i>prepare agenda together with Executive Council committee, take Council and Executive minutes, work with CalPers related issues</i> <i>Prepare plan of service and annual reports</i>	28,800.00
Office Manager	36 hours/month @ 57.47/hour <i>manage website, listservs and rosters. Point of contact for System Delivery and PLSEP grant. Prepare and distribute agenda packets and minutes, manage UPS accounts, set up conference calls for committees.</i>	24,827.04
Secretary	6 hours/month @49.75/hour <i>prepare system contracts, open mails, mail ILL materials</i> <i>coordinate form 700s, annual summer reading program</i>	3,582.00
Database/Building Manager	3 hours/month @57.47/hour <i>prepare CalPers reports, prepare document for liability insurance</i>	2,068.92
.3 FTE	Accounting	34,149.12
Finance Director	18 hours/month@92.21/hour <i>prepare/monitor budget, authorize and approve payments</i> <i>prepare reports/paperwork for audit, prepare financial reports for State and local government. Coordinate database renewal, review delivery contracts/services</i>	19,917.36
Account Clerk	17 hours/month@42.44/hour <i>Process payables weekly, prepare invoices, prepare deposits,</i>	8,657.76
Accountant	6 hours/month \$43.17 <i>Prepare invoices and deposits, reconcile bank statements</i>	3,108.24
Administrative Assistant	11 hours/month @18.68/hour <i>Filing, prepare Holiday Schedule,mail Summer reading materials, mail checks and invoices</i>	2,465.76
	Mileage	567.00
	7 trips @150 mile@ .54 per mile	
	Total	113,322.48
	10% Overhead	11,332.25
TOTAL =.75 FTE	Grand Total	124,654.73

15/16 contract = \$124,641

Average Hours work/week

System Director	3.21
Coordinator	6.25
Office Manager	8.27
Secretary	1.32
Database/Building Manager	0.78
Finance Director	4.16
Account Clerk	3.85
Accountant	1.3
Administrative Assistant	2.48