

NORTHNET LIBRARY SYSTEM
STEERING COMMITTEE MEETING
November 30, 2011

CONVENING:

The NorthNet Library System (NLS) Steering Committee met virtually this date via WebEx with Chair Wendy Burke presiding. The meeting convened at 3:06 PM.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
x		Colusa Public Library	Wendy Burke - Chair
	x	Modoc County Library	Cheryl Baker – Vice Chair
x		El Dorado Public Library	Jeanne Amos
x		Marin County Free Library	Gail Haar
x		Orland Free Public Library and Willows Public Library	Jody Meza
x		Shasta Public Libraries	Jan Erickson
x		St. Helena Public Library	Jennifer Baker
x		Tehama County Library	Jessica Hudson
x		Woodland Public Library	Heather Muller
x		Yolo County Library	Patty Wong
x		NLS System Headquarters – Executive Director	Annette Milliron
x		California State Library Representative	Darla Gunning
x		Napa City-County Library	Danis Kreimeier

1. WELCOME & INTRODUCTIONS:

No newcomers were in attendance.

2. PUBLIC INVITED TO ADDRESS THE COMMITTEE

No members of the public were present.

3. APPROVAL OF THE AGENDA

A Motion to approve the agenda as presented was moved by Gail Haar, seconded by Jessica Hudson. The Motion passed unanimously.

4. APPROVAL OF MINUTES FROM OCTOBER 28, 2011 MINUTES

A Motion to approve the minutes as presented was moved by Patty Wong, seconded by Heather Muller. The Motion passed unanimously.

5. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING OCTOBER 31, 2011

A Motion to approve the consent calendar as presented was moved by Jeanne Amos, seconded by Gail Haar. The Motion passed unanimously.

6. NEWS FROM THE STATE LIBRARY

Darla Gunning there is no new news.

7. POSSIBLE WITHDRAWAL OF NORTH BAY COOPERATIVE LIBRARY SYSTEM

Jennifer Baker reported that the NBCLS Board of Directors met on Monday, 11/28. A proposal to withdraw from NLS was discussed. The issue was tabled and probably be discussed again. NBCLS is going continue participation in NLS and will continue to assess the sustainability of NLS.

8. PLAN FOR OPERATIONS JANUARY 1, 2012

A. PLAN OF SERVICE

Jan Erickson asked what you get for the membership fee. The Committee agreed that the discussion at the November 15th retreat defined the benefits for fee as access to resources, delivery, shared programs such as OverDrive, and some administrative coordination. Using that definition Chair Wendy Burke proposed using a transition team to develop plan of service. She further explained that two representatives from each region will serve on the team. Suggested names for the team were Jeanne Amos, Danis Kreimeier, Gail Haar, Patty Wong, and Mike Perry. Wendy Burke, Chair and Cheryl Baker, Vice Chair will also serve on the committee. It was suggested to consider adding a North State representative from a large library. The committee will set up regular scheduled meetings to move the project forward. The plan is be completed by June 30 with an RFP for management to be completed by March 31. Chair Burke will set a meeting date within 2 weeks.

B. BUDGET 1/01/2012 – 6/30/2012

A draft January 1 – June 30, 2012 was presented. The budget includes cost recover of current delivery costs and collection of 6 months of dues at currently authorized schedules. Using a model of a .50 FTE administrator and .50 FTE account clerk working from a free office leaves surplus revenue in the amount of about \$33,000. Discussion about the surplus revenue included reducing dues for everyone. Final consensus was to collect the extra revenue and roll it forward into the next fiscal year if it is realized. Additionally there was discussion about using an office manager rather than administrator. Discussion centered on transition of the staff into 1 position but the transition team needs to work on the staff duties and cost issues.

A very preliminary review of a 2012/13 budget was presented. A dues schedule using Joan Frye William's recommendation of a budget based dues schedule. The dues schedule was built using data from the publication *California State Library Statistics, 2011*. The data is compiled from public library FY 2009/10 annual reports. Discussion ensued.

A motion to recommend adoption of the January 1 – June 30, 2012 budget that includes funding for two .50 FTE staff members was moved by Jennifer Baker, seconded by Jeanne Amos. Motion passed unanimously. The transition team will be directed to reduce staff costs within the budget.

A motion to present the preliminary proposed FY 2012/13 dues schedule and budget as corrected to the Council for planning purposed was moved by Patty Wong, seconded by Heather Muller. Motion passed unanimously.

9. COUNCIL MEMBER ITEMS: AN OPPORTUNITY FOR MEMBERS OF THE BOARD TO SHARE OR REQUEST INFORMATION:

There was no time for this agenda item.

10. NEXT MEETING DATE: will be scheduled after the December 5th Council meeting.

11. AGENDA BUILDING: Reports from transition team, review of roles of transition team and steering committee in this process

The being no further business the meeting adjourn at 5:05 PM.

Annette Milliron DeBacker
Clerk of the Committee
November 30, 2011