

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
April 2, 2009

1. CONVENING:

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Vallejo Campus of the Solano Community College in Vallejo, California with Chair David Dodd presiding. The meeting convened at 10:35 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
	X	Belvedere-Tiburon Library	Deborah Mazzolini
X		Benicia Public Library	Diane Smikahl
X		Dixon Public Library	Gregg Atkins
X		Lake County Library	Susan Clayton
	X	Larkspur Public Library	Frances Gordon
X		Marin County Free Library	Gail Haar
X		Mendocino County Library	John Bishop for Melanie Lightbody
X		Mill Valley Public Library	Anji Brenner
X		Napa City-County Library	Danis Kremeier
X		Napa Valley College Library	Bonnie Thoreen
X		St. Helena Public Library	Jennifer Baker
X		San Anselmo Public Library	Sara Loyster
X		San Rafael Public Library	David Dodd
	X	SRJC – Plover Library	Will Baty
	X	Sausalito Public Library	Mary Richardson
X		Solano Community College Library	Erin Duane for Jay Field
X		Solano County Library	Ann Cousineau
	X	Sonoma County Library	Sandy Cooper
	X	Sonoma Developmental Center	Vacant
X		NBCLS System Headquarters – Executive Director	Annette Milliron
X		NBCLS System Headquarters – Assistant Director	Patty Hector
	X	NBCLS System Headquarters – Administrative Assistant	Kelli Logasa

2. INTRODUCTIONS:

The Board introduced themselves.

3. PUBLIC INVITED TO ADDRESS BOARD:

None.

4. APPROVAL OF AGENDA:

A Motion to approve the agenda was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously

5. APPROVAL OF DECEMBER 4, 2008 MINUTES:

A Motion to approve the December 4, 2008 minutes was moved by Ann Cousineau and seconded by Diane Smikhal. The Motion passed unanimously.

6. CONSENT CALENDAR:

A Motion to approve the consent calendar was moved by Gregg Atkins and seconded by Ann Cousineau. The Motion

passed unanimously.

7. CORRESPONDENCE:

None.

8. FY 2007/08 AUDIT:

Ms. Milliron explained that the audit reports a lower reserve amount than what the County of Sonoma shows. Working with the auditor, she found that the reserves were adjusted in 2003 and the resolution to do so was sent to the County, but it apparently was never acted on. Ms. Milliron believes the money was spent over a period of several years through September 2003 and she has always used the amount listed on the County's books. This hasn't shown up in the audit before because grant money shows up in NBC's general ledger. The Steering Committee recommends that the Board withhold approval of the audit until the reserve question is resolved. Ms. Cousineau pointed out that even though the reserves are missing \$143,000, NBC does have enough money for the commitments to NLS and the Open Source project. A Motion to table approval of the 2007/08 audit was moved by Gregg Atkins and seconded by Sara Loyster. The Motion passed unanimously.

9. OPEN SOURCE PROJECT MOU

Ms. Cousineau reported that the MOU reflects the Board's concerns, but also requests \$5,000 more than originally planned. The sub-committee recommends that the Board approve the MOU. A Motion to approve the Open Source Project MOU was moved by Gail Haar and seconded by Diane Smikahl. The Motion passed unanimously.

10. CONSOLIDATION TASK FORCE MEETING

A. Governance

Bylaws

Standing Rules

JPA

David Dodd reported during the Steering Committee meeting, Ms. Cousineau proposed several changes to the Bylaws, Standing Rules and JPA that the Committee approved. The attorney will review the Bylaws and Standing Rules one more time before they are brought to the NorthNet Library System meeting. Ms. Haar noted that payment for any mediation would be split between the parties.

A Motion to approve the Bylaws, Standing Rules and JPA with the changes recommended from the Steering Committee was moved by Ann Cousineau and seconded by Bonnie Thoreen. The Motion passed unanimously.

B. Financial Issues

Equitable Services/Costs

Equitable Fee Structure

Ms. Milliron explained the CTF's recommendations for the first year's fee structure for the new system. They recommend that a new formula be developed in the coming year that will be equitable for all libraries in the new system. A Motion to approve the fee structure and make up the shortfall from the reserves was moved by Bonnie Thoreen and seconded by Sara Loyster. The Motion was approved unanimously.

Formulas Services

Budget 2009/2010

A Motion that the unfunded liability of \$52,460 for retiree health care be taken from reserves to make NBCLS' unfunded liability whole and cap it at that amount was moved by Ann Cousineau moved and seconded by Diane Smikahl. The Motion passed unanimously. Once the amount is gone, there will be no more funding for retiree health benefits. The annual cost will be paid out of the reserves. This issue has to go to the Union for a meet and confer and Gregg Atkins volunteered to serve as the Board representative for the union process.

C. Plan of Service

Ms. Haar reported that Marin Free County Library has hired a Spanish services librarian which can be added as an

example. Ms. Cousineau reported that the Steering Committee would like to add language about applying for stimulus money for broadband services.

D. Election of North Bay representative to NorthNet Steering Committee

Ms. Smikahl agreed to serve as chair of NBCLS and also as a representative on the NLS Steering Committee. Discussion ensued. Danis Kreimeier agreed to serve as Vice-Chair for NBCLS. Gregg Atkins and Gail Haar agreed to serve on the NLS Steering Committee.

11. ADMINISTRATOR'S REPORT:

A. NSCLS/MVLS UPDATE

Ms. Milliron noted that the three systems have three different models for database contracts. Joe Cochrane will work toward transitioning the existing contracts into more streamlined contracts. MVLS and NSCLS don't give their libraries a choice in databases and use System money to pay for some products while NBCLS offers choices to its libraries who pay for them with local money. Discussion was held on the actual usage of databases. Ms. Kreimeier suggested working with vendors to change to a pay-for-use option instead of a contract. This would keep the databases available for the few patrons that do use them without being such a large expense for the libraries when money is so tight. Discussion ensued.

B. REFERENCE COORDINATOR'S REPORT

MarinNet has approached NBCLS to see if they can buy some of Mr. Cochrane's time to negotiate their database contracts. The Board was very supportive of this action.

C. SUPERSEARCH PROGRAM/URSA UPDATE

Ms. Milliron updated the Board on the status of the new version of URSA. Ann Amman has found some problems with it when using the CARL System and is working very closely with the Sirsi/Dynix team to resolve the issues before opening it up for library staff to test. Ms. Milliron also reported that Yuba County is interested in purchasing URSA and joining SuperSearch. Discussion ensued.

D. DELIVERY STATISTICS

The Board discussed various problems reported by their staff. Sprint has mentioned that the loads have been getting larger and the trucks are running at maximum capacity. Sprint is almost to the point where they need larger trucks. Ms. Milliron will be working with Frank, the owner of Sprint on this and other delivery issues over the next few months.

E. LSTA UPDATE

Ms. Milliron asked the Board what their thoughts were about applying for a grant to find a solution to which tools will be best for virtual meetings in our new mega-system. A Motion for NBCLS to apply for a State grant to find a solution to which tools will be best for virtual meetings was moved by Sara Loyster and seconded by Danis Kreimeier. The Motion passed unanimously. Mr. Atkins noted that the community colleges have a lot of knowledge in this area because of distance learning. Discussion ensued.

12. BOARD MEMBER ITEMS:

Diane Smikahl reported that Legislative Day is April 15th and reminded everyone who is interested to sign up. She said that there will be an orientation at 8:15 a.m., a photo-op at the Capitol and then another orientation at 9:30 a.m. without the school library association's input.

Bonnie Thoreen reminded everyone that she needs a headcount for lunch for the May 8th Annual meeting at the Upper Valley Campus of Napa Valley College in St. Helena.

Gail Haar reported that Marin County Free Library began floating a DVD collection between branches. The library is also holding a Fine Free Week. Ms. Haar was pleased to announce that Marin County Free Library was named a Library Journal 3-Star Library.

Susan Clayton reported that Kathy Jansen has officially retired from Lake County Library and she was appointed the

Library Director in January.

Anji Brenner reported that Mill Valley Public Library recently completed their remodel.

David Dodd reported that San Rafael Public Library is having a Fine Free Week in conjunction with Marin County Free Library.

Jennifer Baker reported that she will be receiving the final draft of plans from their architect. The St. Helena Library Foundation is going to the City Council to request the transfer of some "donated" funds that were put into the general fund money, but the City is not supportive of this action. The library was named a 5-Star Library by Library Journal. Ms. Baker reported that St. Helena experienced their first real budget crunch this year and when it came to choosing to cut the budget of the library or the police, the City chose the police.

Danis Kreimeier reported that Napa City-County Library now has wireless in all of their branches. She has hired Anthony Baker for one of the two managerial positions currently open at Napa City/County Library.

Gregg Atkins reported that Dixon Public Library has a new building committee and a pledge of \$2 million from a couple.

Ann Cousineau reported that Solano County Library's technical services is moving to a remodeled building located just down the street from its current location.

13. ANNOUNCEMENTS:

None.

14. NEXT MEETINGS:

The next scheduled meeting is the NorthNet Library System annual meeting on Friday, May 8th at the Upper Valley Campus of Napa Valley College starting at 10 a.m. The NBCLS Board will also meet that morning at 9 a.m. to conduct a short NBCLS business meeting.

15. ADJOURNMENT:

There being no further business, the meeting was adjourned at 12:29 p.m.

Annette Milliron DeBacker
Clerk of the Board
April 2, 2009