

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
December 9, 2005

CALL TO ORDER:

The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Carnegie Building of the Orland Free Library in Orland, California with Vice-Chair Marilyn Cochran presiding. The meeting convened at 11:10 a.m.

ROLL CALL:

Nancy Brower, Butte County Library
Patty Hector, Del Norte County Library
Cheryl Baker, Modoc County Library
Marilyn Cochran, Orland Free Library
Carolyn Chambers, Shasta County Library
Betsy Emry, Siskiyou County Library
Ray Schroff, Tehama County Library
Don Hampton, Willows Public Library

ALSO PRESENT:

Annette Milliron DeBacker, NSCLS Administrator
Laura Salisbury, NSCLS Reference Center
Carla Lehn, California State Library, Consultant

1. INTRODUCTIONS:

There were no introductions.

2. PUBLIC INVITED TO ADDRESS BOARD:

No public was in attendance.

3. APPROVAL OF AGENDA:

A Motion to approve the agenda was moved by Ray Schroff and seconded by Cheryl Baker. The Motion passed unanimously.

4. APPROVAL OF MINUTES OF SEPTEMBER 8, 2005 COUNCIL MEETING:

On page 2 of the minutes, #6, Item 2, paragraph 3 should read "Ms. Lehn stressed that the grant money for Book Club in a Box is only for this year in spite of the good results from the long-range outcomes survey. The survey was completed by book club participants in May 2005. Forty-six people (64% of participants attending the June meeting) indicate that all of the long-range outcomes were met by most of the respondents:

- 96% (44 of 46) said it led them to read books they would not have picked up on their own
- 91% (42 of 46) said it led them to think about the book in new ways
- 89% (41 of 46) reported that they met new people
- 60% (27 of 45 who answered this question) made new friends that they now see outside of the book club meetings

In addition, 78% (36 of 46 respondents) reported they were "Extremely Satisfied" with the book club, and 48% (22 of 46) were participating in a book club for the first time. Brenda Crotts....

A Motion to approve the minutes as revised was moved by Don Hampton and seconded by Ray Schroff. The Motion passed unanimously.

5. SYSTEM ADVISORY BOARD REPORT:

Adrienne Haylor reported that the System Advisory Board meeting in October was good. She informed the Council that the Board has changed the start times of their meetings to 8:30 a.m. Ms. Haylor discussed the System Advisory Board reports to appointing authorities and the summer reading program "Scales, Paws, Claws and Tales". Ms. Milliron passed out cow magnets purchased to promote the Rural Library Initiative website and database.

The SAB is aware that the Council is currently looking to make a decision to purchase a database; either Gale or EBSCO. Ms. Haylor informed the Council that a System Advisory Board member wanted to recommend the Gale database over the EBSCO database. The recommendation from the System Advisory Board as a whole is that whichever database is ultimately chosen, that adequate desktop training be provided to the staff and also made available to the public. Discussion ensued.

Nancy Brower, Chair of the Council, arrived at 11:20 a.m.

6. CONSENT CALENDAR

Ms. Milliron explained that due to a recent experience with an employee on Family Medical Leave, NSCLS needed to change the documentation provided to the employee. In order to be able to cancel insurance for non-payment in a timely manner, CalPERS needs to invoice the employee rather than NSCLS. Page 28, paragraph 3, sentence 3 (serious is misspelled) will change from "NSCLS will continue to pay" to "*NSCLS will continue to contribute the employer's share of the health insurance premium*". Also Appendix D, Page 5 of the Family and Medical Leave Kit, Health Benefits 2nd sentence needs to be changed to read: "*CalPERS will invoice you directly for your portion of medical insurance premiums. You are responsible for contacting Human Resources to pay the employee portion of dental and vision insurance, if required.*"

A Motion to approve the Consent Calendar was moved by Carolyn Chambers and seconded by Don Hampton. The Motion passed unanimously.

7. COMMITTEE REPORTS/NEW BUSINESS:

A. REFERENCE COMMITTEE

The Gale and EBSCO database quotes were discussed. The Gale database included in their quote the following: the business and health reference center, desktop training and three e-books. Discussion ensued. A Motion to select Gale database was made by Carolyn Chambers and seconded by Cheryl Baker. The Motion passed unanimously. The Reference Committee will select 3 e-books from the list.

B. AUTOMATION COMMITTEE

The OCLC CAL-Cat system was discussed. A concern was raised regarding how quickly the OCLC records are input into OPAC. It was decided that Ms. Milliron will invite an OCLC representative to the next Council meeting in March. Extensive discussion was held on the proposed OCLC cataloging costs. Ms. Milliron will collect and compare all libraries cataloging cost information.

The Council decided by consensus that any fax equipment replacement will be considered a local responsibility from this point forward. The System will continue to pay for the fax line.

C. BUDGET COMMITTEE

Ray Schroff reported that the System's Auditor has recommended that North State set up a reserve account for vacation and sick leave. Mrs. Milliron will clarify the actual dollar amount for the reserve with the Auditor and bring that information to discuss again at the next Council meeting. Discussion ensued.

North State provides health insurance to employees through PERS and due to the way the policy was written, is required to insure all retired employees as well. Mr. Schroff noted that in the past, the Council had wondered what North State's financial obligation was for the retirees' health insurance. Ms. Milliron had the numbers crunched and the reserve needed for the retirees' benefits is estimated to be \$5.6 million. North State will need to start showing this reserve on their accounting books by the 2008/09 fiscal year. Discussion ensued.

Mr. Schroff reported that the dollar amount for fixed assets needed to be raised; it currently is listed as \$500. Discussion was held. The Council recalled that amount had already been raised to \$2,000. The Council will pass an official resolution on this matter. A Motion was made to change the fixed asset dollar amount to \$2,500 by Ray Schroff

and seconded by Marilyn Cochran. The Motion passed unanimously.

Mr. Schroff reported that North State's depreciation method needed to be revised. A Motion was made to adopt the depreciation schedule set forth by the list included in the packet by Ray Schroff and seconded by Carolyn Chambers. The Motion passed unanimously.

Mr. Schroff reported that the preliminary budget for FY 2006/07 will be discussed at the next meeting. Any budgeting needs or ideas should be sent to Ms. Milliron before then.

D. CHILDREN'S SERVICES

Nancy Brower reported that the Children's Services Committee has two new co-chairs; Heather Tovey, who will organize the workshops and Laura-Lyn Burch, who will manage any other details. She further reported that Butte County is going to create their own summer reading folder, which they are willing to share with the other libraries, if there is interest.

E. PROGRAM & SERVICES/NETWORKING

Carla Lehn reported that there is a lot of activity right now with the Staying Connected grant offered through the Gates Foundation. She noted that Holly Hinman and Susan Hildreth know the most about the grant. She recommended that the Council invite either Holly Hinman or Ira Bray to their next meeting. Discussion ensued. Cheryl Baker had corresponded with Holly Hinman regarding the grant and Ms. Hinman had clarified that libraries will receive money for computer equipment, but do not have to use it to buy the same equipment. Ms. Hinman stated that it doesn't matter what the money is spent on, as long as the library doesn't reduce the current level of computers that the public have access to. Ray Schroff reported that libraries can purchase inexpensive software for libraries at an online store called Tech Soup. Lori Bowen Ayre is also going to compile a resource sheet for purchasing computer equipment where libraries can receive special deals. Discussion ensued.

Carla Lehn reported that the Gates Foundation has two more grants available: Spanish Language Outreach and Rural Sustainability. Ms. Lehn noted that she knows very little about the Spanish grant but is more knowledgeable about the Rural Sustainability grant, which is a training program to help libraries plan on how to sustain public access computers. Discussion ensued.

Ms. Milliron is going to meet with Bernie Vavrek of the Rural Libraries Association and Susan Hildreth at the ALA conference. Discussion ensued.

1. RURAL INITIATIVE YEAR FY 2005/06

Ms. Lehn reported that the workshops through the 2005/06 RLI Grant are slowly being scheduled. Discussion ensued. She reported that the Clearinghouse has been expanded. Book Club in a Box usage was discussed. It was noted that both Burney and Quincy have started books club using this program. A sample of the Book Club in a Box was shown. It was noted that the book kits include a Book-on-tape (when available), a biography of the author, a discussion list and a bibliography. The book club posters can be personalized. Carolyn Chambers of Shasta County was interviewed about the availability of the books. Cheryl Baker noted that she made annotations on the book list to help her group with the selection. It was noted that 49-99 offers the book club kit to external groups as well. Discussion ensued. Carla Lehn reported that Center for the Book would like to take over the Book Club in Book project. Discussion ensued. Ms. Lehn informed the Council that RLI will cover the travel and substitute expenses for the consumer health workshop, although it will not be through Infopeople. Susan Hanks will be working with the System on the tribal grant. Ms. Milliron noted that she heard Ms. Hanks speak at the Tribal Libraries presentation at the CLA Conference and Ms. Hanks was "very engaging" as a speaker. Discussion ensued.

2. RURAL INITIATIVE FY 2006/07

Ms. Lehn asked the Council for their suggestions and ideas for her and Ms. Milliron to build into the 2006/07 RLI Grant. The grant will be approximately \$300,000. More video-conferencing will be budgeted and the same amount of Infopeople training will also be included. The Council discussed the Rural Initiative website, which costs approximately \$20,000 a year. The Council agreed that it was important to continue to fund the site. It was noted that the cow "Hamburger Patty" is now a major point of recognition for CLA. The Book Club in a Box will also be included in the budget. A class visits in a box grant being written by Gail McGovern was discussed. A marketing component such as a library tool kit to customize for each library was suggested. Health information in a box topic was also suggested. Ms. Milliron reported that Scholastic books, working with the local school district, can produce, by age group, a curriculum support list. Discussion ensued. A "Check It Out" campaign was suggested to raise public awareness. Discussion ensued. Joan Frye Williams is working with literacy to increase the public

awareness. It was suggested that NSCLS work with Ms. Williams to develop templates for annual reports, brochures, etc.

3. SUMMER READING COLLABORATIVE

Ms. Milliron reported that the SAB will vote at their March meeting to redirect any money not used in their budget to the libraries to help with purchasing the Summer Reading material.

F. PERSONNEL COMMITTEE

MOVE TO CLOSED SESSION

A Motion to move to closed session was made by Marilyn Cochran and seconded by Cheryl Baker. The Motion passed unanimously.

1. COLA FOR STAFF

2. HEALTH INSURANCE COST INCREASE

3. HEALTH INSURANCE POLICY FOR NEW STAFF

RECONVENE TO OPEN SESSION

A Motion to reconvene to open session was made by Don Hampton and seconded by Ray Schroff. The Motion passed unanimously.

During the closed session, the Council decided that North State would pay for the employee health insurance for a 6-month period; January to June. After that, North State may adopt a policy to pay a percentage of the employee health insurance and employees then pay the remaining percentage.

A Motion to approve a 3 % COLA for employees to go into effect January 1, 2006 was made by Marilyn Cochran and seconded Ray Schroff. The Motion passed unanimously.

The Council deferred the decision to change the health insurance policy for new staff to be discussed at a later date. Discussion ensued.

G. MEDIA DEVELOPMENT COMMITTEE

1. LISTEN IN 1ST QUARTER REPORT

2. VIDEO/DVD 1ST QUARTER REPORT

Ms. Salisbury referred the Council to the reports that were included in the Council's meeting packet.

8. NEW BUSINESS

1. HOMEWORK HELP JOINT PROJECT

Ms. Brower explained that during the Joint System Retreat, it was recommended that NBC and NSC write a joint grant for tutor.com. Several members of the NBC Board and NSC Council who attended the CLA conference approached Susan Hildreth regarding the proposed Homework Help joint grant. Ms. Milliron noted that she found after researching this project, the grant would be for approximately \$400,000, which is rather larger. She further noted that although Ms. Hildreth really liked the idea of the project, the cost would be too high. Myspace.com was mentioned as being a possible replacement. Discussion ensued.

2. E-RATE APPLICATION

Ms. Milliron reported that the E-rate application deadline is fast approaching when Forms 470 and 471 will be due. Discussion ensued. Nancy Brower will re-send the E-rate PowerPoint presentation to all Council members.

3. TLC DEMONSTRATION/TRAINING SESSION PLANNING

Ms. Milliron reported that a TLC demonstration and training session date has been set for April 4 - 6th. The demonstration/training will be held in Tehama County. A questionnaire will be sent out to help set the topic; web based reports is one area that should be covered. Discussion ensued.

4. DAY IN THE DISTRICT FOR KEENE AND AANESTAD

Ms. Milliron reported that she had discussed the Day in the District with the SAB and they had decided that February 3rd will work best for their schedule. She will call to set up appointments with Keene and Aanestaad. Ray Schroff will make an appointment with Representative LaMalfa for Jan. 27th.

Nancy Brower reported that she is working on the Committees Appointments. Ms. Milliron will forward the SAB Committees' preferences to her. The deadline for goals and objectives is January 20, 2006.

9. REFERENCE COORDINATOR'S REPORT

Laura Salisbury referred the Council to the Reference Coordinator's Report that was included in the Council Packet. She passed out copies of the revised NSCLS web page and noted that it is nearly ready. She discussed the AskNow statistics and passed out the new delivery schedule. Discussion ensued.

10. SYSTEM ADMINISTRATOR'S REPORT

1. USEFUL DISCOVER STATION DISCOUNTS

Ms. Milliron reported that she had included Discover Station discount information in the Council meeting packet. She noted that a Discover Station is installed at the Richmond Public Library and the Council can contact Director Monique le Conge for a reference. Ray Schroff reported that he had talked with representatives at the Discover Station booth while attending the CLA Conference and also watched a demo. He stated that he thought it would be useful equipment but that it does have a few problems. Discussion ensued.

11. ANNOUNCEMENTS

There were no announcements made.

The next Council of Librarians meeting will be held on March 10th at the Shasta County Library in Redding, CA.

ADJOURNMENT:

The meeting adjourned at 3:30 p.m.

Nancy Brower
Chair of the Board
December 9, 2005

Annette Milliron DeBacker
Clerk of the Board
December 9, 2005