

NORTH STATE COOPERATIVE LIBRARY SYSTEM
COUNCIL OF LIBRARIANS MEETING
April 7, 2010

CONVENING:

The North State Cooperative Library System (NSCLS) Council of Librarians met this date via WebEx with Chair Margaret Miles presiding. The meeting convened at 10:10 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
	X	Butte County Library	Linda Mielke
X		Del Norte County Library District	Linda Kaufmann
X		Humboldt County Library	Victor Zazueta
X		Lassen Library District	Jeff Hawkins
X		Modoc County Library	Cheryl Baker
X		Orland Free Library	Jody Meza
X		Plumas County Library	Margaret Miles
	X	Shasta Libraries	Jan Erikson
X		Siskiyou County Library	Lisa Musgrove
X		Tehama County Library	Caryn Brown
X		Trinity County Library	Oresta Esquibel
	X	Willows Public Library	Sandie Hobbs
	X	Butte College Library	Luo Zhu Cen
	X	CSU Chico Library	Sarah Blakeslee
	X	College of the Redwoods Library	MaryGrace Barrick
	X	College of the Siskiyous Library	Dennis Freeman
	X	Feather River College Library	Tom Davis
	X	Humboldt State University Library	Wayne Perryman
	X	Lassen College Library	Rosanna Brown
	X	Shasta College Library	Janet Albright
	X	Simpson University Library	Larry Haight
X		NSCLS System Headquarters – Exec. Dir.	Annette Milliron
X		NSCLS System Headquarters – Asst. Dir.	Patty Hector
X		California State Library	Jon Torkelson

1. INTRODUCTIONS:

Margaret Miles welcomed everyone to the meeting.

2. PUBLIC INVITED TO ADDRESS THE COUNCIL

No public were present.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF MINUTES OF NOVEMBER 6, 2009 COUNCIL MEETING

A Motion to approve the minutes of the November 6, 2009 Council meeting was moved by Jeff

Hawkins and seconded by Ms. Brown. The Motion passed unanimously.

5. SYSTEM ADVISORY BOARD REPORT

There is no SAB Report. Ms. Milliron hopes the SAB will be able to meet before the next Council meeting.

6. NEWS FROM THE STATE LIBRARY

Jon Torkelson reported that AskNow will not be funded in 2010-2011 due to its low usage and high cost. The State Library held a meeting with all of the System Directors and told them they can put together proposals to take over the role of AskNow for reference service in each region if there is interest. The System Administrators were also asked to put together a proposal for a project that would assist their systems. The project would use LSTA grant money that needs to be spent by September 30, 2010. Ms Milliron reported that only two libraries in NLS wanted to keep Ask Now and NLS staff is currently gathering ideas for how that money can be spent. Library directors will be asked for their input. This is one-time money so the system would need to have a plan as how to maintain the program after the grant is over.

Mr. Torkelson is working on the Rural Library Initiative grant for 2010-11, which will have some changes next year. The grant has been trying out a new method to deliver training; the range rider. The State Library thinks it's a good model for Infopeople to use when working with the rural libraries as well as other libraries.

The Gates Grant has been awarded to 20 jurisdictions and will pay for the installation and equipment needed to bring their broadband up to 1.5 bps and 50% of their usage for 2 years. The grant will provide e-rate on-ground training and 8 hours of a consultant. The State Library is trying to get both the training and consultant services for all California libraries, not just the Gates Grant libraries. The State is also trying to get a broadband portal on the CENIC network to do educational webinars on broadband.

The State Library will be undergoing a strategic planning process in May. Various library people will be invited to participate in the process. The dates of the planning are May 17-19, 2010.

The next Library of California Board meeting will be held on August 11th and the System Coordinators will be getting together with the State Library staff prior to the meeting. The State Library is working on strengthening the connection between the State Library and the Systems as the Systems are closer to the individual libraries and are a good go-between for the State Library. For instance, the Systems were asked if they could take on handling the PLSEP grants for the libraries. Discussion ensued.

Submissions for the local history digital resources project are due April 22nd. Ira Bray is the contact for that program.

CSLA and CLA will hold a joint conference meeting in November 12-15, 2010 in Sacramento.

There has been no word on the search for a deputy state librarian. Jon Torkelson noted that he wasn't aware of any changes in the maintenance of effort requirements for PLF money. Many libraries will have a problem with this issue next year. The State Library doesn't want to make it easy for local jurisdictions to cut library budgets, but also doesn't want it to be punitive.

7. CONSENT CALENDAR

A. FINANCIAL STATEMENT ENDING FEBRUARY 28, 2010

B. REVISED BUDGET 2009/10

A Motion to approve the consent calendar was moved by Cheryl Baker and seconded by Jeff Hawkins. The Motion passed unanimously.

8. ADMINISTRATOR REPORT

A. NLS UPDATE

Ms Milliron reported that the NorthNet Steering Committee wants the 2010-11 budget to show no increase in revenues. The staff has been looking at health insurance providers because our present health insurance premiums will increase to \$20,000 next year. It will also be necessary to reduce the staff full time equivalent hours from 40 to 37.5 per week. This will result in a 6.25% reduction in staff salaries.

Ms. Milliron stated that the NBCLS delivery contract will need to increase due to the rise in volume, which in the current contract triggers a transportation COL increase. She is working with Sprint to keep the NSCLS contract from increasing. She has tried to get quotes from other delivery service companies working in the North State region, but has not been successful. It may be due to the fact that companies with service in the area use smaller trucks and may not be willing to invest in the equipment needed to provide service to NSCLS libraries.

The NLS Steering Committee did not want to change the membership dues for 2010-2011 either. Last year, each system paid the additional amount that their membership dues didn't cover (NBCLS paid \$20,000 MVLS \$14,000, and NSCLS \$3,416) and will be asked to cover those charges again.

Ms. Milliron presented the results of the NBCLS Board's restructuring of staffing levels in an effort to meet the needs of our newly merged system. The Reference Coordinator position will be replaced by the Electronic/Information Services Manager. There will still be second level reference question handling by the system, but it will be managed by the Information Services Manager and answered by stringers. This will allow us to explore training opportunities and new types of technology or techniques to improve reference services.

Also the position that coordinates resource sharing on SuperSearch will be changed. The new URSA product is working well so we would like to have that person available to help the system with other projects. The position will be reclassified as an administrative assistant. Both of these job descriptions are still drafts so please send any suggestions you might have for improvement.

The annual meeting for NorthNet Library System will be held in Lincoln on May 14th from 10:00 a.m. to 2:00 p.m. The meeting will be used as a strategic planning session for the System. If there is interest, we may have a NSCLS meeting the day before for the Council members who arrived the evening before.

B. REFERENCE

1. REFERENCE STATISTICS

Ms. Milliron reported that the reference coordinator's report is in the packet. The number of

questions answered for NSCLS libraries is low at 76. The contracts for the Chilton's database and the Online Testing are up for renewal in July. Joe Cochrane is in the process of surveying the libraries to make sure he should continue with the negotiation process.

2. ASK NOW! REPLACEMENT PROGRAM

Ms. Milliron asked the Council for ideas on how to use the LSTA grant money. Some ideas were: Espresso Print on Demand machine, Summer Reading Program online registration software, purchase e-books, worldcat.local, changing database subscriptions to pay-per-view instead of flat rate, and Boopsie to get mobile users to a library's web services.

C. FINANCIAL ISSUES

1. AUDIT 2008/09

Ms. Milliron reported that the audit report was sent out and that there was only one exception; that NSCLS is supposed to have a CPA instead of an account clerk on staff. She is confident that between the Sonoma County auditor's office and our auditor, the system is receiving good advice and doing everything correctly. A Motion to approve the 2008/09 audit was moved by Jody Meza and seconded by Jeff Hawkins. The Motion passed unanimously.

2. PRELIMINARY NSCLS BUDGET FY 2010/11

Ms. Milliron told the Council that they don't need to adopt the 2010/11 budget at this meeting, but did suggest they form a sub-committee to work on the problems in the budget. It was decided that having input from everyone would be helpful. Another meeting will be held at the end of April.

3. DELIVERY STATISTICS

Ms. Milliron reported that the delivery volume is down. There was a question about statistics for Trinity County which are missing from the report. Also, it was noted that Portola isn't getting delivery anymore so there shouldn't be statistics for it. Discussion ensued.

4. OCLC FEE

Ms. Milliron reported that she will talk to OCLC to see if it would be possible to have an update of the activity and whether we can reduce the amount of the group contract.

9. COMMITTEE REPORTS/NEW BUSINESS:

A. COLLECTIONS, TECHNOLOGY AND SERVICES COMMITTEE

1. OVERDRIVE COLLECTION PURCHASE

Discussion on this topic is postponed until the budget discussion at the next meeting.

2. DATABASE PURCHASE

Ms. Milliron reported that she will pass on the information gathered from the Council today.

3. RURAL LIBRARY INITIATIVE GRANT

Mr. Torkelson reported that we are working on getting the Range Rider model going.

B. YOUTH SERVICES

1. SPRING WORKSHOP

Ms. Milliron reported that we are working on scheduling the Youth Services workshop for May 11th or 12th. The program will be Jump 'n Jive, an Infopeople training. She also reported

that the puppet collection is moving from the North State area to NLS headquarters where staff will photograph the collection and then post on the website. This will enable the children's staff to see view the collection online before placing their request.

C. BYLAWS AND STANDING RULES

Ms. Miles reported that the bylaws and standing rules are being updated to reflect the System's new status as a member of NLS. The updated bylaws and standing rules will be sent out for comments before being voted on them at the next meeting.

10. NEW BUSINESS

A. LEGISLATIVE DAY APPOINTMENTS

Ms. Milliron reported that she will send out additional information as she receives it.

B. NOMINATING COMMITTEE

Ms. Baker and Ms. Miles volunteered to serve on the nominating committee.

11. ANNOUNCEMENTS

Ms. Baker reported that Modoc County Library received a grant for new microfilm equipment, which their Friends' group matched at \$8600. The library is very happy with the new digital equipment. Their Davis Creek branch closed several months ago and they have also reduced their cut hours at the main library. For National Library Week next week, the library will have five local authors at the library. Ms. Baker thanked Humboldt County Library for their help when she was planning the event.

Mr. Hawkins announced that Lassen Library District's bank was taken over by the FDIC. Fortunately, the library did get their money back, and they are in the process of finding another bank.

Ms. Miles reported that Plumas County Library's children's librarian/ILL person is retiring in April. That position will not be filled as Plumas County has a freeze on vacancies.

Ms. Brown reported that Tehama County Library is looking at a 5% reduction in next year's budget and anticipates the library will have to reduce their staff yet again.

12. ADJOURN

There being no further business, the meeting was adjourned at 12:17 p.m.

Annette Milliron DeBacker
Clerk of the Board
April 7, 2010