

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**May 11, 2006**

**1. CONVENING:**

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Upper Valley Campus of Napa Valley College, in St. Helena, California with Chair Carol Starr presiding. The meeting convened at 10:41 a.m.

**ROLL CALL:**

Carol Starr, Marin County Free Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Kathy Jansen, Lake County Library  
Ann Cousineau, Solano County Library  
Larry Hlavsa, St. Helena Public Library  
Angela Brunton, Sonoma Developmental Center  
David Dodd, San Rafael Public Library  
Anji Brenner, Mill Valley Public Library  
Diane Smikahl, Benicia Public Library  
Bonnie Thoreen, Napa Valley College Library  
Mary Richardson, Sausalito Public Library  
Janet McCoy, Napa City-County Library  
Jim Rosachi, Sonoma County Library

**ABSENT:**

Monique le Conge, Richmond Public Library  
Sara Loyster, San Anselmo Public Library  
Gregg Atkins, Dixon Public Library  
Jay Field, Solano Community College  
Sandy Cooper, Sonoma County Library  
Melanie Lightbody, Mendocino County Library  
Susan Gilroy, Mitchell Memorial Library, Travis AFB  
Will Baty, Plover Library, Santa Rosa Jr. College  
Nancy Sieck, Petaluma High School Library  
Frances Gordon, Larkspur Public Library

**ALSO PRESENT:**

Annette Milliron DeBacker, Administrator, North Bay Cooperative Library System  
Kelli Logasa, Secretary, North Bay Cooperative Library System  
Dorothy Bertucci, Commissioner for Sonoma County Library

**2. INTRODUCTIONS:**

The Board introduced themselves to Dorothy Bertucci, Commissioner for Sonoma County Library.

**3. PUBLIC INVITED TO ADDRESS BOARD:**

None.

**4. APPROVAL OF AGENDA:**

A Motion to approve the agenda was made by David Dodd and seconded by Kathy Jansen. The Motion passed unanimously.

**5. APPROVAL OF 02/02/06 MINUTES:**

Ms. Milliron noted that a correction should be made to the 02/02/06 minutes, on page 1 under **ABSENT**; Frances Gordon of Larkspur Public Library should be added to the ABSENT list of Board Members. A Motion to approve the minutes as revised was made by Debbie Mazzolini and seconded by Mary Richardson. The Motion passed unanimously.

#### **6. APPROVAL OF CONSENT CALENDAR:**

A Motion to approve the Consent Calendar was made by Ann Cousineau and seconded by Diane Smikahl. The Motion passed unanimously.

#### **7. CORRESPONDENCE**

Ms. Milliron passed around a correspondence folder and asked the Board members to initial any item they would like a copy of and she would have Kelli Logasa send it out.

#### **8. ADMINISTRATOR REPORT**

##### **A. NSCLS UPDATE**

Ms. Milliron reported that the North State Council was holding their quarterly meeting tomorrow in Quincy. She noted that they would most likely approve the renewal of the NBC administration contract although the Council balked at the price increase, which moved to \$72,000/annually. Ms. Milliron noted that she worked with a subcommittee on the contract renewal and hopes they realize they do receive a variety of services from North Bay for their money. She further noted that she senses North State will not be an eager participant in the merger conversation with NBC and MVLS. It was noted that PLS is very eager to merge the systems that they interact with the most: MOBAC, BALIS and Silicon Valley. Ms. Milliron reported that North Bay will be part of a study by the State Library, along with PLS and MVLS, regarding the merging of systems and resources. She stated she might be able to persuade North State to participate in the study as well. Discussion ensued.

Ms. Milliron reported that personnel issues at North State continue; the latest issue is regarding health insurance. A retiree is looking to add a dependent to their insurance after they've retired. Ms. Milliron is speaking with PERS about this; which is consuming a lot of her time. PERS allows the addition of the dependent but most of the member libraries do not. The biggest issue is the cost increase; it would be a 25% increase in health insurance cost for all employees as well. Ms. Milliron reported that she is looking into piggybacking with one of the county's health insurance plan. She noted that North State currently pays for the dependent coverage and that CalPERS regulations state you must do the same for retirees as you do for active employees. Discussion ensued.

##### **B. REFERENCE PROGRAM REPORT**

Ms. Milliron referred the Board to the Reference Coordinator's Report that was included in the Board packet. She reported that NBC has received a tremendous response from the PLS Group and Black Gold regarding NBC's great reference service and the wonderful answers that are provided to their reference questions. Ms. Milliron noted that the Reference Department was extremely busy and in the process of adding more stringers as Mr. Cochrane anticipates the need. Mr. Cochrane also included in his update a list of databases that NBC is reviewing for purchase. Ms. Milliron asked the Board members to contact him if they were interested in any of the purchases.

##### **C. SUPERSEARCH PROGRAM REPORT**

Ms. Milliron referred the Board to the SuperSearch Program Report that was included in the Board packet. She reported that URSA was doing their best to get CARL and URSA 4 to interact. At this point, CARL programmers are working on a piece of code to give to URSA, which she hopes will fix the problem. Discussion ensued. Ms. Milliron informed the Board that at their last meeting, the ILL Committee decided to start testing URSA. They will test the staff side as soon as possible and run it for a month to six weeks. If the software works well, the Committee would then like to bring it to the public side. Carol Starr discussed the PIN issue that's required in the new version of URSA. Ms. Milliron explained that staff and patrons will need to create a new user name and PIN, but each jurisdiction can set up their own PIN requirements, such as requiring patrons to enter the last four digits of their telephone number as their PIN. It was noted that URSA's language should be consistent by always referring to the PIN as such and not intermittently calling it a password. Discussion ensued. Ms. Milliron asked the Board if there were any objections to the proposal that if the ILL staff finds the new version to their liking, it can be rolled out to the public. The Board concurred. Ms. Milliron noted that the Denver Public Library is currently on a CARL system

and is working to integrate URSA 4.0. Denver is also pushing to get this project done and they are a much larger library than NBC altogether.

Ms. Milliron reported that Jim Barrentine has offered to talk to Trish Culkin at CARL about NBC's unhappiness with the pace. The Board stated that they do not want Jim to speak for NBC as he wasn't consulting for us. Ms. Cousineau noted that NBC is working with CARL to try and get this fixed and that CARL is aware of NBC's unhappiness. Ms. Milliron noted that she had reviewed the Epixtech contract regarding timetables, upgrades, etc. and found that the contract doesn't address any of the issues, which doesn't leave NBC with any legal recourse. She also noted that there isn't an end date to the contract and there are no renewal notes. If NBC wished to discontinue, we are required to give them a certain amount of notice. Ms. Milliron reported that as the contract isn't under the new SIRSI/DYNIX company heading, she assumes a new contract will be offered once URSA 4 is up and running. When that happens, NBC will include annual review renewal verbiage.

It was noted that since NBC has brought many libraries to SIRSI/DYNIX, verbiage should be added to the new contract "that to the extent NBC brings more business to URSA, there will be more financial benefit to NBC via credits" and therefore help lower NBC costs. It was suggested that NBC could broker deals with libraries for URSA software for those libraries that approach NBC and therefore not need to assimilate or merge with them. Discussion was held on other libraries wanting to join URSA. Ms. Milliron noted that the biggest expense for libraries joining URSA is in the initial set up and that it is less expensive for libraries to join an existing system.

Ms. Milliron reported that Alameda City bought URSA 4. She noted that Inland Library System contacted her regarding interest in licensing URSA through NBCLS. She noted that NBC's current policy regarding libraries joining SuperSearch is for those libraries that are in close geographic neighborhoods that have shown interest. It was noted that the advantage for NBC letting Inland join would be financial. A disadvantage would be the delivery and shipping of books. Ms. Milliron requested direction from Board regarding what response she should take back to Inland's Administrator. The Board decided that at this point, having Inland join NBC was not an attractive package as delivery would be a big concern. Yet, something might change and the Board asked Ms. Milliron to continue having conversations with them.

#### **D. LSTA UPDATE**

Ms. Milliron reported that North Bay will be the fiscal agent for four grants in 2006/07. Three of the grants were initiated by the State Library. One grant is for a survey on how public libraries can respond to consumer health needs. Another grant is Reach Out and Read, which, in its final year, will wrap up statistics and try to find a way to assist the reading programs in find a new source of funding. The third is Raising Readers, which is an early childhood literacy grant. It is a \$450,000 grant to start new programs in libraries and assist them in making the library more of a family-based experience. The last grant is coming from the field, but the State is very eager to fund it. The grant is for developing a tool kit, such as a bibliography, for a basic collection for libraries for nutritional literacy to aid in the fight of childhood obesity. Marin County will host the collection and is working with a nutritionist who has a key connection with the schools in Marin County. Ms. Milliron noted that the idea to make it an "In a Box" kind of project so it can be distributed to the rest of the State. Total grants will be \$600,000 and NBC will receive \$43,000 as the fiscal agent. She further noted that some of the grants mentioned have great long term potential.

### **9. MEMBERSHIP POLICY REVIEW:**

#### **A. SUPERSEARCH PARTICIPATION**

Ms. Milliron reported that NBC currently has a SuperSearch policy that will cover any issues that might arise if Contra Costa County and/or Richmond Public wish to join. This item was placed on the agenda because of the potential of Inland System joining NBC. This matter does not need to be discussed at this time.

#### **B. DATABASE LICENSING AGREEMENTS**

Ms. Milliron informed the Board that NBC's existing policy regarding database licensing agreements is not currently in written form. The current policy is that a library needs to be either a member or an affiliate member in order to participate in NBC databases. It was noted that if a library or system is contracted with NBC for administration, then they would also be able to participate in the purchase of the databases. Discussion ensued. A Motion to write the

NBC policy to read that a library either needs to be a member, an affiliate member or contracted with NBC for administrative services in order to be able to participate in the NBC database purchase program was made by Ann Cousineau and seconded by Angie Brunton. The Motion passed unanimously.

### **C. DELIVERY SERVICE**

Ms. Starr reported that the Steering Committee has been working diligently the past month on delivery fee issues. She noted that the Committee reviewed 6-8 different methods of calculating delivery fees, before coming back to where they started from. The Steering Committee has decided to stay with the current method of calculating delivery fees and will stick with the current written policy. It was explained that in January, delivery fees are determined from the statistics for the first two quarters of the current year. If a library adds a stop, they will need to pay for a full fiscal year until statistics are determined for that delivery stop.

It was suggested language be added to the delivery service policy that states there will be an annual review of the delivery formula and charges. It was noted that if a library requests to add a new stop and it wasn't easy to add into the route, the delivery method might not via a truck stop; it might be via UPS. There will not be a guarantee that a NBC delivery truck would be ran to a distant point and therefore require all libraries to absorb the cost; there might be alternatives. This language will also be added to the delivery service policy.

Ms. Milliron noted that a library's percentage of volume determines their delivery cost for the following year. For example, the total delivery cost for next year is \$208,000, so each library's percentage of volume was used to determine their delivery charges.

A Motion was made to approve the policy on delivery fee allocation by Ann Cousineau and seconded by Angie Brunton. The Motion passed unanimously.

A Motion to amend the agenda to address an emergency membership issue for San Anselmo was made by Mary Richardson and seconded by Ann Cousineau. The Motion passed unanimously. It was discussed that the New Year's flooding in San Anselmo drastically affected the San Anselmo Library. The library has an annual budget of \$500,000 and has been directed to cut \$200,000. Ms. Milliron discussed waiving San Anselmo's membership fee for the year. She noted the Board has already set precedent; this has been done with Mendocino County, Santa Rosa Junior College, and Solano College at various times in the past. Ms. Milliron stated that NBC could absorb the membership fee and that it wouldn't be passed on to the other Member libraries. A Motion to waive the membership fee for San Anselmo for one year was made by David Dodd and seconded by Debbie Mazzolini. The Motion passed unanimously.

### **10. PRELIMINARY BUDGET FY 2006/07:**

The proposed budget for FY 2006/07 was discussed. Ms. Milliron noted that the NSCLS amount would be increased to \$72k once the North State Council approved the contract. She noted that she would be significantly redoing the budget in September. A Motion to accept the preliminary budget and give Ms. Milliron the ability to make minor changes to the NSCLS and MVLS items was made by Debbie Mazzolini and seconded by Bonnie Thoreen. The Motion passed unanimously.

### **11. PLAN OF SERVICE FY 2006/07:**

Ms. Milliron reported that there were no sweeping changes in the Plan of Service, but NBC will lose money because Richmond Public Library is moving over to the BALIS System. She noted that NBC won't talk about MVLS or Black Gold in the Reference portion of the plan as those System's aren't meeting NBC's needs, but that those systems will address NBC meeting their needs in their own Plans of Service. A Motion to approve the Plan of Service for FY 2006/07 was made by Bonnie Thoreen and seconded by Angie Brunton. The Motion passed unanimously.

### **12. MVLS RFQ FOR SERVICES:**

Ms. Milliron reported in January, she was told that Sacramento Public Library would be providing administrative services to MVLS and that MVLS wanted NBC to provide reference services. She was then contacted mid-March and advised that Sacramento Public withdrew their administrative contract offer and MVLS would like NBC to provide

administrative services. Ms. Milliron reported that MVLS will transfer their money to an account set up at the County of Sonoma. There will be no staff at Mountain Valley and their office will close. NBC will provide all services including delivery, which we have received a quote from Sprint of \$89,000 for providing delivery services to MVLS. The quote is slightly higher than what MVLS is currently paying, but they have a much lower volume than NBC. Discussion ensued. Ms. Milliron stressed that NBC and MVLS are talking about a merger. A consultant is going to be hired to help in deciding how to perform the merge as it makes a difference in how you merge in order to retain money from the State. Ms. Milliron noted that for the next year, the MVLS Board will meet separately from the NBC Board. The consultant will be able to assist in deciding how to merge the Boards as well. Discussion ensued.

The matter of holding another NBC meeting in June to discuss the MVLS contract or have the Board authorize the Steering Committee to agree to contract was discussed. A Motion for the Board to give the Steering Committee the authority to negotiate and execute the contract with MVLS for the first year as well as look at restructuring the NBC staffing as needed was made by Debbie Mazzolini and seconded by Diane Smikahl. The Motion passed unanimously.

### **13. ELECTION OF CHAIR AND VICE CHAIR FOR 2006/07:**

Ms. Starr reported that Gregg Atkins of Dixon Public Library is currently the Vice-Chair and is willing to serve as the Chair for 2006/07. She further noted that Sandy Cooper of Sonoma Public Library has agreed to serve as Vice-Chair for 2006/07 and Chair for 2007/06. A Motion for Gregg Atkins of Dixon Public Library to serve as Chair and Sandy Cooper of Sonoma Public Library to serve as Vice-Chair in was made by Ann Cousineau and seconded by Angie Brunton. The Motion passed unanimously.

### **14. BOARD MEMBER ITEMS:**

David Dodd of San Rafael Public Library reported that the Pickleweed Branch received Prop. 14 grant money and is set to re-open in June. He further reported that they hired a fantastic librarian for the branch who is trilingual; she speaks Portuguese, Spanish and English. The planned retrofit of the downtown library has been approved by the City Council. The retrofit will cost \$815,000 but the library only has \$315,000, so the City decided to cover the rest of the expenses. The retrofit is planned for October and the branch will only be closed for 3-4 weeks as opposed to the original estimate of 3-4 months.

Ann Cousineau reported that the Solano County's Prop. 14 library was delayed by rain. She reported that a large contingent from the State Library as well as the architect went out to view how race floors were installed. Solano County Library has contracted next year to rehab/remodel a building that the county has in their surplus of buildings. The library is going to move their technical services department into the remodeled building as the department has run out of space in the main building. The department will go from 2000 square feet to 8000 square feet. Discussion ensued.

Mary Richardson reported that Sausalito Public Library held a 100<sup>th</sup> anniversary celebration in March. A library foundation was created for Sausalito Public with the core money from a \$360,000 bequest donated by a former Friends of the Library president.

Debbie Mazzolini reported that the Belvedere-Tiburon Public Library is looking to acquire some vacant land that is behind the current library location. She reported that the library won a lawsuit that was brought against it, which went to appeal, where the library won again.

Larry Hlavska reported that he is considering the replacement of all stations in his library with OpenSource workstations that run \$450 each.

Carol Starr reported that she has extra Prop. 81 brochures if any Director needs them.

### **15. ANNOUNCEMENTS:**

Ms. Milliron passed out the 3<sup>rd</sup> Quarter TBR report. She noted that an Infopeople workshop *How Do I... Increase Your Computer Competency Ten Fold in One Fun Day*, has been scheduled for Ukiah on May 24 and that currently only two are enrolled currently. She further noted that NBC will pay travel reimbursement and mileage to any staff that attends.

**16. NEXT MEETING:**

It was reiterated that a special Board meeting did not need to be held in June.

The tentative Board dates for 2006/07 are as follows:

September 7, 2006 – Fairfield Branch, Solano County Library  
November 2, 2006 – Rohnert Park Branch, Sonoma County Library  
February 1, 2007 – Napa County-City Library  
May 3, 2007 – NVC, Upper Valley Campus

The Board will be notified once the locations are confirmed.

**17. ADJOURNMENT:**

There being no further business, a motion to adjourn at 12:01 pm was made by Angie Brunton and seconded by Diane Smikahl. The Motion carried unanimously.

