

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
February 7, 2008

1. CONVENING:

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Napa Branch of the Napa City-County Library in Napa, California with Chair Sandy Cooper presiding. The meeting convened at 10:43 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 | Kathleen Jansen |
| | X | Larkspur Public Library | Frances Gordon |
| X | | Marin County Free Library | Gail Haar |
| | X | Mendocino County Library | Melanie Lightbody |
| X | | Mill Valley Public Library | Anji Brenner |
| X | | Napa City-County Library | Danis Kremeier |
| X | | Napa Valley College Library | Bonnie Thoreen |
| | X | Petaluma High School Library | Nancy Sieck |
| 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 | Jay Field |
| X | | Solano County Library | Ann Cousineau |
| X | | Sonoma County Library | Sandy Cooper |
| | X | Sonoma Developmental Center | Vacant |
| | X | Travis Air Force Base – Mitchell Memorial Library | Susan Gilroy |
| | | | |
| X | | NBCLS/MVLS System Headquarters – Exec. Dir. | Annette Milliron |
| X | | NBCLS/MVLS System Headquarters – Asst. Dir. | Patty Hector |
| X | | NBCLS/MVLS System Headquarters – Secretary | Kelli Logasa |

2. INTRODUCTIONS:

The Board introduced themselves to Danis Kremeier, the new director of Napa City-County Library and welcomed her to the Board.

3. PUBLIC INVITED TO ADDRESS BOARD:

None.

4. APPROVAL OF AGENDA:

Changes and additions to the agenda are as follows: item 13 is an action item and add 8G under Administrator’s report – Resolution for Diane Owens on her retirement. A Motion to add two items to agenda was made by Ann Cousineau and David Dodd. The Motion passed unanimously. A Motion to approve the amended agenda was made by Ann Cousineau and seconded by David Dodd. The Motion passed unanimously.

5. APPROVAL OF 12/06/07 MINUTES:

Ms. Cousineau stated that under her report on page 5, the sentence be changed to read “the library foundation paid to put this book into schools...” A Motion to approve the December 6, 2007 minutes as modified was made by Bonnie Thoreen and seconded by Gail Haar. The Motion passed unanimously.

6. APPROVAL OF CONSENT CALENDAR:

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

7. CORRESPONDENCE:

No correspondence.

8. ADMINISTRATOR REPORT:

A. NSCLS UPDATE

Ms. Milliron referred the Board to the administrator notes included in the meeting packet. Ms. Milliron reported that the NSCLS office in Willows is finally closed! She noted it was quite a push as the office had been in the same location for 30 years. North Bay took quite a bit of the furniture and replaced four of the office's six desks with desks that were truly designed to function with computers. The NSCLS Council voted to payoff their "side fund" with PERS so that they may move into the inactive pool.

B. MVLS UPDATE

Ms. Milliron reported that MVLS is running smoothly. The MVLS Council voted to change their bylaws to configure themselves more like NBCLS. Their Steering Committee will become an Executive Committee and the Council Chair will serve as the Chair of the Executive Committee. There are two separate chairs at the moment which makes for very duplicative meetings and some confusion about roles and responsibilities. By July, the Council and the new Executive Committee will move to a meeting schedule much like NBC's in that the Executive Committee will meet just prior to the Council on the same day. The group decided that if it works for NBC, it should work for them too. Combining the meeting dates will be helpful for the NBCLS staff as now we have at least 10 MVLS meetings per year and this change will cut the number in half. Also it helps as it brings operations between the two agencies into better alignment.

C. REFERENCE PROGRAM UPDATE

Ms. Milliron referred the Board to the Reference Coordinator's Report in the packet, which also includes a 6 month detailed report of the question handling for NBCLS. Question handling for all eight systems continues at a steady pace, but PLS is at a lower rate than last year as they are sending half of their questions to MCLS. The staff continues to receive compliments and praise on the quality of their work. It was noted that the number of reference questions being referred is not very high; approximately 400 for the past six months. Discussion ensued.

D. SUPERSEARCH PROGRAM/URSA UPDATE

Ms. Milliron referred the Board to the letter from Gary Rautenstrauch, CEO of SirsiDynix. She noted that he did not provide a time line. There were no formal users group meetings at ALA, but several URSA directors from other states did make appointments to speak with Mr. Rautenstrauch and they also were not given a timeline. The resource sharing convocation in April is moving forward and will provide an opportunity for the Board to view other products. Ms. Milliron was encouraged to see the report from Tampa Bay Library Consortium; it appears their product is very stable and it's running with more than just the Dynix product. They anticipate bringing up the Innovative system in February. Discussion ensued. SirsiDynix needed to write eight messages for the CARL system and they are still working on writing the last two. Ms. Milliron noted that NBC will not hold an ILL meeting until this version works and there is actually something to share with them. Autographics, OCLC and SirsiDynix all have committed to attending the resource sharing convocation. Ms. Milliron noted that she needs contact information for CARL and Innovative representatives so they can be invited to the convocation as well.

E. LSTA UPDATE

Ms. Milliron reported that the ELF grant is probably going to be smaller next year, but will be ongoing. She noted that she did not submit any other proposals. MVLS submitted a proposal for Mono County Library to work with the Mono County hospital in Mammoth Lakes to use internet based video conferencing to provide health programming in the library. The grant is for approximately \$80,000 and will be for a two site operation.

F. WEB PAGE PROJECT UPDATE

Ms. Milliron reported that the MVLS and NSCLS web pages are up and that North Bay will be next. NBC staff are

undergoing web training and Ms. Milliron will now focus on pushing Cary Gordon to move NBC's page along. She stated that she is pretty happy with the functionality of the new websites.

G. DIANE OWEN'S RETIREMENT

Ms. Milliron reported that Diane Owens has been with NBC for approximately 24 years and is retiring March 28, 2008. Ms. Owens started out as bookkeeper and is currently the administrative assistant for the System. She works very closely with the County of Sonoma on the NBC financials and is essentially the County liaison. Ms. Milliron noted that Ms. Owens is a highly valuable employee and would like the Board to do a resolution to thank her for years of service and being such a valuable asset to the company. A Motion to direct Ms. Milliron and Sandy Cooper to draft a resolution commending Diane Owens on her retirement was made by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously.

Ms. Owens last day will be March 28th and an open house will be held in the Forum room at the Central Branch of the Sonoma County Library.

9. ASSISTANT DIRECTOR'S REPORT:

A. NAPA CITY-COUNTY CONTRACT

Ms. Hector reported that she has been working with the Association for Rural and Small Libraries. She is currently the vice president of the association as well as the committee chair for the 2008 conference to be held in Sacramento September 19 - 21. She reported that she has received wonderful workshop proposals, but is currently looking for a keynote speaker for the conference. She asked the Board for recommendations. Ms. Hector also reported that 100 scholarships from the State are available for library staff to attend the conference. Discussion ensued. She noted that Susan Hildreth is very supportive in getting the association off the ground. The association is partnering with Web Junction. www.webjunction.org/do/Navigation?category=498 She asked the directors to please send some of their staff to the conference if possible.

Ms. Milliron noted that Ms. Hector is back from working in the Napa Library and she directed the Board to the letter of commendation that Ms. Hector received from Napa County. Discussion ensued.

B. LEGISLATIVE DAY APPOINTMENTS

Ms. Hector reported that she and Jennifer Baker met with Noreen Evans Area Director, Veronica Stone. Ms. Stone painted a very dire funding picture for the State. She seemed extremely interested in NBCLS. Ms. Stone also referred to non-profits throughout the meeting and wanted to know what the library systems were doing to help the libraries. Ms. Hector noted that it appeared Ms. Stone was not educated on library systems and sent her a packet about NBCLS. Sandy Cooper will write a letter to Noreen Evans.

It was reported that many directors met with Assemblyman Jared Huffman and that there was a large attendance.

10. AUDIT 2006/07:

Ms. Milliron reported that the Steering Committee moved that the Board accept the audit. The Motion passed unanimously.

11. PRELIMINARY BUDGET 2008/09:

Ms. Milliron noted that the FY 2008/09 preliminary budget was in the packet. NBC's revenue will be much less this upcoming year due to the reduction in State funding as well as less revenue generating from the PLS contract. Ms. Milliron has noticed a reduction in the number of reference questions coming from PLS and will decrease their fees on their upcoming contract renewal. Reference revenue was discussed. The State gives \$90,000 to NBC and NBC needs to pull \$30,900 from the reserves to balance the reference budget. Upon reviewing the Reference Coordinator's report, it showed that NBC's reference department answered 489 questions during the last 6-month period.

The Steering Committee recommends that a special budget sub-committee consisting of Ann Cousineau as Chair, Bonnie Thoreen and Gregg Atkins look at the full budget and return with recommendations. The Motion passed unanimously. The sub-committee will also consult with other constituencies such as the Reference Committee

Ms. Cousineau noted that taking money out of reserves to balance the budget bothered her. She also was concerned that Ms. Milliron said in her report to the Steering Committee that NBC should abandon looking for a new office. Ms.

Cousineau feels now is the time to look at everything: SuperSearch, office space, reference. Gail Haar thinks it's a great idea and the reference issue is what all libraries are facing.

Ms. Milliron noted that in terms of databases, there is another important discussion that needs to be held. Part of the reference program is database negotiation. Ms. Cousineau noted that SNAP is currently reviewing their database usage levels and plans on holding a serious discussion in April on whether to continue spending \$500,000 on databases that aren't being used. MARINet is looking at front end programs that will help increase database usage among their patrons. Sonoma is looking at collection management and the role of reference with their patrons. Marin County has noticed that database usage has plummeted in the past six months. Mill Valley had a demonstration of Aqua Browser, where they point out that the world has been google-ized and that this is what the patron now wants when searching for information. Discussion ensued.

12. POLICY ON EMPLOYEE USE OF PERSONAL VEHICLE:

At the last Board meeting, the Board authorized NBCLS to pay an employee's insurance deductible for an accident that happened while the employee was on NBCLS business. Upon checking with the Sonoma County Library insurance agent, he confirmed that coverage cannot be purchased in California for personal auto use unless the agency owns other vehicles. His recommendation is to implement a policy that explains to employees that when reimbursed for mileage, they are also being compensated for operating their vehicle, including insurance. And further that they are accepting the fact that in the event of an accident, the employee's personal insurance would be responsible for repairs, etc. NBCLS does have liability insurance in the event that someone sued NBC if involved in an accident with an employee. Discussion ensued. Ms. Milliron was directed to create a policy that clearly states that the employee, in receiving reimbursement for their mileage at the IRS rate, is covered for their personal insurance costs, gas and wear and tear on their car. Discussion was held on past precedent. This policy will become part of the employee handbook.

The Board asked Ms. Milliron to bring back a formal policy to the next meeting. Ann Cousineau suggested increasing the amount of liability coverage for North Bay should an injured party sue NBC. The current amount is \$3 million dollars.

13. JOINT STEERING COMMITTEE MEETING:

Sandy Cooper reported that it was a very good meeting and that representatives from all three systems attended as well as three representatives from the State Library. Maureen Sullivan was a great facilitator and there were very positive results on merging. Ms. Milliron passed out notes from the meeting as well as the preliminary action plan.

There was a surprising consistency in benefit concerns that came out of each group. Initially, the merger might involve MVLS and NBC with North State possibly coming in at a later date. Ms. Cooper noted that the Steering Committee would like to fully discuss the meeting and answer any questions the Board might have regarding merging. Mr. Atkins reported that with the white paper that is available, they had an opportunity to see what the four Bay Area systems have been doing for the past 15 months as they have also been exploring finding a more efficient way of providing services. The meeting notes were discussed. Ms. Milliron also asked the Board if they thought NBC had adequate staffing levels for three systems. She wants to make sure that the Board receives the level of service that they expect. Another area to look at is for NBC to have a more robust financial management capability.

A follow up meeting is being planned for the end of March or early April. The meeting will be held in the North State area. Two representatives from North State did attend the last meeting and thought there might be some resistance from their Council.

The follow up steps and timetable were discussed. Ms. Milliron has been directed to research CLSA requirements regarding merging and will speak with an attorney to explore the financial and programmatic implications of a merger.

A Motion asking the Board to approve the merging of systems and authorize the Steering Committee to take appropriate action to move the merger forward was moved by Danis Kremeier and seconded by Ann Cousineau. The Motion passed unanimously.

14. RESOURCE SHARING CONVOCATION:

Ms. Milliron reported that due to the involvement of the State library wanting to make the convocation a bigger event, pushing the meeting forward has been difficult at times. MVLS and MARINet would like to move forward and have

invited five vendors to a one day event on April 17th at the Sacramento Public Library. There will be two wired rooms so members can move between the two to keep the demonstrations moving. Each vendor will have one hour to demonstrate products. The Committee for setting the agenda will meet next week via email. Ms. Milliron will ask for a \$500 donation from each vendor to help underwrite the costs for this meeting since there is no State funding. A block of rooms will be reserved in Sacramento for system members who want to stay over after legislative day to attend the convocation the following day. It was noted that it would help if the participants had a checklist to take to each vendor demonstration.

The Board acknowledged the letter written by David Dodd from MARINet that was included in the Board packet. David Dodd noted that he has the checklist that MARINet used when interviewing vendors and he will forward this to Ms. Milliron for the convocation. Ms. Milliron noted that she will send an invitation to 49-99 and San Joaquin to attend the convocation as well.

15. SPRING MEETING WITH SAB, FRIENDS, COMMISSIONERS AND TRUSTEES:

Typically the meeting is held in May at the Upper Valley Campus of Napa Valley College. The Board debated if the meeting should be held in conjunction with the Board meeting, if it should be held separately or if it even should be done at all. NBC receives \$600 in SAB money from the State and then NBC underwrites the rest. Discussion ensued. It was decided that the meeting would be held on May 1st and that it would just be a Board meeting at the Upper Valley Campus of the Napa Valley College with lunch at the culinary school afterward.

16. BOARD MEMBER ITEMS:

Sandy Cooper reported that with the departure of the adult services coordinator, Sonoma County Library is taking a hard look at collection policies and procedures. The Library is embarking on an effort to update the interiors of all their branches while moving toward patron self-check. Their goal is 100% patron self-check. The branches are being renovated sequentially with the first library being Sonoma. The Sonoma City Council donated \$200,000 to the Sonoma Branch for an HVAC system and the renovation of their parking lot.

Danis Kremeier reported that this is her 19th day on the job with Napa City-County Library. She will have more to report at the next meeting.

Bonnie Thoreen reported that Napa Valley College's bond measure failed by about 4%; they needed 55% support. She is unsure of what's going to happen with the building plan now. They had received \$17 million from the State and needed to match that amount. The college is \$70 million short for all projects on campus. Ms. Thoreen asked the directors for their retention policies on their back issues of periodicals. Solano County is one year plus current and Dixon Public is two years. Discussion ensued.

Ann Cousineau reported that Solano County is getting ready to conduct a customer satisfaction survey, similar to the one Marin County just completed.

Diane Smikahl reported that the basement project is ongoing at the Benicia Public Library.

David Dodd reported that construction is ongoing at the San Rafael Public Library, but that the new windows look great.

Anji Brenner had no report for Mill Valley.

Gail Haar reported that the Marin County Board of Supervisors met last week and placed the library at five in their list of top 15 priorities. The Board needs to whittle down the list to 8 and the library will continue to lobby to be kept on the list.

Jennifer Baker reported that St. Helena Public Library's annual report will be given to her City Council next Tuesday. The bylaws for the library foundation are ready and her library's remodel proposals are due tomorrow.

Gregg Atkins reported that he is going to a meeting at City Hall that will include representatives from Solano County regarding a joint project involving the Dixon Public Library. Solano County needs to replace its 1923 vets hall and Dixon wants a new library. Although Dixon currently has a proposal for new library building set in a new park, a joint use facility of some kind on a piece of land that Dixon wanted to buy but couldn't, across the railroad tracks of old town,

is appealing.

17. ANNOUNCEMENTS:

None.

18. NEXT MEETING:

The next meeting will be held Thursday, May 1 at the Upper Valley Campus of the Napa Valley College library in St. Helena.

19. ADJOURNMENT:

There being no further business, the meeting was adjourned at 12:09 p.m.

Annette Milliron DeBacker
Clerk of the Board
February 7, 2008