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 Gregg Atkins presiding. The meeting convened at 10:35 a.m.

### ROLL CALL:

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<td>Travis Air Force Base - Mitchell Memorial Library</td>
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<td>Woodland Public Library</td>
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<td>NBCLS/MVLS System Headquarters - Secretary</td>
<td>Kelli Logasa</td>
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2. INTRODUCTIONS:
Introductions were made.

3. PUBLIC INVITED TO ADDRESS BOARD:
None.

4. APPROVAL OF AGENDA:
A Motion to approve the agenda was made by Ann Cousineau and seconded by Kathy Jansen. The Motion passed unanimously.
5. APPROVAL OF 2/01/07 MINUTES:
A Motion to approve the minutes was made by Janet McCoy and seconded by Ann Cousineau. The Motion passed unanimously.

6. APPROVAL OF CONSENT CALENDAR:
Ms. Milliron noted that the FY 2007/08 budget was based on the first three quarters of the year, so when the Board motions to approve the budget, they need to leave some flexibility for changes. A Motion to approve the Consent Calendar was made by Sara Loyster and seconded by Kathy Jansen. The Motion passed unanimously.

7. CORRESPONDENCE:
Ms. Milliron passed around the correspondence folder that contained the Sonoma County Treasurer's quarterly report. She noted that after fees, NBCLS earned 4.8% interest.

8. ADMINISTRATOR REPORT:
A. NSCLS UPDATE
Ms. Milliron reported that North State is making real progress. She had a very positive discussion with North State’s Budget Committee in March and they are now exploring ways to close their headquarters office and relocate the staff. It’s possible that the bookkeeper can be housed at the Willows Public Library and possibly move the video collection to Butte Community College, that just went through a major remodel. Ms. Milliron and Ms. Hector have planned a site visit to see if the space would be adequate to house the collection. The Budget Committee are considering a moving both the staff member and the collection to the college this July. By closing the NSCLS headquarters office in Willows, the System would save approximately $12,000 a year. Discussion ensued.

Ms. Milliron reported that both the Reference and Budget Committee have concluded that it makes sense to contract with NBCLS for reference services next year. Currently North State has one reference person on staff and that person is only available from 3 p.m. to 5 p.m. daily, so the number of reference questions has dropped dramatically. Since their reference numbers are so low, Ms. Milliron proposes that NBC charge a flat fee of $20,000 and encourage them to send as many questions as possible in order to get their reference program going again. She based the fee on 1.5 hours/per NBC staff person per question. She noted that under their current arrangement, they are spending $200/question. Ms. Milliron feels that North State is heading in the right direction in getting their reference services back on track. North State did not fill their Reference Coordinator position upon advisement from the State Library to leave it open until a direction for System reference programs had been determined by the State Librarian. Ms. Milliron recently learned that NSCLS has been paying for the fax lines in all of their member’s libraries. Stopping this practice will also save the System money. Discussion ensued.

Pat Wagner has been hired to facilitate a strategic planning session with the North State Council on May 30th. Ms. Milliron expressed her hopes that with so many new directors on the Council, they will be able to come up with a new direction and services for the System.

Ms. Milliron was asked if she received any feedback from the NSCLS Council on the letter that the NBC Board sent regarding expectations; giving them a break on their contract fee this year, but will be expected to pay their share next year. Ms. Milliron believes that that the letter might be what spurred the Council to make the changes in regard to contracting with NBC for their reference services and closing down their headquarters.

Ms. Milliron has been notified by the State via a letter that TBR funding for North State’s video collection is probably going to stop. She will discuss it with the Council at their meeting, next Friday, May 11th. Susan Hildreth also plans to be at the meeting and will hopefully address this issue as well.

B. MVLS UPDATE
Ms. Milliron reported that the CalCat project is progressing. A demo of the CalCat system is in process at Placer and El Dorado County. The demo is for allowing patrons to use EZProxy, which will allow them to sign in to CalCat and be authenticated in order to get access to their library records. This project was in conjunction with the joint website
redesign project and Cary Gordon added this piece to MVLS portion of website at their request. Ms. Milliron reported that Cary Gordon is also in the process of compiling MVLS email Listserv for delivery, reference, ILL and children’s services.

Ms. Milliron reported that MVLS is in the midst of their workshop season. Three workshops have already been held and three more are scheduled; May 18th, June 1st and June 15th.

NBCLS is receiving more reference questions from MVLS as Joe Cochrane has been attending the reference committee meetings, which always helps in drumming up questions. David Dodd noted that having Mr. Cochrane attend reference meetings really brings reference back to the forefront. The Reference Committee has selected a database they would like to purchase Ebooks, which is a Gale product. Mr. Cochrane is currently working on the price.

C. LIBRARY OF CALIFORNIA MEETING REPORT

Ms. Milliron noted that she walked out of the Library of California Board meeting with more questions than answers. She referred the group to the slides that were included in the meeting packet and called their attention to page 33 of 65 in the Board meeting packet, which is the current funding snapshot and potential of reallocation. She noted that the local money was included in that snapshot. Discussion ensued. Ms. Milliron believes there will be a LSTA grant which will most likely be given to MCLS. Ms. Hector attended a meeting in Los Angeles where it was pretty much announced that MCLS was going to receive a grant to help shape the statewide reference program. At their meeting earlier in the morning, the Steering Committee made a recommendation to the Board to have Ms. Milliron write a letter on their behalf that stresses NBC as a system is satisfied with our reference approach and program and that NBC is willing to be an active participant in the next steps in the development of a new reference model. It was noted that the letter will be addressed to the Library Board so it will become part of the record. Further discussion ensued. Gregg Atkins stated that NBC needs to relay our concern while also stating a claim that NBC wants to move forward. The next State of California Board meeting is August 8th and 9th in Sacramento. Mr. Atkins noted that it would be great for some of the NBC directors to attend that meeting and ask the tough questions.

Ms. Milliron noted that the lease on the System’s offices is good through December 2008 and that will get us through the next fiscal year, but the Council will need to make some decisions regarding staff size. NBC might need to increase their staff and therefore their office space or the opposite; shrink their staff and their office space. Without direction from the State on the reference program, NBC won’t know which direction to go when the lease comes up for renewal. Ms. Milliron also noted that when the NSCLS headquarters closes, she would like to store their files at NBC in order for easy access. She also asked if the Council would be interested in relocating NBC headquarters from Sonoma County, noting that NBC was in the Vallejo-Fairfield area at one time. Discussion ensued.

D. REFERENCE PROGRAM UPDATE

Ms. Milliron referred the Board to the Reference Program Report that was included in the Board packet.

E. SUPERSEARCH PROGRAM UPDATE

Ms. Milliron referred the Board to the SuperSearch Program Report that was included in the Board packet.

F. URSA 4.0 UPDATE

Ms. Milliron reported that since SirsiDynix has been taken over by their new investment group, there has been very little to no communication regarding URSA 4.0. A startling announcement was sent out in March that the firm would maintain the Horizon platform for a number of years but that Horizon wouldn’t undergo any further development and would eventually sunset. This is a concern as Horizon and URSA share some common software. Ms. Milliron sent a letter as soon as the announcement came out and has not received a response so she believes it is time to explore other software alternatives. She will look for other vendors that provide this service. OCLC does have a product but it just sends the request to the ILL Department and does not have the back-end piece finished; it doesn’t place holds, do a bib record, check the book out. Ms. Milliron asked the Directors to let her know if they plan to attend the ALA Conference as she would like to coordinate a demo for them with the OCLC product. If the product looks good, then a demo can possibly be arranged at a future Board meeting. She noted that there will be more to talk about after ALA conference but that she doesn’t know the pricing of other products because NBC has never had to price them. NBC’s reserve is still at $500,000 so if we need to make a software change, we do have the funds to do so. Ms. Milliron noted that NBC hasn’t paid the URSA support fees in three years due to their failure to
deliver. Ms. Milliron and Ann Amman, the SuperSearch Program Manager, have a conference call scheduled with Tampa Bay Library Consortium in mid-May to see how URSA 4.0 has been working for them. Discussion ensued.

G. LSTA UPDATE
No update.

H. WEB PAGE PROJECT UPDATE
Ms. Milliron reported that the web page project is well underway. Cary Gordon did have to take a hiatus from the project in order to teach for the State Library and this past week has been working in Sacramento with the library grant people. He projects that the web page project should be done by the end of June.

9. INQUIRY FOR POSSIBLE MANAGEMENT SERVICES FOR 49-99:
Gregg Atkins reported that NBC received a RFP from 49-99 for fiscal and administrative services, similar to what we provide to NSCLS and MVLS. The Steering Committee and Ann Cousineau met with four representatives from 49-99 in Fairfield to discuss their needs. The 49-99 group was surprised that NBC was not leaning towards accepting the RFP and that NBC wanted more information before making a decision. One of NBC’s requests was to review 49-99’s audits for the past few years. The Steering Committee held a conference call with Ms. Milliron and learned that 49-99 wasn’t able to find their past audits and was therefore unable to provide them to NBC for review. Additional conversations with people at the State Library led Ms. Milliron to recommend to the Steering Committee that NBC should decline the RFP. Ms. Milliron has since called 49-99 and declined. She noted that they were disappointed but not surprised. Debra Wexler, a 49-99 Director, asked for advice from the NBC Steering regarding how they can present themselves better to prospective systems. She asked for three things that made NBC turn down their offer. At their morning meeting, the Steering Committee determined that the following three things would help 49-99 present themselves in a better light:

- Financials – the System audit needs to be available for access so the directors need to find 49-99’s audit records
- Organizational dynamics
- 49-99 needs to formulate a strategic plan to decide their direction and what services they want to offer

Since that phone conversation, Mr. Atkins and Ms. Milliron have heard news that leads them to believe that the 49-99 System is dissolving. Mr. Atkins spoke with a colleague in Merced County who said that Merced County Library is wishing to move to SJVLS. The three northern counties in 49-99 are also talking about moving to MVLS. Ms. Milliron stated that no one has contacted her regarding moving to MVLS as of yet. Stockton/San Joaquin Valley Library is also talking about moving to BALIS. Ms. Milliron spoke with Gerry Maginlity and Tom Andersen at the State Library and they indicated that they were not surprised that NBC turned down 49-99. They reported that the State is probably going to write a letter to the City of Stockton stating that they will try to obtain a fiscal agent for them for one more year, thus giving them the opportunity to make real plans. After that year, if there isn’t a plan, then there won’t be any more State money.

It was noted that no action was need by the Board as this was information only as the Board had previously given the Steering Committee the authority to deal with the request.

10. PLAN OF SERVICE FOR FY 2007/08:
Ms. Milliron referred the Board to the Plan of Service document included in the Board meeting packet. The State Library has asked the systems to submit an additional reference piece using the same budget request format to define how the System spends its local money therefore NBC needs to delineate how it spends $107,765 in local money. The Steering Committee’s recommendation to the Board is that we designate the reference coordinator position and part of the reference librarian position. This will demonstrate to the State Library that if the money is pulled from the systems and reallocated, then that is where NBC would allocate their local money. Discussion ensued.

Ann Cousineau requested that under the Description of Service Area, #3, Ethnic Services, the sentence that says Solano County has a large Tagalog collection be removed.

It was noted that Inland Library System returned their SAB money to the State Library. Discussion ensued.
It was suggested that the objectives of the SAB on page 60 of 65 in the Board packet, be changed. It was noted that the objectives are unrealistic. State law states that the SAB must review and contribute to the plan of service. Ms. Milliron noted that we do send out the Plan to the SAB and ask for comments. The same is also true for the annual report; it is sent out and the SAB are asked for comments. Ms. Cousineau stated that NBCLS should note a more realistic objective such as to review the usefulness of the SAB with the State. Discussion ensued.

A Motion to adopt the FY 2007/08 Plan of Service with the caveat that the Steering Committee work with Ms. Milliron to retool the SAB section to make more realistic objectives was made by Ann Cousineau and seconded by Sandy Cooper. The Motion passed unanimously.

11. DELIVERY CONTRACT FOR PERIOD JULY 1, 2007 – JUNE 30, 2010:
Ms. Milliron stated that the delivery contract was up for renewal so she had placed it out to bid. A RFP was posted on ABAG, which is the association of bay area government agencies websites. She also sent out RFPs to delivery contractors that have contacted NBCLS in the past. NBCLS received a bid from Xcelerated Xpress courier as well as from our current vendor, Sprint. Sprint is the lower of the two bids by about $10,000. Ms. Milliron noted that there is a difference in operation between the two companies that submitted bids. Xcelerated Xpress uses contract drivers so they don’t hire drivers employees and the drivers use their own vehicles for delivery. Discussion ensued. Ms. Milliron noted that NBC has become quite complicated in our delivery routing system and it would be very difficult for a new company to come in and take over the routes. She noted that in the future, it might be wise to have prospective courier service vendors do a ride-along prior to submitting a bid so they can have a better understanding of our courier routes and what they would be bidding on.

Ms. Milliron noted that there has been some concern from member libraries that Sprint was overreaching their limits. Staff from libraries had reported that some of the Sprint delivery trucks were unsafe. Ms. Milliron met with Frank, the owner of Sprint and reviewed their vehicle safety and maintenance records. She made photocopies of the records and confirmed that Sprint does perform regular maintenance on their vehicles. The one truck that was in question was one of their older trucks and has since been replaced. She did take a picture of it in case we ever had an issue with that vehicle. Ms. Milliron stressed that Sprint has always been very responsive with any issue we bring to their attention.

Ms. Milliron reported that this is a three year contract and that the contract will increase annually using the Bay Area’s annual CPI. There is also a fuel surcharge included in the contract in case the price of gas increases past a certain amount, NBC will need to pay a certain percentage. Ms. Milliron noted that she had estimated that delivery would cost approximately $35,000 and Sprint’s bid came in at $36,102. At their last meeting, the Board had directed the Steering Committee to evaluate the bids and select the delivery vendor. The Steering Committee recommends that NBC accept Sprint’s delivery bid and that the three-year delivery contract be awarded to Sprint.

12. MOVE TO CLOSED SESSION
The meeting moved to closed session at 11:20 a.m.

13. MOVE TO OPEN SESSION:
The meeting reconvened to open session at 11:25 a.m. Mr. Atkins announced that no action was taken during the closed session.

14. PRELIMINARY BUDGET FY 2007/08:
The preliminary budget for FY 2007/08 was discussed. Ms. Milliron noted that she didn’t put any grant money in the budget. She noted the Early Learning with Families (ELF) grant will be awarded to NBC and that she did include the $21,700 fiscal agent fee that we were told we would get in the budget. She stated that it appears that NBC won’t need to take anything from reserves to balance the budget. Ms. Milliron stated that approximately $82,000 will need to roll forward into some of the funds for next year.

The Steering Committee recommends full approval of the budget to the Board.
Ms. Milliron reported that she was notified yesterday that Travis Air Force Base Library would like to drop their SuperSearch piece. Their contract does require a 6-months notice for withdrawal from the program. She noted that their price went up $190 over last year and that they are currently charged $2 for delivery. Discussion ensued. NBC Bylaws were discussed. The Board noted that the membership fee schedule and the budget should be kept the way it is and if things change, Ms. Milliron can go back and modify it, as needed.

A Motion to approve the FY 07/08 budget was made by Ann Cousineau and seconded by Sandy Cooper. The Motion passed unanimously.

15. BOARD MEMBER ITEMS:
Gregg Atkins reported that the Dixon Public Library District is close to an agreement with the City of Dixon to build a new library in a new city park that is under consideration that will also include a new community center. The master plan, which includes the library, still needs to be approved, then the planning can start. He anticipates that an architect will be hired jointly to design both the library and the community center. Mr. Atkins noted that the library will hire a project management firm and if Dixon’s timeline matches the library’s, then the project can be done together. The Board thanked Mr. Atkins for his serving as the System’s Board Chair. Mr. Atkins noted that it was a pleasure to serve as Chair and that he really believes in libraries and systems working together. He stated that he had the pleasure of working in both the PLS and NBCLS systems. Sandy Cooper is the incoming Board Chair and will be approaching members of the Board to find a Board Vice-Chair.

Sandy Cooper noted that the Sonoma County Library been in the Press Democrat a lot the past few months. She reported that the library has 3 new library commissioners out of the 7 original members. Discussion ensued.

Diane Smikahl had no report.

David Dodd had no report.

Ann Cousineau reported that Solano County Library has started on a joint project with the County to build a new school library.

Larry Hlavas had no report.

Janet McCoy had no report.

Katy Curl has no report.

Bonnie Thoreen reported that she was in the process of selecting furniture for the new library building at Napa Valley College. She asked for feedback from other directors that have experience with furniture vendors. Ann Cousineau stated that she will contact Ms. Thoreen to discuss her experiences with furniture vendors.

Angie Brunton reported that she will officially retire as of June 1st.

Sara Loyster had no report.

Kathy Jansen reported that Lake County is looking to fill the new created Assistant Library Director position at her library. Ms. Jansen stated that she plans to retire in December 2008 so a person in this position could potentially take her place as Director. She discussed the benefits of living in a small town. Ms. Jansen stated that she would be happy to answer any questions regarding the new position so any inquiries can be directed to her.

Mel Lightbody reported that the Fort Bragg Library will reopen their newly renovated facility on June 19th. She noted that the Fort Bragg collection has been in a temporary facility since last fall. Ms. Lightbody reported that her Board has advised her to start planning a new main library in Ukiah.

Paul Miller of Woodland Public Library thanked the Board for the invitation to the Annual Trustees and Commissioners
Luncheon. He noted that it was nice to observe NBC's Steering Committee and Board of Director's meetings. He reported that Woodland had an issue on their ballot for ½ cent sales tax and that voters overwhelming voted to tax themselves to renovate and expand the Woodland Library. He noted that this was a local example of how voters are willing to spend money for libraries. Discussion ensued.

Anji Brenner had no report.

16. ANNOUNCEMENTS:
None.

17. NEXT MEETING:
The next meeting will be held September 6, 2007 at a location to be determined.

18. ADJOURNMENT:
There being no further business, the meeting was adjourned at 11:40 a.m.

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Annette Milliron DeBacker
Clerk of the Board
May 3, 2007