

NORTH BAY COOPERATIVE LIBRARY SYSTEM  
Board of Directors Meeting  
January 6, 2000

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Napa Valley College Library in Napa, California with Chair Vaughn Stratford presiding. This meeting convened at 10:35 a.m.

ROLL CALL: Bonnie Thoreen, Napa Valley College Library  
Carol Starr, Marin County Free Library  
Vaughn Stratford, San Rafael Public Library  
Catherine Blumberg, Mill Valley Public Library  
Clayla Davis, St. Helena Public Library  
Ann Cousineau, Solano County Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Tom Trice, Napa City-County Library  
Angela Brunton, Sonoma Developmental Center  
Adu Worku, Pacific Union College Library  
Mary Richardson, Sausalito Public Library  
Roger Pearson, Sonoma County Public Library

ABSENT: Will Baty, Plover Library, Santa Rosa Jr. College  
Joe Green, Richmond Public Library  
Rita Bhatia, Mitchell Memorial Library, Travis AFB  
Peggy Rhoads, Mendocino County Library  
Susan Hagius, Sonoma State University Salazar Library  
Sara Loyster, San Anselmo Public Library  
Monique King, Benicia Public Library  
Connie Pearson, Rancho-Cotate High School  
Kathy Jansen, Lake County Library  
Roberto Esteves, San Francisco Public Library  
Leeni Balough, Kaiser Permanente Medical Library, Santa Rosa,  
John Wagstaff, Solano College Library

ALSO PRESENT: Annette Milliron, North Bay Cooperative Library System  
Diana Paque, California State Library  
Chris Berger, California State Library  
Ira Bray, California State Library

INTRO- DUTIONS: Everyone introduced himself or herself to attending guests. The public was invited to address the Board. No public in attendance.

APPROVAL OF THE AGENDA: Ms. Milliron wanted to discuss with the Board under Administrator's Report any event they might want to plan to celebrate the 40<sup>th</sup> Birthday of NBCLS in April. Ann Cousineau made a motion to approve the agenda. Debbie Mazzolini seconded. Approval of the Agenda as amended passed unanimously.

APPROVAL OF MINUTES OF 11/4/99: There were two corrections to the Minutes of 11/04/99. Jim Dawes name was corrected to Jim Dawe, and Lena Porter's name is spelled Lana. Ann Cousineau made a motion to approve the 11/04/99 Minutes as corrected. Debbie Mazzolini seconded. Approval of Minutes passed unanimously.

APPROVAL OF CONSENT CALENDAR: A motion to approve the Consent Calendar was made by Bonnie Thoreen and seconded by Angie Brunton. The motion passed unanimously.

CORRESPONDENCE: No Correspondence was discussed or distributed.

LEGISLATIVE UPDATE: Ann Cousineau reported that there was not a lot of new information since the Board's last meeting. The Legislature Committee's first meeting of 2000 is January 7<sup>th</sup>. Senator Tim Leslie is taking up the mantle to try to do more research on Internet usage by volume. Some language will probably be introduced into the PLF on maintenance efforts so that those jurisdictions that have gone out and raised additional dollars through sales tax initiatives, etc, will be held harmless in terms of losing PLF.

There is a focus on the Prop 14 campaign now. Every public library director has received a campaign starter kit that includes information about the structure of the campaign, a political campaign fact sheet to distribute to people, a remit envelope, various ballot arguments and rebuttals, and supply order sheets. Another mailing will be going out to public library directors soon that will build on that kit, giving information on how to set up library tables, editorial boards, endorsements, sample letters, Dear Library Supporter letters, and a polling summary. The campaign is struggling for money. Endorsements are starting to come in. They are looking for broad-based support.

LIBRARY OF CALIFORNIA UPDATE: Diana Paque gave some updates on the Library of California. Library of California was given money initially for planning, and regions had been conservative in spending and in their requests for planning money. At this point there is somewhere between \$7 - \$8 million dollars available for the planning phase. Two RFA's were put out for these funds. One is a request for additional planning money for planning regions for things like facilitators or attorney fees. The second area they are concentrating on is the area of projects that could promote the development of services and service plans within a region and projects that would promote the diversity of libraries within regions. The only limitations are limitations within the law that require that the activities be in telecommunications, infrastructure, ILL, statewide information databases or network development. The packet went out December 21<sup>st</sup> to each regional contact. Applications are due by January 21<sup>st</sup>. There will be a meeting of region representatives on January 28<sup>th</sup> at the State Library to answer any questions. RFA's that are ready will go to the Library of California Board in February and others needing more work will go to the Board in April. If Region 2 and Region 8 go together, there is funding available to cover the additional expense. The Library of California Board is intent on getting networks developed and on board as soon as possible as future funding depends on actual networking projects achieved.

Vaughn Stratford summarized information about what is happening with Region 2. He reiterated that there is a distinction between the Region 8 planning group and the NBCLS Board. He asked Liz Gibson about the decision to dissolve Region 8 as a planning group and he asked for direction from her. He was advised to inform as many libraries in Region 8 as possible of the decision and to invite

comments, concerns, opposition, attendance at Region 8 meetings. He also asked about NBCLS' role as fiscal agent for Region 8, and what actions needed to be taken in that regard. She advised that the state would take action based on how the planning went between the two regions. NBCLS does not own the money. The Library of California Board will make the decision about what to do with the money, and it may be moved to PLS. Liz also suggested swift movement on the planning issue. Diana Paque mentioned that the NBCLS Board only has a role in the issue of SuperSearch because NBCLS owns it. If there is an intent to ask for additional funding for SuperSearch as a Library of California project to encourage more libraries to participate, an action would have to be taken by the NBCLS Board.

Debbie Mazzolini gave an update on Region 2 meetings. The next big meeting is January 21<sup>st</sup>. She has not been as involved with Region 2 lately. Most work over the past two months has been done through subcommittees, of which she is not participating. Roberto Esteves was hired as a consultant to Region 2 to develop a plan of service for network grant. Linda Crowe had put together a proposal to seek additional planning money to be used primarily in the current Region 8 area to expand outreach and raise awareness and participation by those libraries. In this proposal North Bay would be the agent for conducting this work. Her draft proposal was distributed. NBCLS needs guidance and policy decisions to be made by the Board, as more work for NBCLS would result from this proposal. It was suggested that a decision be delayed until the January 21<sup>st</sup> meeting to see how Regions 8 and 2 will plan together. Someone could be hired to come in and do some of the work using the planning funds.

If SuperSearch is going to be expanded, a project request must be submitted. Linda is amenable to moving this forward as a Region 2 project. Petaluma High School, Medtronic/AVE, Pacific Medical, UCSF, Mt. Zion are possible target libraries. It could be a \$100,000+ project. She would also be seeking reimbursement to add licensing for Larkspur, MALC, and Richmond Public. Annette will check with John Wardell about interfacing with In-Magic. An application for Z39.50 grant applications for \$7,500 is ongoing now for all libraries. The application process has been simplified. Annette suggested looking at making this more of a Region 2 project rather than just a North Bay project. Would it be possible to merge the holdings of very small libraries on a system such as Dynix? Ann Cousineau moved to allow expansion of SuperSearch to include more libraries. Tom Trice seconded the motion. Motion carried unanimously. Cost would be between \$5,000 - \$10,000 each, plus additional costs for staff time, support and training. We have to make sure the amount we are asking for is adequate.

Bonnie Thoreen suggested a subcommittee to work on the needs of NBCLS in terms of Region 2 sub-committees for a grant proposal. Perhaps dialogue regarding SuperSearch expansion and reimbursement from CPS needs to be reopened. Raising the fee to recover what we are losing in commission could also be explored. The delivery cost could be added into the project cost. Delivery is a real sticking point on this and it should be added into the project costs. The subcommittee can be NBCLS members and Region 8 core planning group members. Annette will bring this up at the Region 8 planning meeting this afternoon.

Vaughn Stratford addressed the MARINet update. They had voted to support planning with Region 2. They support the core planning group decision.

There is no SNAP update. Speaking for Solano County, Ann Cousineau expressed enthusiasm for planning with Region 2.

Speaking from the perspective of the Library of California Board, Diana Paque said they would be asking Region 8 to submit a letter saying they are going to plan with Region 2. Region 2 will be asked to agree to assume the Region 8 libraries. A motion will be made at the Board's February meeting to move from eight regions back to seven regions. Then there will be a motion to deal with Region 8 funding.

2000/2001  
BUDGET:

This agenda item was discussed at the Steering Committee meeting in the morning. Annette mentioned there are two elements in the budget that are somewhat problematic: delivery costs and Supersearch costs. Delivery costs have increased significantly because of increased delivery. Mendocino County has increased to two locations five days per week. San Rafael and Napa City-County both have increased stops. The Steering Committee recommended covering a shortfall in two ways: \$7,000 currently used to fund two retired NBLCS drivers will no longer be taken from Communication and Delivery program. To cover the \$7,000 there would be a 5% increase in dues (\$125.00 for most members), and the other 5% would be taken from the NBCLS reserve fund. The Steering Committee had several other recommendations – one was an actuarial study to determine health benefit costs for NBCLS retirees so reserves could be held for that purpose, and also that PERS do an actuarial study to determine if retirement funding is at the right level.

The SuperSearch budget also came under discussion. Two years ago the Board approved a formula that would fund SuperSearch using supplements from the reserves and put onto self-sustaining funding based on usage. Usage was not that high in 98/99. Based on the first six months of this year, usage doubled. We need to look at if we want to continue supplementing from the reserves. Some expenses such as telecommunications and some staff costs could be put into a grant proposal to recoup expenditures. Either the formula needs to be reworked, or funds need to be taken from reserves for some of the costs. The Steering Committee did not have time to discuss this issue prior to the Board meeting. About \$40,000 would have to be taken from the reserves. SRJC is not willing to participate in SuperSearch at this point, although a license is being held for them. There was interest from SFPL for staff automation, but they are restructuring their department currently. A license is also being held for them.

Group consensus was that is more realistic to base the SuperSearch program cost on use for the first six months of FY99/00 projected for a twelve month period. Under the formula, Sonoma State University will not be charged as they are a truly net lender. A motion to recalculate the program cost based on FY9900 use and to have \$0 cost for Sonoma State University was moved by Carol Starr and seconded by Bonnie Thoreen. The motion passed unanimously. Bonnie Thoreen made a motion to supplement the program cost by approximately \$50,000 from reserves as needed based on grant funding. The motion was seconded by Ann Cousineau. The motion passed unanimously.

Ann Cousineau moved to adopt the preliminary NBCLS budget with the following changes: remove \$7,000 CLSA revenue from the Retirees Program; apply the \$7,000 CLSA revenue to the Communications and Delivery Program; raise membership dues 5% and apply the revenue to the Retirees Program; take the remaining amount to equal \$7,000 to fund the Retirees Program from the reserves. Additionally, direct Ms. Milliron to request an actuarial study from PERS to determine the cost of fully funding all retirement benefits for current retirees and all vested employees, should NBCLS cease operation. Also, direct Ms. Milliron to request quotes for an actuarial study to determine the cost of fully funding health insurance benefits for all retirees. Bonnie Thoreen seconded the motion. The motion passed unanimously.

Bonnie Thoreen requested a review of the dues structure at the next meeting. The spread in cost between small and large libraries isn't very much. The issue could be studied in FY2000/01 for implementation in FY2001/02. The topic will be placed on the March meeting agenda.

Each library will receive written notification about the revised membership dues, SuperSearch, and Delivery Program costs within a few days. Juvenile Review Pack Program costs will be sent out to participants once the budget survey information is completed.

NBCLS  
TECHNO-  
LOGY PLAN:

Rather than target individual items for discussion at each meeting, it was decided to have a sub-committee review the list and prioritize the items for consideration at the March meeting. However, it was noted that Item #11 regarding the group purchase of databases should be discussed with Region 2. Joe Cochrane, Reference Coordinator, at NBCLS, is quite experienced at these activities. NBCLS could offer his services to Region 2. We would need to recover costs to cover his time involved in this type of project. Bonnie Thoreen volunteered to convene the sub-committee. Angie Brunton and Clayla Davis volunteered for the committee.

ADMIN-  
ISTRATOR'S  
REPORT:

Ms. Milliron asked for direction regarding the 40<sup>th</sup> anniversary of NBCLS in April. It was declared that there won't be any special activities, stickers, pins, etc. A commemorative cake will be served at the May meetings.

The Annual Trustees, Commissioners, and Friends meeting will be held in Marin County on May 18<sup>th</sup>. We will try for the Sausalito Yacht Club. Please send topic and speaker questions to Vaughn Stratford.

BOARD  
MEMBER  
ITEMS:

None reported.

ANNOUNCE-  
MENTS:

Marin County opened a new library in Stinson Beach on December 12<sup>th</sup>. The old building was 400 square feet. The new building is 2,400 square feet. The committee for the new building raised \$390,000. Marin also received a Gates grant.

Sonoma County Library received \$99,000 for E-rate reimbursement. Also county tax revenues are up 6% overall.

NEXT  
MEETING:

The next Board of Directors meeting will be held on March 2<sup>nd</sup>, at Santa Rosa Junior College, Petaluma Campus.

ADJOURN-  
MENT

There being no further business, the meeting was adjourned at 12:05 p.m.

