

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
March 2, 2000

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Santa Rosa Junior College Petaluma Campus in Petaluma, California with Chair Vaughn Stratford presiding. This meeting convened at 10:40 a.m.

ROLL CALL: Debbie Mazzolini, Belvedere-Tiburon Public Library
Monique King, Benicia Public Library
Kathy Jansen, Lake County Library
Francis Gordon, Larkspur Public Library
Carol Starr, Marin County Free Library
Catherine Blumberg, Mill Valley Public Library
Tom Trice, Napa City-County Library
Bonnie Thoreen, Napa Valley College Library
Sara Loyster, San Anselmo Public Library
Vaughn Stratford, San Rafael Public Library
Kathy McGreevy, Santa Rosa Junior College
Mary Richardson, Sausalito Public Library
Elizabeth Tsai, Solano Community College
Ann Cousineau, Solano County Library
Roger Pearson, Sonoma County Public Library
Angela Brunton, Sonoma Developmental Center
Susan Hagius, Sonoma State University Salazar Library
Clayla Davis, St. Helena Public Library

ABSENT: Peggy Rhoads, Mendocino County Library
Rita Bhatia, Mitchell Memorial Library, Travis AFB
Adu Worku, Pacific Union College Library
Connie Pearson, Rancho-Cotate High School
Joe Green, Richmond Public Library
Roberto Esteves, San Francisco Public Library

ALSO PRESENT: Valerie Hanson, Medtronic/AVE – Santa Rosa
Annette Milliron, North Bay Cooperative Library System

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

THE AGENDA Friends Luncheon, and D., System Advisory Board Workshop. A Motion to approve the Agenda as amended was made by Kathy Jansen and seconded by Ann Cousineau. The Motion carried unanimously.

APPROVAL OF Tom Trice made a Motion to approve the Minutes of 01/06/00. Bonnie Thoreen seconded.
MINUTES OF Approval of Minutes passed unanimously.
01/06/00

APPROVAL OF A Motion to approve the Consent Calendar was made by Ann Cousineau and seconded by Tom
CONSENT Trice. The Motion passed unanimously.
CALENDAR

CORRES- Correspondence was discussed and distributed by Ms. Milliron.
PONDENCE

LEGISLATIVE Ann Cousineau encouraged everyone to vote on March 7th. The Prop 14 campaign is going well with
UPDATE lots of good newspaper coverage. She is anticipating that it will pass. With regard to other Legislative activities, she encourages everyone to join as institutional members of CLA. Please put it in your budget for next year if you are not currently a member. The next projects to be taken up by the Legislative Committee are working on getting full funding for the Public Library Fund. It will be heard around April 25th this year. Another \$15.289 million dollars are needed. A harmful matter bill has been proposed that will require parents' permission for minors to check out videos that at NC-17 and above. Tim Leslie (representing Auburn, Placer and Truckee areas) continues to try to get us to filter out Internet terminals. Discussions on that issue continue. Refinements or amendments to Library of California legislation will be looked at so more time, energy and money is spent on services delivered to the public.

April 25th is Legislative Day. CLA will sponsor a group lunch. Ms. Milliron will make appointments with legislators and she will try to get a room for all appointments. Ms. Cousineau will try to do the Legislative wrap-up, or at least a temperature taking of how the visits are going at lunchtime. Most people are gone by the wrap-up at the end of the day.

PERS At the last meeting Ms. Milliron was instructed to request an actuarial study on PERS related to the funding of the program for retirees if NBCLS ceased to exist. This is a rare type of study for PERS. It will take some time, and it will probably be ready for the May meeting. She asked if someone from PERS could attend the May meeting to answer questions. The study they could produce in time for this meeting was to look at the current contract, which is 2% at 60. This is a study to lower retirement to 2% at 55. There would be no cost to NBC at this time as we are considered a super funded agency (assets over 1 million dollars). Any employer cost would be charged back against those assets. The contribution rate would increase if assets fell under 1 million dollars.

The Steering Committee reviewed this document and felt it appropriate to table it until the May

meeting when PERS people are actually present and both studies could be considered at the same time.

Ann Cousineau moved to table the study and put it back on the agenda for the next meeting. Tom Trice seconded the Motion, which passed unanimously.

Since we do not participate in PERS' medical plan, they are not able to conduct that study for us. Bob Shirell will prepare an estimate of the cost to prepare an actuarial study of health insurance cost for current retirees. He will have it ready for the May meeting. Carol Starr Moved to authorize the expenditure of up to \$1,000 for an actuarial study of health insurance cost for current retirees. If the cost does exceed that amount, Ms. Milliron is directed to contact the Steering Committee for further decision making. Roger Pearson seconded the Motion. The Motion carried unanimously.

DELIVERY
CONTRACT
FOR 2000/02

It is time to look at the delivery contract again. It doesn't look like there will be any funding for delivery programs through LOC until the 2001/2002 budget. For an RFQ, we need to look at the length of the contract. The recommendation from the Steering Committee was to perhaps break it up as a bid for a one-year, two-year and a three-year contract. Then we could choose from that what appears to be the appropriate length of term for the contract. There is an escape clause that requires a 60-day notification if we want to break or change the contract. Chances are we will get bids from three vendors: Marathon, Sprint (a break-off group of former Marathon employees), and Ms. Milliron will contact Tri-Core. They deliver for SSU and statewide, and have quite a good contract with the CSU system. The RFQ will be posted electronically on the ABAG Listserve to get it out to as many vendors as possible.

Please let Ms. Milliron know if you are anticipating any additional delivery stops within the next couple of years so costs can be accurately determined. Many unanticipated stops were added to the last contract with Marathon due to a high rate of resource sharing and addition of new members. Ms. Milliron will e-mail this request to any member libraries not in attendance today.

NBCLS
TECHNOLOGY
PLAN

Bonnie Thoreen, Clayla Davis and Angie Brunton reviewed the NBCLS Technology Plan, and found there was nothing insurmountable. Recommendations #'s 3, 4, 6, 7, 8, 5, 10 and 16 – the middle group — were things they felt they could just do at this point. 1 & 2 are related to the SuperSearch project. They thought they would wait to see what happens with the pending grant. Concerning items 9, 11, 14, 15, they felt these should be done at the state level, which will now have to be notified. Ann Cousineau complimented the committee on a great job. She asked if items 9, 11, 14, 15 should share a plan with Region 2. At the March 15th meeting there will be an opportunity for libraries to get together by type to discuss actions, impacts, etc. It would be good to share the technology plan with them, especially those particular items. It may be good to have this item pursued in the Region 2 Plan of Service.

We are receiving a planning grant. The LCD projector is in that grant. Ms. Thoreen has a great LCD projector that she will lend out if one cannot be purchased in time for the meeting.

LIBRARY OF
CA UPDATE

Debbie Mazzolini reported that the Library of California Board did approve the merger of Region 8 with Region 2. Golden Gateway is the new name of the Region. It signifies technology (Gateway computers, Gates marketing connection) as well as physical location. Region 2 has established its annual membership meeting date - it will always be the third Thursday of May. The first meeting will be held on May 18 from 10 – 12 at the Koret Auditorium at SFPL. There will be a

call for the election of the Chairman of the Council. The Chairman will then appoint nominating committees by library type to appoint the Executive Committee. It is a basic organizational meeting. Bylaws to set up the structure were presented at the last meeting. Membership will vote on the bylaws and then there will be call on the nomination of the Chairman.

The Library of California Board approved four million dollars in grants for the LOC. Region 2 applied for five grant applications. One is to give funds to North Bay (\$35,000) to increase staffing and support to get North Bay into the Regional loop. Another grant is for Electric Library for any member of Region 2. Another proposal is for training of school librarians. There is a grant to push Supersearch and expand it. There is a grant to bring people together to train them to start thinking in an entrepreneurial way and actually develop a business plan.

Steve Coffman, manager of FYI gave an interesting program at SFPL looking at how to create and automate the catalog for the LOC. He used Supersearch several times as a model of working resource sharing. There is talk in the Library world of a 24/7 interactive Reference program. Golden Gateway will be the test site for a direct loan study.

The resource library structure was discussed at the meeting. Special libraries with special collections (such as the patent library) were developing policies to allow Region 2 to incorporate special collections throughout the Regions. They can get special reimbursement even though they do not fit into the state bylaws as resource libraries. Non-library information providers can also fit into the structure as being a resource for the Region.

Ms. Milliron provided a Library of California Board update. The first round of the regulations is pretty much over. The Office of Administrative Law requested recommended changes to the Board, which were accepted. The Board cannot expend money until there are regulations in place. The major effect was that the OAL wanted to see tighter language. The regulations had initially been written to give more latitude to the Regions to do some of their own rule making. The second round of regulation writing will start as soon as the first set of regulations are completely approved by OAL. Under the guidelines, if an application is mentioned then it has to be included in the regulation. To avoid this complication, models for reports will be used. The regulation process has become a great deal more bureaucratic than it was when the CLSA legislation was passed in 1977. In terms of funding of the grants, up to \$4 million was approved for project and planning proposals that have currently been submitted. That amount exceeds the actual application amount by several hundreds of thousands of dollars. The idea is to encourage people to continue to apply for grants until the April 26th Board meeting. This leaves \$2.7 million dollars that still has to be spent by the end of the fiscal year or they will probably find themselves in the same position as last year. It wouldn't hurt to write a letter to the LOCB with some suggestions. Funds have to be encumbered by June 30th, but do not have to be spent by that date.

The new reimbursement rates for ILL (\$3.21) and direct loan (\$.63) were noted. This rate change has to get through the complete legislative process. The Governor finally understands that we need a rate increase, and we have to make sure no one takes it out of the budget process. Other good news is that based on the current projections, members are going to get a higher fifth payment on ILL reimbursement.

The State Board approved Larkspur Public Library's membership in NBCLS.

First Source, the LAPL resource connection used for second level reference, was developed to

replace SCAN and BARC. However, it is only indexes and finding tools. It is questionable how successful it will be thrown open to the general library users. This project has been funded through LSTA. Kevin Starr suggested it should not be funded again in 2000/01. \$400,000 is required to operate the program. CLSA Systems may be asked to underwrite part of the expense of this program. This program is important to NBCLS. It is a good information source for us. Perhaps the cost should be transferred to LOC. We use it to answer questions for community college, school and public libraries. It would cost about \$27,000 to each of 15 systems to cover the bill.

There was a presentation of the 24/7 reference program at the Library of CA Board meeting. NBC was asked to look at some of the work flow diagrams. When this goes forward as a second-year proposal, North Bay can be included as a test site. It needs to get further along as this has been an out-of-cycle grant proposal. A discussion of how the 24/7 program works followed.

In terms of the model for Supersearch and resource sharing, Steve Coffman suggested a stronger, more linear search engine. It is already in the works with the merger of Epixtech and CPS. He is pushing more description and bibliographic information in our records. CPS has this on their future release list. The other idea he had was the linkage to Worldcat. Ms. Milliron wants to explore that subscription base for our OCLC Supersearch connection for a possible fixed cost vs. a per use cost.

In his conceptual library Mr. Coffman would include in the union catalog what is in print that no one owns. Let the catalog drive the acquisitions more. Give the people what is completely available.

Ms. Milliron mentioned inviting Steve Coffman, John Wardell, and the appropriate person from Epixtech for an afternoon workshop for the next Board meeting on May 4. Vallejo was suggested as a site.

MARC
CATALOGING

There was talk about putting in a grant proposal for some sort of authority control. Jim Kirks from North State sent a letter to Ms. Milliron's attention regarding hiring of the MARC of Quality Company to come and do MARC training for their membership last year. A three-week period has been blocked in October to bring the company back out here to do more training. Would we like to participate? They are aware of Supersearch and very aware of the need for authority control. They feel they could put together an appropriate workshop. The cost would be about \$2,000 for twenty people in attendance. No money is built into the budget to pay for this training. Ms. Milliron was directed to contact Deborah Fritz at MARC of Quality to determine the cost for a one-day tailored workshop. Debbie Mazzolini mentioned that she would like to learn what form records need to be in in order for them to be easily transferable. For example what is the best way to have your periodicals in the database? How do you get your records up to snuff so it is not a lot of work?

ADMINIS-
TRATOR'S
REPORT

Members had received a printed report from the Reference Coordinator. Since this time, Electric Library was entered as a Golden Gateway Regional Network project for grant funding. The contract that North Bay has was extended through this calendar year. There is a problem in that Electric Library has been sold and they do not want to license community colleges under their new arrangement (they want them to license from Bell & Howell). Maybe we could talk to Golden Gateway about a substitute for Electric Library. A survey of databases could be taken for Region 2. Different types of libraries may have the same databases. Solano County has developed a matrix of the databases they have now, and the ones they are considering. Ms. Cousineau will send it to Ms.

Milliron. For something like EBSCO, maybe some libraries will want different pieces, and a deal could be made for a base package with additional parts. Susan Hagius mentioned that Evan Reeder has good rapport with EBSCO. She feels Electric Library is not useful to a significant portion of the members. Must come up with something useful to all members. Ms. Cousineau pointed out that it creates a different sort of digital divide. What kind of databases might span a real variety of libraries? Members are not in support of the particular choice of Electric Library. Evan's website – www.co.calstate.edu/IRT/SEIR

Six month reference statistics were included in the packet. We are still doing quite well. The number of questions are down slightly, but the questions are significantly more difficult. Turnaround of questions is 91.6 % of the questions in an average of 5.2 days. The Reference Technician has started doing preliminary screening on appropriate questions and she has taken to it quite well.

Library staffs were asked to comment on SuperSearch survey. Comments were included in the packet. Some thought it wonderful, and some thought the opposite. Some of the comments depend on where the library is located. Surveys should be conducted periodically, maybe every six months. The ILL Committee had PLS' SuperSearch turned off because they did not want to keep requesting materials that were unavailable. Ms. Milliron wrote filtering software into the grant. The address was changed due to the addition of a Cisco router. It takes 48 hours notice to change the address, so only do it on Friday nights!

The date selected for the Annual Trustees, Commissioners and Board Luncheon was taken. Other dates suggested were June 2nd and 9th. June 9th seemed to be a good date. Susan Kent was suggested as a speaker. There were no other suggestions for topics.

Mountain Valley Library System just did a workshop for their Friends and Foundations. Ms. Milliron spoke to Stephanie Stokes about doing this type of workshop here possibly in July or September. We would have to pay for food, handouts and possibly some overnight expense for out of area speakers. Response from members indicated they were not interested at this time in sponsoring this type of event.

A new Union List of Periodicals has been developed. A hundred copies were made, so members need to order them now.

BOARD MEMBER ITEMS

Lake County got a Bill and Melinda Gates Foundation grant. They will receive 12 computers for their libraries. Wiring will be done so they can automate one day.

Carol Starr mentioned that Marin County ordered a new book mobile to be delivered next week. It will be a Farber Specialty Vehicle ELF (extra low floor). It is 28 feet long and will hold 3,000 volumes. The company that built the vehicle is located in Columbus, Ohio. A Class 2 license is not needed to drive it. The Blue Ribbon Library Task Force will look at Marin's financial problems starting next Monday. May end up with 1/8-cent sales tax at the end of things.

Susan Hagius said that SSU signed a contract with Innovative Interfaces, Inc., for a new OPAC, coming up this summer. She made a pitch for YES on Prop 20.

Frances Gordon of Larkspur asked if anyone had comments on how to note when books are returned

late to Larkspur. The number seems to be increasing. It will be less of an issue when the library is automated. Ms. Milliron suggested waiving fines if the book is less than one week late. They would charge for dates over one week. MARINet could take a look at this matter. It should be a local decision.

Tom Trice of Napa City-County Library mentioned that the County of Sonoma challenged the Education Revenue Augmentation Fund (ERAF). It is going to the State Supreme Court on an expedited petition. The state shifted property tax funds away from certain kinds of library jurisdictions. The County won in Sonoma Courts and the State appealed. It affects many special districts.

Ann Cousineau said that Solano County Library just signed a contract with an architect for a 20-year building plan. Group 4 out of South San Francisco is the architect and Kathy Page is the consultant. The RFQ was sent out to 130 architectural firms. Ms. Cousineau will give Ms. Milliron a copy to distribute.

Debbie Mazzolini mentioned that she would be a grandmother in a few days.

NEXT
MEETING

The next Board meeting will be held on May 4th, 2000 in Vallejo at the John F. Kennedy Regional Branch of the Solano County Library.

ADJOURN-
MENT

There being no further business, the meeting was adjourned at 12:30 p.m.

