

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
May 4, 2000

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the John F. Kennedy Branch of the Solano County Library in Vallejo, 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
Ann Cousineau, Solano County Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Tom Trice, Napa City-County Library
Angela Brunton, Sonoma Developmental Center
Mary Richardson, Sausalito Public Library
Susan Hagius, Sonoma State University Salazar Library
Sara Loyster, San Anselmo Public Library
Monique le Conge, Benicia Public Library
Kathy Jansen, Lake County Library
Francis Gordon, Larkspur Public Library
John Wagstaff, Solano Community College
Doreen Lee, Mitchell Memorial Library, Travis AFB
Erika Condon, Mendocino County Library
Clayla Davis, St. Helena Public Library
Adu Worku, Pacific Union College Library
Joe Green, Richmond Public Library
Connie Pearson, Rancho-Cotate High School

ABSENT: Will Baty, Plover Library, Santa Rosa Jr. College
Kathy McGreevy, Santa Rosa Junior College
Roberto Esteves, San Francisco Public Library
Leeni Balough, Kaiser Permanente Medical Library, Santa Rosa
Roger Pearson, Sonoma County Public Library

ALSO PRESENT: Annette Milliron, North Bay Cooperative Library System
Gail Warner, epixtech

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

APPROVAL OF THE AGENDA A Motion to approve the Agenda was made by Kathy Jansen and seconded by Debbie Mazzolini. The Motion carried unanimously.

APPROVAL OF MINUTES OF 03/02/00 It was pointed out that Tim Lesley spells his name Leslie. Clayla Davis also mentioned that she was not absent from the meeting. Kathy Jansen noted that Lake County had received 12 computers instead of 11 from the Gates Foundation. Consultant Kathy Paige spells her name Page. Ann Cousineau made a Motion to approve the Minutes of 03/02/00 as corrected. Debbie Mazzolini seconded the Motion. Approval of the Minutes passed unanimously.

APPROVAL OF CONSENT CALENDAR A replacement copy of the budget was faxed to members. Two additional Resolutions were added to adjust the budget for 99/00 to reflect increased revenue from the purchase of the online databases to reflect that expenditure and also to reflect some of the reimbursement from SuperSearch received from some member libraries in terms of purchasing licenses for them. The second Resolution is to increase the funding for the CLSA systems on the 00/01 budget because the figures the state sent out do reflect an increase of slightly under \$6,000. A Motion to approve the Consent Calendar was made by Ann Cousineau and seconded by Bonnie Thoreen. The Motion carried unanimously.

CORRESPONDENCE Correspondence was discussed and distributed by Ms. Milliron.

LEGISLATIVE UPDATE Ann Cousineau mentioned that both the Assembly and Senate Education and Finance Subcommittees have approved the \$15.3 million for PLF full funding. The negotiation process for the Governor's budget can start now. A group of county libraries and some independent district libraries are pushing to get libraries exempted from the property tax shift. Many are losing millions of dollars per year. Another thing is a piece of Legislation that Deborah Bowen introduced, that would allow public libraries to be open more hours so that residents could have access to the Internet. There is a couple of filtering and video access bills that have made it through at least the first round of hearings. Filtering bills would require all public libraries to have filtering software on any computers accessed by children. That is Tim Leslie's bill. Ray Haynes has one that would not allow anyone under 17 to check out R-rated or NC17-rated videos. Another part of his bill is that parents or guardians can look at what their children have checked out. Both bills have made it out of the Judiciary Committee.

Ann reported that Legislative Day was very successful and well attended by a variety of library representatives.

PERS NBCLS has looked at funding for the retirees. PERS has assured Ms. Milliron that because of the super funded status of NBCLS, we have adequate amounts in our account with them to accommodate about a 3% increase per year over 10 years in the case of dissolution of NBCLS. We have \$1.01 million in the retirement account to cover all known obligations, which are about 45 people. The super funded condition will continue to increase for the next two years, as PERS calculated actuarial status two years in arrears. PERS investments produced very good revenues in 1998 and 1999.

The Steering Committee discussed the idea of implementing the 2% at 55 as a contract amendment because of the super funded condition there would be no cost to NBCLS to lower that retirement portion of the contract. Any extra employer cost would be charged against the super funded condition. This issue will be considered when the current contract with SEIU is up in June, 2002.

Contractual obligations in terms of making medical payments for three retirees and one spouse were reviewed. An actuarial study indicated that we need to set aside based on the rate being paid today

\$150,000 to cover payments for the presumed life expectancy for these people. Great increases for medical payments were factored in (worst case scenario). Medical insurance rates for retirees are decreasing significantly for FY 2000/01.

Bonnie Thoreen Moved to set aside \$150,000 from the NBCLS Building Reserve Fund to be identified for medical insurance liability for current retirees in the event that NBCLS dissolves and the Library of California transition money is not awarded to cover this type of contractual obligation. Susan Hagius seconded. Motion carried unanimously. Vaughn Stratford remarked that the minutes should reflect that this is not a mandatory earmarking should some other solution come along.

Carol Starr asked how the other Systems were handling this issue, and how would the state solve the problem for the entire Golden Gate system? Annette mentioned sending a letter regarding this to the California Library Services Board several years ago, and they were told this was a local problem. That is still the State position. MVLS, 49-99, INLAND and SERRA are other systems facing this problem, and they have not talked about this. Not all systems participate in PERS. Ann Cousineau reminded the group that 501 3C is a new organization and has started with a clean slate with no employees. No money has been set aside and no transition plan has been developed from the State Library. There is CLSA Transition Committee of the Library of California Board and they are beginning to discuss when to start to switch CLSA funds to the Library of California.

Ms. Milliron will discuss changing health insurance over to PERS at the next Board Meeting.

DELIVERY
BIDS

The Tri-Core bid cannot be considered as it is not within fiscal competitiveness. It is on a weight basis of \$16.00 per tub. Ms. Milliron will meet with Linda Crowe and Bruce Roberts of Tri-Core sometime in July to take a look at the operation. She thinks they could submit a competitive bid sometime in the future. She told them NBCLS would need a consistent flat monthly rate. Marathon has given a bid that is the same rate for all three years. Sprint Courier starts out at a lower rate for the first year and goes up the second year. Ms. Milliron is concerned that she would only want to do a one-year contract with Marathon. The business was sold in November, and all key employees have left. No one there is 100% familiar with the NBCLS account. There has been a tremendous turnover of drivers in the last six months. Payroll checks have bounced. She is very worried. We are their major account. A lot of the Sprint Courier folks are previous Marathon employees. Sprint has factored two drivers in for the big truck in their bid. They still need to buy the big truck. The business is only two years old. Would the Sprint numbers change considerably for only one year? Tri-Core may come in with a reasonably low offer for the entire region. Susan Hagius gave them good marks.

Is it possible to get a new bid from Tri-Core? The Marathon contract is up June 30. The Tri-Core manager is on vacation until mid-June. Would Marathon be open to a month-to-month contract? A Motion was made to continue with Marathon on a month-to-month basis. Ms. Milliron was instructed to go back to the bidders for a one-year and two-year proposal. The Steering Committee was authorized to accept a proposal if Marathon is unwilling to accept a month-to-month proposal. Bonnie Thoreen seconded. Should Marathon be the fallback if Sprint cannot accept the one-year contract? Motion carried unanimously. Concern that Marathon will come back with a month-to-month proposal that will cost more money. Joe Green asked to have a penalty clause included for non-performance. If the bids come in higher than projected in the budget, that issue will be discussed. It could be \$10,000 – \$11,000 higher. It might be nice to go for a demonstration grant.

PLAN OF
SERVICE

The full packet from the State Library was sent out in the packet. Basically there is not anything new. We are not doing anything significantly different because there is no additional funding. The \$5,800 dollars received from the State as a slight funding increase based on the population and geographic size formula that they use. Ann Cousineau asked how much of the money is spent for actual C & D program. The State is paying about half, as the cost of the program is \$124,000. CLSA has never funded Administration except with LSCA grants and a 25% PCE (planning coordinating & evaluation) from each CLSA program. The Plan of Service acceptance was moved by Ann Cousineau and seconded by Bonnie Thoreen. The Motion carried unanimously.

NBCLS
BOARD
NOMINA-
TIONS

The Nominating Committee selected Debbie Mazzolini as Chair for FY 2000/01 and Tom Trice was nominated for Vice-Chair. Kathy Jansen moved to accept the nominations and Bonnie Thoreen seconded. The Motion carried unanimously.

A schedule of meetings for the coming year was discussed. The FY 2000/01 meeting dates are August 3rd (Napa City-County), October 5th (Belvedere-Tiburon), January 4th or 11th (Napa Valley College), April 5th (Sonoma State University).

LIBRARY OF
CALIFORNIA

Ms. Milliron discussed the last LOC Board meeting. She discussed a model of how to prepare an agenda item for public libraries to seek permission from their funding agency to join the regional network. The Governor will be asked for \$9 million to start to fund programs and services rather than just planning. The \$9 million will be added to what is currently in the budget. The amount currently in the budget for LOC is \$4 million dollars with an additional \$1 million dollars over in the State Library budget for the administration of the program. We will be looking at a total of \$13 million dollars that could be expended next year. They will use a formula to allocate the money initially. No one knows the true costs until a program is operational. There will be a flat rate of \$125,000 per regional network then the formula will be applied in that there will be an expenditure of .50 cents per capita and \$20.00 per square mile for January through June for 2001. The document is not very specific at all about what services will be funded. Ms. Milliron guesses that they will look at entertaining proposals for regional networks to demonstrate. Regarding transition issues, the Board is just beginning to look at this. Two committee members proposed that if the \$9 million is funded, that TBR money be moved out of the CLSA program and be put into LOC. That would transfer about \$8 million that has been allocated for public library TBR over into LOC and would also move the SAB's over. That doesn't really impact NBCLS financially. Where it does carry financial impact is to the public libraries. If the budget gets cut in subsequent years, funds specifically earmarked public library money would be put into a big general pot. All libraries participating in the program would experience the cuts.

The first round of regulations is over. They were approved and adopted, and we are done with that. A second round of rule making has to be done, as well as another year of hearings and proposed regulations. That will cover the program for Communications and Delivery and Reference aspect of the act.

Ms. Milliron talked to Mark Parker about the linked system project. There was \$2.2 million dollars for LOC left in the State budget that they needed to get out of their budget by June 30th. It was determined that they would give out the \$2.2 million to the seven regional systems to do SuperSearch type projects. In our area we have currently operating four of those types of projects. NBCLS' is the most highly functional and the one that is available to the public for actual requests. Ms. Milliron was asked to stand before the LOC Board and make comments that giving out this grant money was a wonderful idea, and that we would eagerly move forward in picking a single type of operation or connecting our types of operations through the ISO protocol, thereby making our SuperSearch a regional resource or an asset to the region. Ms. Milliron did not feel she could say that so she did not

say anything. The Board approved the expenditure of the \$2.2 million. We will be receiving applications from the State to apply for money. Mr. Parker thought they would give Golden Gate region about \$350,000. A feasibility study is the first step because we do have the three different types of systems (SuperSearch, WebZ- with two installations/three vendors, and Web2). We need to look at what is the most effective thing to do to link them together using ISO protocols or to just get a single system. When the time is right we need to make sure there is a committee formed to create the proposal for the feasibility study. We may want to make recommendations such as we don't want to lose functionality.

Bonnie Thoreen, Debbie Mazzolini, Joe Green and Angie Brunton volunteered to serve on the regional electronic ILL feasibility study committee. This would add many more libraries to SuperSearch. We have to talk about how we license. We couldn't afford the current licensing structure. Is it possible for a library to limit the number of libraries in SuperSearch that they will lend to? It would be controlled by asking those you did not want to lend to not list you in their search strategies. Angie Brunton pointed out that they use the DocLine for primarily journal articles, which is a lending tier of last resort. Joe Green mentioned that virtual parity is an issue and then what is the advantage to joining SuperSearch? Susan Hagius has increasing concern that SSU is going to be the only university in the LOC, so that would mean they might have to drop out of SuperSearch. They would have to have some way to only lend to NBC and not loan to everyone in LOC unless some other universities join LOC. Susan has not seen the universities brought online. John Wagstaff sees the CSU and the community colleges networked into an OhioLink-type project in the near future. He does not think SSU will be alone. Need to work to get more universities involved. Ms. Milliron questions whether everyone in the region will be willing to loan freely as NBCLS does with its members. We may want to use the ISO to bring things into SuperSearch, we keep our functionality and let them just remain a "search only" operation.

In terms of the rest of the LOC Board meeting the list of the grant awards to the various regions was included in the packet. Funding was received for expansion of SuperSearch in the Golden Gate region. Richmond Public Library will get a refund of the money they paid toward their license. When SSU comes up on the new Innovative platform they will not have any cost to switch SuperSearch over. MALC will also get a refund on their license that they already paid for.

The other grant for \$140,000 that we need to have some input on is development of an entrepreneurial team for the region. Eight to twelve people will be involved in the project and Ms. Milliron and Ms. Crowe will be serving as System Directors on that team. We need someone from the North Bay area from private business that would be willing to serve one day per month. Training will start in June to develop the ability of an organization that survives on non-profit funds to learn to become more entrepreneurial to support themselves during times of reduced funding. It also helps them target services that they want to develop for their members and how to go about growing those services and how to get funding to develop it. The team will meet all day one day per month for 12 months. It is a big commitment. Tom Trice suggested recruiting Telecom people who are open to social projects. Joe Green mentioned needing someone experienced in making grants to the private sector such as Chevron. Tom suggested the need for a compelling one-sentence statement of purpose for the project to hand out to recruits to make it more understandable. Ms. Milliron said she thought the grant presumes that one is going to pay for services from the LOC network. The proposed Plan of Service says that libraries will pay for delivery beyond the three days that are allotted. She is not seeing total payment of delivery developed in the Plan.

Ann Cousineau spoke on the LOC Board meeting she attended with Linda Crowe and Janice Koyama. They talked primarily about considering slowing down the process of creating regions. There are problems with the legislative language. The regional structure, membership fees, governing bodies, etc. Ann mentioned to them that so far the money from LOC has been used

primarily to establish the regions and infrastructure. The Legislature wants service-oriented results that cannot be demonstrated at this point. Public libraries are unable to be grandfathered into regions.

Ms. Milliron said she heard most of the people thought they had gone so far through the planning process that to not become a regional network at this point would be a problem. North State could go either way. Black Gold had submitted their paperwork. Most of the others felt they were so far along why stop at this point. We are charging ahead with no money and there are problems with the governing bodies. People were concerned that they had generated paper so they couldn't stop at this point. Ann thought the Board was receptive to everyone's ideas. The State is asking for about \$9 million and the Governor has about \$4 million in his budget. If it stays at \$4 million LOC is dead in the water. Another point that was brought up was that the State needs to define State Resource Library. The August Board meeting will be an important one if the \$9 million is not forthcoming as the budget for 2001/02 will be set and developed. Ann suggested it would be very helpful now for the State to negotiate the online database discounts and give libraries a cafeteria-type plan of databases for them to choose from. Then libraries could demonstrate service delivery.

Angie Brunton reported that work was done on the Plan of Service at the last Regional meeting. About 15 NBCLS representatives will attend the May 18th Golden Gateway Regional Network kick off meeting. Members need to respond to the Plan of Service especially if money starts transitioning. Delivery is a big concern. Is there a goal to expand the basic three-day service to five days? Are the costs going to increase as the region size increases?

MARC
CATALOGING

Ms. Milliron asked about whether this one-day workshop would be useful to staff members at the libraries. There is not an overwhelming interest at this time. This workshop would address how in deduping how you avoid getting five items displaying when they are the same five items. It tries to get everyone in the region to catalog in the same vein with the same principles. Reports would see where we were getting non-matches and then go in and address this issue. It seems important but people don't want to do it now. Catalogs need to be cleaned up now and for the new things coming up. We should all be using certain MARC fields in a certain way now. It might save us time and money down the road. The cost is \$1,650 for one day plus expenses.

Ms. Hagius mentioned that CSU formed a committee of catalogers from the different institutions and the committee was asked then to look at where the records differed in a way that was problematic in producing the output and make recommendations. A mindset is needed in cataloging that there could be a problem down the road. Could a workshop be customized to address specific concerns of our catalogers? Do we really need outside help? Perhaps it is time to develop an Ad Hoc Bibliographic Standards Committee for NBCLS and have everyone commit. Ms. Milliron was directed to set up a meeting for July or August with the appropriate staff people. Ms. Milliron will e-mail members as a reminder.

ADMIN-
ISTRATOR'S
REPORT

A written report from the Reference Coordinator was included in the packet. A SuperSearch report was also included. There is a problem with the CARL system. CARL is aware and is working on it. Coding was dropped on the Web-based system. Ms. Milliron will talk with Sue Widmer and Gail Wanner, CPS, about comparison records. She will work to get things in place to start record-keeping July 1st.

BOARD
MEMBER
ITEMS

Monique LaConde reported that on May 13th they are doing the Second Day stamp cancellation.

Erika Condon reported that Mendocino County got 16 Gates computers. They got a telecommunications grant to get the libraries on-line.

Adu Worku mentioned that the library had two small fires at the Pacific Union College. Training

and protocols are needed.

Vaughn Stratford was thanked for being Chair for this past year.

Debbie Mazzolini is grandmother of a new little girl, Katie Mazzolini.

NEXT
MEETING

The next Board meeting will be held on August 3rd, at Napa City-County Library.

ADJOURN-
MENT

There being no further business, the meeting was adjourned at 1:15 p.m.

