

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

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Belvedere-Tiburon Community Library in Tiburon, California with Chair Debbie Mazzolini presiding. This meeting convened at 10:40 a.m.

ROLL CALL: Erika Condon, Mendocino County Library
Bonnie Thoreen, Napa Valley College Library
Carol Starr, Marin County Free Library
Vaughn Stratford, San Rafael Public Library
Susan Hagius, Sonoma State University Salazar Library
Catherine Blumberg, Mill Valley Public Library
Sara Loyster, San Anselmo Public Library
Jeanne De Mars, Solano College Library
Monique le Conge, Benicia 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
Mary Richardson, Sausalito Public Library
Kathy Jansen, Lake County Library
Roger Pearson, Sonoma County Public Library
Francis Gordon, Larkspur Public Library
Bill Kester, College of Marin

ABSENT: Will Baty, Plover Library, Santa Rosa Jr. College
Joe Green, Richmond Public Library
Doreen Lee, Mitchell Memorial Library, Travis AFB
Connie Pearson, Rancho-Cotate High School
Roberto Esteves, San Francisco Public Library

ALSO PRESENT: Ms. Annette Milliron, North Bay Cooperative Library System
Geri Bodeker, SSF Kaiser Permanente Library
Gail McPartland, PLS

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 AGENDA Kathy Jansen made a Motion to approve the agenda. Erika Condon seconded. Approval of the Agenda passed unanimously.

APPROVAL OF MINUTES OF 09/03/00 Approval of the Minutes of 9/03/00 was moved by Bonnie Thoreen and seconded by Mary Richardson. Approval of Minutes passed unanimously.
09/03/00

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

CORRES- Ms. Milliron circulated materials of interest to Board members. She specifically mentioned that
PONDENCE at CLA there will a company (SRI) demonstrating PC booking online software.

LEGISLATIVE This is the last NBCLS meeting with Ann Cousineau, as Legislative Chair for CLA. She
UPDATE discussed the preliminary Legislative agenda for 2001. Full funding of PLF and expansion of funding for the Library of California are the top priorities. A letter writing campaign for full funding of PLF is underway. Please write your letters and have others write letters. Ms. Milliron will send a packet of information and sample letters to everyone. A CLA dues increase did pass. NBCLS is an institutional member, which pays for legislative efforts. Legislative efforts have resulted in 65-67% funding increase for PLF over the last two years, Prop 14 would not have happened without lobbyist efforts. Linda Crowe has assembled a special committee to look at legislation. Ms. Cousineau and Ms. Milliron are serving as members of the committee. Key issues coming out include that membership fees cannot be charged and the whole issue of transition from CLSA to LOC. Debbie Mazzolini explained the Millennium Conference structure.

PETALUMA The Petaluma High School District is applying for membership to NBCLS. There are four
HIGH SCHOOL libraries staffed with librarians in the district, Petaluma High, Casa Grande High, Kenilworth
DISTRICT Junior High and Petaluma Junior High, plus seven elementary schools staffed with paraprofessionals. The libraries share a Dynix Scholar system. They are purchasing a Z39.50 server and want to participate in SuperSearch as soon as the server is installed. The license for SuperSearch will be paid with Library of California grant funds. Nancy Sieck, Petaluma High School Librarian, is recommending that the high and junior high school students will be the primary users of NBCLS services. Elementary school requests will be limited due to the lack of a librarian on site or a district wide library coordinator.

Carol Starr moved to accept the request of the Petaluma High School District for membership in NBCLS. Tom Trice seconded. The Motion passed unanimously.

Ms. Milliron continues to work on the Santa Rosa School District and the Tamalpais District for membership. They still do not have a single server, which they are working to get.

GUADALA- Janet Black, Sonoma County Adult Reference Librarian, has agreed to attend the Guadalajara
JARA BOOK Book Fair on behalf of NBCLS libraries. NBCLS is a recipient of ALA grant assistance to attend
FAIR the fair. Books on Wings is offering the same service in purchasing and shipping materials as was provided last year. A 40% discount is being offered on most materials. A non-member approached Ms. Milliron about purchasing, so this is something to review for a policy decision for future years. NBCLS has traditionally provided up to \$500 for airfare expenses to send one representative to the fair. All billing is done between the purchasing library and Books on Wing.

It was decided that Ms. Milliron would send out a reminder to the Directors regarding materials they may be interested in purchasing. Tom Trice moved to have NBCLS provide up to \$500 in airfare expense money to send Janet Black to the Guadalajara Book Fair on behalf of NBCLS libraries. Ann

Cousineau seconded. The Motion passed unanimously.

DELIVERY
CONTRACT

The Steering Committee recommended this morning acceptance of the Sprint Courier Service bid as a two-year contract. Ms. Milliron reported that Tri-Core Account Manager Bruce Roberts, but he was unable to fulfill his agreement to provide a service proposal to NBCLS in time for this meeting. A competitor to Tri-Core went out of business recently, and Tri-Core picked up many new accounts as a result. They are swamped now, and even though Mr. Roberts is interested in establishing a business relationship with NBCLS, he will be unable to prepare and submit a workable proposal to NBCLS until at least the first of the year.

We are using Marathon now on a month-to-month basis. There is a lot of driver turnover at Marathon now, and a lot of the Marathon customers are moving over to Sprint. We are guaranteed to get a brand new truck with Sprint. The Marathon truck has 120K miles. The Sprint bid is priced with having two drivers on Monday, the heaviest day of the week, and also on the day after a holiday closure. The owner of Sprint will allow the SuperSearch Logo and listing of the libraries on the truck. He felt he could get a new truck by December 4th. The Sprint bid is about \$3,000 cheaper per year than Marathon. Sprint is also a sub-contractor for Tri-Core.

The revised bids from Sprint Courier and Marathon Runner were reviewed and discussed. Ann Cousineau moved to accept the Sprint Courier bid with service to begin in January 2, 2001. Tom Trice seconded, and the Motion passed unanimously.

LIBRARY OF
CALIFORNIA

Ms. Milliron talked about the list of libraries that have come forward to join the Golden Gateway library network. Sixty-six libraries have applied. More libraries will be approved as charter members at the LOCB November meeting. Please get your applications in to the Golden Gateway library network by December 28th. The LOCB will approve charter members one last time at their February meeting in Riverside. Applications can also be found on the website www.goldengateway.org. Limited funding may lead to memberships being frozen if they should come after December 28th. Charter members will receive reimbursement for ILL, possibly some money for delivery of materials, training and planning opportunities, resources sharing initiative, and the virtual reference center.

Gail McPartland from PLS talked about regional resource sharing. The regional resource sharing initiative (RSI) grant is basically to study three areas – the current linked systems projects, to take a new look at the marketplace and to take a look at the delivery component. There are two funded positions, but they have had not had much luck finding technical people in the Silicon Valley area. A decision was made to turn hiring efforts towards finding consultant staff. RMG Consulting out of Chicago is presenting a proposal to Golden Gateway Library Network. They are familiar with the needs of the region. This is an opportunity to think region-wide. She sees this as an opportunity to help unify the region in our direction and where we are going with resource sharing in the state. An INNreach consortium is developing in the East Bay area. She is putting together a group to work with the consultants to help evaluate the current system as well as give feedback on information that they come in with. The time commitment would be three one-day meetings over a period of three months and e-mail correspondence. She wants participants from NBCLS.

Linda Crowe was talking to Steve Coffman about the concept of OCLC wanting to develop the World's Largest Library. Peninsula Library System was approached by OCLC to become a beta site. Their idea is to take the World Cat and add in the Z39.50 from other protocols as well as the 3M

protocols for circulation and basically make the World Cat searchable for the world. Gail was talking with Steve Coffman about coming in and helping them to design an evaluation of the patron's experience with the Z39.50 projects in the Golden Gateway Library Network area. Do patrons like SuperSearch? Do they like what they see – are there any barriers? MOBAC has expanded the functionality of the DRA script. They have created a tracking system feature that SuperSearch does provide in a more automatic fashion. The WebZ project in Silicon Valley does not have the success that the other two have, namely because OCLC has never been able to deliver any kind of resource sharing component. WebZ only provides for searching. Debbie Mazzolini will serve on the RSI committee with Ms. Milliron.

As part of the Golden Gateway services for next year, Ms. Milliron sent out financial information for network operations. Originally they thought there would be \$500,000 for January 1 – June 30. Now it looks like there is about \$361,000 to work with. The State Library realized they needed to withhold some money for Statewide Resource Sharing programs. Some grants were reviewed, but actual operations were deemed more important. \$78,000 was set aside to support the further expansion of SuperSearch, which might include the purchase of a new server plus some more staff hours. Money was also set aside for additional clerical support at North Bay, an additional 10 hours per week for the secretarial position through June 30th. Bayarealibraries.com has been secured as a site that can possibly be used to with Golden Gateway library network, although the goal and focus of the site has not yet been decided.

Ms. Milliron mentioned continuing to negotiate discounts on the electronic databases. One database does not fit all, so the group decided it would be a better arrangement to negotiate a discount on different databases. Delivery was also discussed. It was decided that it would be a good idea to possibly hire someone as a consultant on the delivery situation. As an interim solution it was discussed that the five CLSA systems have at least one CSU within their geographic boundaries. The CSU's will be approached about serving as a drop site for inter-region deliveries.

Golden Gateway Library Interim Board will hold a meeting on December 12th at SFPL. Attending libraries will have to be members of Golden Gateway or will have to have had applications submitted. Libraries will divide up by type and will select two members each who will serve on the Interim Executive Board. A fair number of libraries are consortia members and that relationship for representation will have to be figured out. A reminder will be sent out about the meeting. At the May annual meeting there will be nominations and selections for the Executive Board. It is not known what funding will be received after June 30th. The two chances for funding are the January budget and the May revised budget, it is all up to the Governor. We have to be careful about what services are put into place, and \$361,000 may be all the funding that is received for the entire 2001/02 fiscal year.

NBCLS has been involved in the 24/7 online reference project of MCLS. Golden Gateway also has a 24/7 online reference project that we are involved in, too. Belvedere-Tiburon has volunteered to be a participant in that project. The software used allows a person to ask a question online which goes to a librarian on duty who then searches databases and can push the information out on the screen to the patron. It lists a script file of every website visited so the search can easily be replicated. The next training is scheduled for November 29th from 9 – 5 at San Jose Public Library. There will also be another training in December. Ms. Milliron would like to get at least two more libraries involved in this project. Mill Valley volunteered to participate. And Roger Pearson told Ms. Milliron to check with Nancy Persons at Sonoma County.

The 24/7 project is also seen as a potential for a Social Entrepreneurship project in the sense that libraries that don't have adequate staffing or subject depth in terms of specialists on staff or

collections, could contract to provide expertise through this type of arrangement. This could become a value-added type of service from the Network. The Social Entrepreneur team did meet and came up with a flow chart how things would work. Core values and goals have been set. A goal has been set to raise 20% of the operating budget or \$200,000 for the Network. The Leadership Team made their first attempt at a feasibility study. Ms. Milliron asked if anyone has ideas of entrepreneurs who would be interested in joining the Enterprise Team. Three projects will be taken through the feasibility study, and it may be found that the projects do not fit into a good business model.

Contra Costa County is doing home delivery at \$3.00 per item and they are using U.S. Mail. It is not heavily used at this time. SFPL is looking at doing home delivery.

In terms of a Library of California Board update, it is important to know about the upcoming Transition Committee meeting to be held on Saturday, November 9 in Santa Clara. They will be formulating questions on how to transition the CLSA systems into the Library of California that will be forwarded to the Attorney General. They are not willing to address concerns about funding personnel. If this issue is to be pursued, Ms. Milliron feels requests must be now made in person rather than through letters. It may be time to stop pursuing this course and accept that this is an issue that is expected to be addressed locally.

A survey was compiled that indicated other systems are concerned about contracts and assets. Anne Cousineau mentioned that the Transition Committee has no legal way to address issues.

SUPER
SEARCH
UPDATE

The request filtering software is in place on all the catalogs except the PLS connection. There is some concern from library staff that single copy items may be held unavailable to patron's request if it happens to be circulating at the moment. It will be hard to measure that impact. Some improvement has been seen already in those places where the new software has been installed. There has been a 40% reduction in items that come in on a mediated list, which saves library staff time and NBCLS time. The software is becoming sophisticated enough to differentiate between items that are available and items that are circulating. Ms. Milliron feels using Steve Coffman to get some evaluation on this would be a really good idea.

They are ready to start having library staff test linking with OCLC. The Direct Request link is a first step in demonstrating the Z39.50 project that OCLC is looking at working with PLS on. The preferred lending list that you are currently using in your library for OCLC requests will be what will be used to match against for borrowing. Unfortunately, the Z39.50 connection that World Cat has in place at the moment cannot really be scoped. It could have 10,000 hits. Epixtech is looking to see what can be done on their side to cut down the number of hits.

Sue Epstein will evaluate the Epixtech contract for us. She needs more time to do a thorough evaluation. The Steering Committee wants Sue present at the meeting at the time she talks to us about the contract. Lana Porter assured Ms. Milliron and Ms. Epstein that we could keep all current business arrangements with CPS, that they would be honored in the new Epixtech contract. Ms. Epstein is checking on this very thoroughly. North Bay should be receiving some credit towards future enhancements upon sale of the URSA software in a certain geographical area. There have been two sales now, one to the Cascade Pacific Network (North State Region) and the other to Gold Coast (Black Gold Region). Ms. Epstein will be at the January meeting if she is available.

ADMIN-
ISTRATOR'S
REPORT

There were no questions about the Reference Coordinator's report or the Children's Consultant report. Ms. Milliron praised the efforts of Children's Consultant Martha Shogren. The Administrator's Goals and Objectives were also included in this packet. Ms. Milliron

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asked for direction regarding bulk purchase of CD/Video checking equipment. Ms. Milliron asked if there were any other products Director's were considering purchasing where it might make sense to look into a group purchase.

NBCLS GOALS This item was discussed at the morning Steering Committee Meeting. It has been two years since Goals and Objectives were updated, and it has been two years since there was an evaluation of the Administrator. The Steering Committee will work on this issue for the January meeting. Ms. Mazzolini asked for input from all members. Goals and objectives need to be reviewed as a Board. A lot has changed in the past two years. It was suggested that a morning business meeting and an afternoon retreat might cover the needs. It was decided that the meeting will be held at SSU on January 18th at 9:30 a.m. for the Steering Committee and 10:30 a.m. for the Board meeting, and then a retreat will be held in the afternoon. Ms. Milliron will check with a caterer. She will check to see if Sue Epstein would be available to facilitate for the day.

A form will be sent around to all members to solicit input on the Administrator's evaluation. The Steering Committee will compile and present the results to the Board. Ms. Cousineau will send a copy of the Solano County evaluation form for supervisory positions. The Steering Committee will draft a form to distribute prior to the next Board meeting.

LSTA GRANT Initial proposals are due at the State Library on January 12, 2001

A potential proposal is the connection of SuperSearch to another RSS or URSA system such as the CSU project, North State/Cascade Pacific, or Black Gold/Gold Coast. The work undertaken for the OCLC link would make this project a relatively easy task. It would be a major step forward in creating the electronic LOC.

The Kaiser Permanente libraries would like to form consortia and mount their catalog on a shared automation system. SSU may be able to host. We could have the North Bay Health Sciences Library Group join the project, and delivery could be through the Library of California. They would be willing to make materials available through SuperSearch. The records would be for all Northern CA Kaiser libraries, which includes Vallejo, Santa Rosa, San Rafael, San Francisco and others.

Nix on the SuperSearch connection to other regions for this funding cycle. But development of the medical library database project will move forward.

Solano County has a Reach Out and Read pediatric literacy outreach program going on. It is a joint program between Stockton and Solano. Physicians are being trained to talk to parents during the well baby checkups about reading books to their children.

RESOLUTION FOR CLAYLA Susan Hagius read a Resolution for Clayla Davis to commemorate and thank her for her 25 years of service to the system, St. Helena library and the community. Tom Trice and Bonnie Thoreen moved to adopt the Resolution and Ann Cousineau seconded. The Motion passed unanimously.

BOARD ITEMS Debbie Mazzolini mentioned that Bancroft library received a grant from Wells Fargo to tape presentations about the collections and research projects of the library, and they want to provide a copy to all public libraries in the state. Would libraries want and appreciate these, and how would they be distributed? They could be distributed through the state library and just go to the main libraries and be put into the catalog for circulation.

Erika Condon mentioned a State Library meeting on Rural Initiative for training recruitment. They have a hard time getting professional staff and they are looking for a program to get certified staff in Mendocino County and other rural areas.

The first of these is the fact that the
human mind is not a blank slate, but
is filled with ideas and impressions
from the moment of birth.

The second is the fact that the
human mind is not a passive receiver
of impressions, but is an active
organ which interprets and
organizes the impressions it receives.
The third is the fact that the
human mind is not a single entity,
but is composed of many different
faculties or powers, each of which
has its own special functions.

The fourth is the fact that the
human mind is not a fixed entity,
but is capable of growth and
development throughout life.

The fifth is the fact that the
human mind is not a purely
individual entity, but is
influenced by the environment and
the society in which it lives.

The sixth is the fact that the
human mind is not a purely
rational entity, but is also
influenced by emotions and
instincts.

The seventh is the fact that the
human mind is not a purely
conscious entity, but is also
influenced by the unconscious.

The eighth is the fact that the
human mind is not a purely
individual entity, but is also
influenced by the collective mind
of the race.

The ninth is the fact that the
human mind is not a purely
individual entity, but is also
influenced by the laws of nature.

The tenth is the fact that the
human mind is not a purely
individual entity, but is also
influenced by the laws of society.

The eleventh is the fact that the
human mind is not a purely
individual entity, but is also
influenced by the laws of the universe.

Lake County received \$50,000 grant for automation. Sonoma County will enter into a shared system with them.

Larkspur received an automation grant to join MariNET.

Sonoma County will be breaking ground for Rohnert Park Branch Library.

The College of Marin has an opening for the Library Director position. They are in the middle of a major augmentation funding and expansion of their collection.

Solano County - Ms. Cousineau reported that in August she took a group of people up to British Columbia to look at the Richmond Public Library. The Director of that library will speak at CLA on Monday. They put a team together to see how they could do things differently. 85% of their circulation is through self-checkout machines. People help themselves to their hold books. They have booking software, they partnership with the university for online courses, there is a coffee shop; they do story time every day. They are open 74 hours per week. They circulate 750,000 items and have a staff of 14 FTE's. The patron does much of the work. Solano County is looking at how to incorporate some of those ideas when they do their remodel.

NEXT
MEETING

The next Board meeting will be held at SSU on January 18, 2001. The meeting will start at 10:30 am and will be continue in the afternoon as a planning retreat.

ADJOURN-
MENT

There being no further business, the meeting was adjourned at 4:50 p.m.



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