

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
April 5, 2001

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Schultz Information Center, Sonoma State University Campus, Rohnert Park, California with Chair Debbie Mazzolini presiding. This meeting convened at 10:40 a.m.

ROLL CALL:

Carol Starr, Marin County Free Library
Vaughn Stratford, San Rafael Public Library
Catherine Blumberg, Mill Valley Public Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Tom Trice, Napa City-County Library
Angela Brunton, Sonoma Developmental Center
Bill Kester, College of Marin
Susan Hagius, Sonoma State University Salazar Library
Micca Grey, Plover Library, Santa Rosa Jr. College
Monique Le Conge, Benicia Public Library
Kathy Jansen, Lake County Library
Erika Condon, Mendocino County Library
Larry Hlavsa, St. Helena Public Library
Adu Worku, Pacific Union College Library
Joe Green, Richmond Public Library
Doreen Lee, Mitchell Memorial Library, Travis AFB
Ann Cousineau, Solano County Library
Jim Rosaschi, Sonoma County Public Library

ABSENT:

Roberto Esteves, San Francisco Public Library
Francis Gordon, Larkspur Public Library
John Wagstaff, Solano Community College
Connie Pearson, Rancho-Cotate High School
Bonnie Thoreen, Napa Valley College Library
Mary Richardson, Sausalito Public Library
Sara Loyster, San Anselmo Public Library
Jeanne De Mars, Solano Community College

ALSO PRESENT: Ms. Annette Milliron, North Bay Cooperative Library System
Barbara Butler, Sonoma State University Salazar Library

INTRO-
DUCTIONS: Barbara Butler was introduced to the group.

PUBLIC IN-
VITED TO AD-
DRESS BOARD: No public was in attendance.

APPROVAL OF A Motion to approve the Agenda was made by Ann Cousineau and seconded by
THE AGENDA: Angie Brunton. The Motion carried unanimously.

APPROVAL OF Vaughn Stratford made a Motion to approve the Minutes of 01/¹⁴05/01. Angie Brunton seconded.
MINUTES OF Approval of the Minutes passed unanimously.
01/05/01

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

CORRES- Particular items of correspondence were discussed and distributed by Ms. Milliron. The
PONDENCE Members were instructed to initial items if they wished to receive a copy. She offered a document
from the American Library Association that was a promotion piece about college possibilities -
promoting ways to find information.

LEGISLATIVE
UPDATE

Ann Cousineau reported that yesterday there were two ERAF-related bills that were taken up by the Senate local government committee. One was SB74 and the other was SB94. There was an outpouring of library supporters that showed up to support the bills. The bills passed out of the committees 6-0. They will go into Appropriations where they will be put on the suspense file if they pass out of Appropriations. It involves more than \$150,000. The CSAC is having their annual Legislative Conference in Sacramento. At their afternoon sessions they were taking positions on various ERAF bills. CSAC has generally been opposed to what they call "cherry picking" of the ERAF. They want free ERAF returned. They are softening their attitude a little bit about ERAF. Their Executive Committee will decide whether they will go forward and support specific bills, but there are four bills that have been introduced that would exempt county dependent, independent district library, and general fund libraries that would get some money out of that. In addition there is AB315, a similar bill that would exempt county dependent and independent district libraries. CSAC has taken a neutral position on the bills for now.

The State Library's budget and PLF were heard yesterday. The Senate Subcommittee on Education Finance wants to again try to make PLF whole. They have gotten tremendous correspondence on this legislation. Our letters have had a definite impact. Filtering of the Internet is now called blocking. AB151 would require libraries to have software that would block access to obscene matter. Ms. Cousineau said it passed out of the Assembly local government committee and Assemblywoman Reyes made several denigrating comments about CLA during her comeback to our opposition to AB151. The bill now goes to a committee that she chairs, so Ms. Cousineau feels that wherever it goes on to next, they will kill it. Pat Wiggins voted to pass AB151 out of Committee, so we should be talking to her.

Ms. Milliron mentioned that she e-mailed to Board members appointments that have been made for Legislative Day. We may not get to have a committee room this year. She will let members know. Otherwise the meetings will be in the Legislator's offices. Please be reminded that letters will still help regarding ERAF, blocking and PLF.

Ms. Cousineau suspects that the ERAF bills will become two-year bills because no one is dealing

with much of anything except the energy crisis.

SUPERSEARCH UPDATE

Ms. Milliron mentioned a need to discuss what we plan to do in terms of expanding SuperSearch. It has always been the desire of the group to include more people. Now that we are moving into a larger network situation, we have the opportunity to add people who are not within the confines of the North Bay. We have never had members of SuperSearch who are not members of North Bay Cooperative. This situation needs to be discussed. What about extending participation, and how do we finance that? Ann Cousineau said that when she was reading through the document it sounded like the committee could not decide to have one vendor for the whole thing. She suggests that the goal is to try to have SuperSearch be the choice for linkage in the Golden Gateway system. If that is the underlying premise, how do we make it attractive to other people so they embrace it? Some sort of cost recovery should be available. Ms. Milliron said the committee acknowledged that SuperSearch could cover the needs of everyone, but the money in terms of acquiring the software licenses scares them. The group will be sending a recommendation back to the state saying if we are to move to a single system, give us \$500,000. In the meantime, we have about \$70,000 we could spend signing people on to the current system. Ms. Milliron is getting requests from schools and other types of institutions that are far out of the North Bay system. Ms. Milliron reminded the group about how costs are allocated for SuperSearch now. There is a \$1000 minimum base cost and the additional cost is determined by how much is borrowed and how much is loaned. The actual program operation costs about \$97,000. We are recovering about \$52,000 at this point. The other funds will be covered out of our grant for next year (\$40,000 maintenance cost). No money is coming out of reserves in this coming year. She feels a group needs to take a look at the funding component. A second issue that needs discussion is \$62,000 that North Bay invested in the development of SuperSearch that was never covered by any grant. We may want to seek recovery of that amount sometime in the future. Joe Green made a revised Motion that was seconded by Vaughn Stratford to confirm interest in exploring expansion of Supersearch, and to authorize the examination of the feasibility of and support costs for the expansion of SuperSearch within Golden Gateway Library Network membership. The Motion carried unanimously. An ad-hoc sub-committee will return with a report to the full Board by June. Susan Hagius, Tom Trice, Ann Cousineau and Angie Brunton volunteered to serve on this committee.

The other issue under SuperSearch is about the indexing standards and guidelines. Ms. Milliron introduced the idea of adopting indexing and MARC records standards for all catalogs within NBCLS membership. Some of the vendor implementation tools are not there yet, so it is not something that can be done immediately. Epixtech has recommended adoption of the Bath/Texas standards. Jim Rosaschi said in part that it is a money problem. At Sonoma County it would range from about \$30,000 - \$50,000 to adopt an authority control project depending on the amount of handwork. Marin got a grant for \$10,000 to start cleaning up their database. Ms. Milliron thought it would be possible to use some funds allocated to improve SuperSearch to help libraries start cleaning up their catalog. Jeanne DeMars of Solano College has experience in a project like this. Ms. Milliron thought it would be helpful to appoint a committee of technical bibliographic people. Three of the six libraries with large catalogs are cleaning up their catalogs. It may be a good idea to hire someone to come in and run the project with a committee. The committee will meet after July 1. They will try to come up with a standardized MARC profile for NBCLS, which will have to extend out to the whole GGLN. Also, the committee will have to look at how each Z39.50 piece is profiled internally for each system.

RESOLUTION TO

We have the opportunity to improve Survivor benefits at no increased cost to North Bay or the

AMEND PERS
CONTRACT:

employees. This is a death benefit that would go to the survivor of an employee who died while in the service of NBCLS. Tom Trice moved to adopt the resolution of the intention to adopt Indexed 1959 Survivor Benefits, and was seconded by Kathy Jansen. The Motion passed unanimously. The actual adoption of the Survivor Benefit will be an agenda item at the next Board meeting.

PERS HEALTH
INSURANCE
OPTIONS:

NBCLS employees currently get their health benefits through Sonoma County Library, and they would like to now move to get their benefits under PERS. The Steering Committee recommended at morning session that Ms. Milliron be authorized to move forward to discuss with the union the intention and the request from the staff to move into PERS, and to come back to the Steering Committee and the Board with some recommendations on how to fund the PERS program without it costing any more than it currently does. Tom Trice made a Motion and Angie Brunton seconded. The Motion passed unanimously.

LIBRARY OF CA
UPDATE

Notes from the last LOC Board meeting are included in the packet. Medtronic/AVE Clinical Research Library, College of Marin, Marin Community Foundation, Richmond Public Library, and Novato High School sent in applications for membership into the GGLN. These will be the last new members admitted until July, 2002. New members may not be accepted if LOC has no new money. There are currently about 134 members in the network. Ms. Milliron wanted to remind everyone that the annual meeting would be held on May 17 at SFPL at 10:00 a.m. It is the one meeting of the whole group for the whole year. Officers will be elected.

We have an opportunity to train more librarians on the online reference project. An e-mail was sent from Ms. Milliron to everyone. The training will be held the end of May at SFPL. It is a two-day commitment. The Q & A café, a virtual reference program is open Monday through Friday from 3:00 p.m. to 9:00 p.m. and is quite amazing. There has been a lot of positive feedback from users. There are 80 librarians trained in the Golden Gateway Library Network. Mill Valley and Belvedere-Tiburon are answering questions now as part of the project. Two communities are asking questions but there are 25 different libraries in the Golden Gateway Library Network answering questions. There are three librarians on for two-hour shifts. To access the café type in <qandacafe.com> and type in 94920 as the zip code. There is an evaluation form at the end of the answer form. Each library commits some staff time each week. Belvedere-Tiburon commits four hours per week. Over time one goal is to get everyone involved in 24/7 reference throughout the country. GGLN is thinking about putting Pleasanton on next. Questions are supposed to be able to be answered in 10 minutes. Answers can be e-mailed to patrons. The interface to the public has been changed and simplified. Is it possible to get a training session in Vallejo? The ferry would be a good method for attending meeting there.

Concerning Social Entrepreneurship, Ms. Milliron said there will be meeting again in May to discuss the outcome of the survey and what the next steps will be. Some time has already been spent on the resource sharing initiative. The big issue that members of GGLN need to push is the creation of a committee to determine what ILL policies will be for the network. We are the most liberal lenders of the whole region in that we are patron initiated and we will lend anything to anybody. People able to make policy decisions will be asked to serve on the committee. In terms of database licensing, we are most probably going to be using BCR, the Colorado-based licensing agency. They only charge \$100.00 above and beyond the cost of the database itself for the administrative service they provide. They have great purchasing power.

- PLAN OF SERVICE The recommended budget has no huge changes in the request that is going forward to the state. A change was seen in the ethnicity and aging of the area population. No database licensing purchases were included. Ms. Cousineau recommended putting in this year's figure of \$211,115.00 as a placeholder. If the budget is adopted, it will become \$919,382.00. The last sheet of the administrator's notes tells about specific increases in the new budget. Delivery costs are a problem because there is no money for outside lending. There are now five different delivery systems though five different agencies. It was suggested that Ms. Milliron double the utility cost. She said there was a set contract rate, however, she should anticipate the landlord approaching her with an increase. Ms. Milliron mentioned readjusting the budget slightly in order to send two people to the Guadalajara Book Fair. The cost for two people would be \$1000.
- Vaughn Stratford moved and Carol Starr seconded approval of the adjusted 2001/2002 budget and plan of service. The motion passed unanimously. Ms. Milliron noted that with the new phone service, \$175.00 would be saved each month on maintenance fees.
- EVALUATION
OF THE
ADMINISTRATOR: Appreciation was expressed for those members who responded to the Administrator's evaluation survey. The Steering Committee is in the second draft of the evaluation. A salary increase will be recommended for the Administrator. Her last salary increase was October, 1998. Final approval will be brought back to the Board at the June meeting, to be effective July 1. Further comments should be directed to Debbie Mazzolini.
- OFFICER ELECTION: Officers for the next fiscal year will be selected at the next board meeting in June. The date will be June 7th at Napa City-County Library.
- TRUSTEES
LUNCHEON: Do Board members want to do this again this year? Last year was sparsely attended. Do we want to go to every other year? It was decided to plan it for next year and really show off the Q and A Café.
- RESOLUTION FOR
ROGER PEARSON: Approval for a resolution to show appreciation for Roger Pearson's service to Sonoma County was Moved by Vaughn Stratford and seconded by Kathy Jansen. The Motion passed unanimously.
- ADMINISTRATOR'S
REPORT: The Administrator's report, and reports from the Reference Coordinator and the Children's consultant were included in the packet. An update on delivery is also included. We are up 4% this year. We have seen out major growth unless we add a lot of libraries. Virtual reference center could also impact delivery. The new phone system is installed at NBCLS.
- INTERNET CIPA: California has joined suit with ALA and ACLU and we are waiting to see what happens. Blocking is the term used rather than filtering. Ms. Cousineau mentioned that Congressman Mike Thompson introduced a bill yesterday to augment the LSTA, adding \$300 million dollars a year that could be used for construction, modernization, collection development and opening for more hours. It requires a 33% local match. No library can get more than \$1 million per year. 35 % has to go to rural libraries. Thank you notes should be written to him. What should libraries do on April 20th when CIPA goes into effect? Ms. Cousineau advised Members to wait and see the outcome of the lawsuits.
- BOARD MEMBER
ITEMS: Lake County is moving ahead on their automation project. They got their bar codes in. They should be able to start entering things next week.
- Mill Valley is adding a Children's Librarian

Sonoma County Library is recruiting to fill the Director's position vacated by Roger Pearson. The position closed in March with interviews scheduled sometime in April. It looks like the Commission is budgeting for a full-time Development Officer. They just completed a management audit. They are in the process of a classification study.

Richmond Public Library has been closed for six weeks and it appears they will be closed for another four weeks. They had a mold infestation. It will probably cost around \$200,000 to repair. The problem was found when three workers filed workers Comp claims because the building made them sick. One of the three molds found in the building is toxic.

Ann Cousineau mentioned that the facility master plan for Solano County is up on their website.

Adu Worku mentioned that Pacific Union College is still working on a new library building within the next 3 - 4 years. They are at the fundraising phase. They are planning for a 70,000 square foot library at an estimated cost of \$18 million.

Tom Trice reported that tonight American Canyon City Council is going to look at approving an operating agreement with the community to open a storefront branch. It is moving very quickly and space has been identified.

Bill Kester announced that the received a significant augmentation to their materials budget at the College of Marin. They need to add an additional wall of shelving to their reference area. They are interviewing for a new Library Director; a new Technical Services Specialist and they have identified someone for Technical Support.

Kevin Starr will be speaking on the SSU campus at Stevenson Hall on June 20th at 6:00 p.m. about Jack London as a visionary.

Debbie Mazzolini is looking for volunteers for the ALA Fun Run on Sunday mornings. An agenda of volunteer opportunities will be sent around to the libraries.

NEXT
MEETING:

The next Board meeting will be held on June 7th at Napa City-County Library.

ADJOURN-
MENT:

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

