

North Bay Cooperative Library System
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NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
June 7, 2001

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Napa Valley College Library of California in Napa, California with Chair Debbie Mazzolini presiding. This meeting convened at 10:45 a.m.

ROLL CALL:

Carol Starr, Marin County Free Library
Catherine Blumberg, Mill Valley Public Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Tom Trice, Napa City-County Library
Angela Brunton, Sonoma Developmental Center
Erika Condon, Mendocino County Library
Larry Hlavsa, St. Helena Public Library
Doreen Lee, Mitchell Memorial Library, Travis AFB
Ann Cousineau, Solano County Library
Jim Rosaschi, Sonoma County Public Library
Frances Gordon, Larkspur Public Library
Bonnie Thoreen, Napa Valley College Library
Sara Loyster, San Anselmo Public Library
Jeanne De Mars, Solano Community College

ABSENT: Vaughn Stratford, San Rafael Public Library
Bill Kester, College of Marin
Susan Hagius, Sonoma State University Salazar Library
Micca Grey, Plover Library, Santa Rosa Jr. College
Roberto Esteves, San Francisco Public Library
John Wagstaff, Solano Community College
Connie Pearson, Rancho-Cotate High School
Mary Richardson, Sausalito Public Library
Monique Le Conge, Benicia Public Library
Kathy Jansen, Lake County Library
Adu Worku, Pacific Union College Library
Joe Green, Richmond Public Library
Nancy Sieck, Petaluma High School Library
Susan Hildreth, San Francisco Public Library

ALSO
PRESENT: Ms. Annette Milliron, North Bay Cooperative Library System

INTRO-
DUCTIONS: No introductions were necessary.

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

APPROVAL OF THE AGENDA: The Agenda was amended to add a farewell resolution for Jeanne DeMars under the Administrator's report. A motion to approve the amended Agenda was made by Ann Cousineau and seconded by Carol Starr. The Motion carried unanimously.

APPROVAL OF MINUTES OF 04/05/01: Ann Cousineau made a Motion to approve the Minutes of 04/05/01. Carol Starr seconded. Approval of the Minutes passed unanimously.

APPROVAL OF CONSENT CALENDAR: A Motion to approve the Consent Calendar was made by Carol Starr and seconded by Sara Loyster. The Motion carried unanimously.

CORRESPONDENCE: Particular items of correspondence were discussed and distributed by Ms. Milliron. The members were instructed to initial items if they wished to receive a copy. She called attention to materials regarding workplace violence from a workshop she attended that was put on by South State Cooperative Library System. A brochure about E-literacy was shown to the group.

LEGISLATIVE UPDATE: Ann Cousineau reported that SB74 and SB94 have moved out of Senate appropriations and to the Senate floor. It has been extended to go into effect in the 2003-2004 fiscal year. Its companion bill on the Assembly side never made it out of suspense. AB151 that would require filters on computers has essentially been stopped in the Senate Appropriations Committee. AB1041 by Richmond that would have expanded the requirements for County Librarians has been extended. On PLF the Senate put back in a million dollars as COLA.

PERS CONTRACT AMENDMENT: This is the final step to be able to offer the higher death benefit to active PERS employees. The amendment of the PERS contract was moved by Ann Cousineau and seconded by Frances Gordon. The Motion carried unanimously.

PERS HEALTH INSURANCE: The Steering Committee discussed this item in morning session. Ms. Milliron has been asked to go back and look at some other options for how to deal with the PERS health insurance for the NBCLS staff. She will look at percentage rates up to a maximum level, adjusted in an equitable manner (depending upon one's living situation: married, partnered, with family, etc.) as compared to a flat rate basis. The new PERS rate sheet for 2002 was distributed. The rates have increased significantly for some of the plans.

LIBRARY OF CALIFORNIA: Library of California and Golden Gateway reports were included in the packet. Ms. Milliron asked Diana Paque about the push to merge the CLSA and the LOC funds. The push is coming from the Department of Finance and the LOC staff is really struggling on how to cope with this. They don't even have enough money to fund the ILL program since the May revise. They will be recommending to the LOC Board to move non-public loans (academic or special) to public (library) loans back into the CLSA TBR allocation. As soon as the LOC law was passed, the non-public activity was moved out and they have been funding that ILL out of LOC funds. This is why for the first time in a long time public libraries have been getting nearly full reimbursement. The reimbursement rate that will be received in FY 2001-2002 for ILL is \$3.21. Direct loan is \$.63. The CLSA TBR fund is fine, but the LOC fund is not. Ms. Paque indicated to Ms. Milliron that after the non-public funds are moved back into the to public library pot of money there should be enough to fully fund all transactions because the number of ILL's is declining slightly as the Internet is becoming a source for reader digital information. The non-public to non-public is going to be a problem. They don't have the money to fund the \$800,000. They only have \$3.2 million and the cost to fund regional operations, the periodical database on Melvyl and the Librarian's Index to the Internet. If they are going to fund non-public to non-public ILL it may come from the regional network budget. The regional networks would have to decide on that. To help regions out a little bit they have decided to go ahead and issue the necessary release forms and as soon as the budget is signed they can release part of the \$200,000 flat rate that all regions will get.

The Attorney General has not given an opinion to date on the CLSA System membership in the network. It was unclear in the law so he was asked to define that.

There really isn't the money to grow the linked system project. It's looking like LSTA funds will have to be used for that since the LOC money isn't there.

Ms. Milliron also mentioned that networks are going to have to give out the Z39.50 grants because the state is not going to do that any longer.

In terms of the Golden Gateway network update, Ms. Milliron mentioned that the meeting was interesting. There are 150 members now, and about 45 libraries were represented at the Council meeting. On the Q and A café there will be a demonstration at the ALA conference with staff answering questions. It may be too early in the organizational life of Golden Gateway to get the Social Entrepreneurship project going. The group is going to develop a survey with frontline people and will tackle projects as they identify them. The future of the project is unclear, but Ms. Milliron thinks it will come back in light of funding uncertainties. Ms. Milliron mentioned that she is starting to receive the forms for people to serve on the ILL committee to help set the regional policy for linked systems. Joe Cochrane will be the representative for the region for the database licensing through Amigos. The contract is still not signed at the state level and that has to be in place before we can move forward.

The Golden Gateway delivery study is devising an evaluative tool to send out to libraries on how to fine-tune the system. Ann Cousineau observed that on Monday and Tuesday delivery is on time, but the rest of the week they are ½ hour to 2 hours late. If a substitute driver is on the route, then the delivery is on time. Ms. Milliron said that the substitute is usually the boss, so that is why they would be on time. Ms. Milliron will pass the information on to the contractor.

With the staff development calendar, Ms. Milliron said that Gail McPartland at PLS is installing a new server to house the software. Ms. McPartland will get back to her with a progress report. First thoughts were to have all information sent to one location and that person would post on the calendar. Now all locations will be allowed to electronically submit updates and a single person will monitor for appropriateness, then validate the information for posting.

SUPERSEARCH:

Tom Trice reported that he, Angie Brunton, and Ms. Milliron met on May 23rd on the GGLN resource sharing initiative. They talked about funding formula ideas as well as the ILL policy. The recommendation of the Board was not to change the ILL policy in any substantive way. It is already based on a philosophy of cooperation and sharing which seems to be the point of regional networks. Moving away from that would be contrary to the philosophy. The other point discussed was the issue of other users or participants who are not really using Supersearch. For those members the base amount of \$1000 is a great deal of money. They talked about ideas of lowering the base cost for those libraries with 100 or fewer total transactions. They discussed the cost ideas for non-NBCLS members who are members of GGLN. Two models were discussed. One model would involve becoming an NBCLS member to take advantage of the pricing structure. Or if a library is not an NBCLS member but is a GGLN member, we might be able to offer SuperSearch in a cafeteria-style way with a fee that would be equal to the annual maintenance fee charged by the vendor plus the NBCLS transaction fee and the program support cost. The Committee then decided to recommend to the NBCLS Board that we have a serious look at that pricing option. Basically it is cost recovery. Ann Cousineau mentioned that since we are working to have SuperSearch become the model of choice we have to make it as attractive as possible without going into the hole.

Ms. Milliron distributed a proposal to add 8 - 10 Silicon Valley libraries to SuperSearch. The cost to NBCLS would be an estimated \$28,736 to install the software and include the annual maintenance cost. Delivery costs were not estimated, as it is not possible to predict volume at this time. We would not worry about recovering our investment. We would have a cost formula to present to potential customers who might want to participate in SuperSearch. We would have a policy that we would be committed to and we would then try to pitch it to a specific group to see if it would go anywhere. In terms of action, we need to take action on lowering the rate for members with 100 total transactions or less to a \$200.00 flat charge.

Tom Trice made a Motion to lower the SuperSearch base charge to \$200.00 for participants who have 100 or fewer total transactions per year. This would only affect three members, costing about \$1600.00 - \$2000.00, which could be absorbed by NBCLS. Motion passed unanimously.

Ms. Milliron was directed to revise the expense sheet for offering SuperSearch to other GGLN libraries. She will bring it back to the full Board meeting in September.

An item that has come up in ILL committee meetings is that libraries that share a common system can ship and receive for each other. The ILL staff has been struggling with how to count ILL statistics and what procedures to follow. Individual shared systems need to set their own policy on how to direct staff to handle this situation. There is a potential impact on delivery for NBCLS. Directors of libraries in shared systems should talk with their ILL staff for further information on the issue. In making the local policy decision, the impact on delivery should be considered.

Delivery statistics show about an 8% increase over last year.

Jeanne DeMars talked about her experience in Minnesota and the MinLink System. She was involved in the implementation of that Z39.50 project before she came to California two years ago. They are using OCLC's web Z product in first establishing the common virtual catalog. There was already a statewide ILL process in place so this was to enhance it. There were some problems with multiple systems as in NBCLS here. Widely different results come with searching different catalogs. They tried to alleviate this problem by giving libraries money for re-indexing. Indexing standards were developed. Almost every system ended up doing some re-indexing. Mark Henibush works for the CIC consortium and writes and does a lot of Z39.50 workshops. He advocates consistent use of

attributes and system indexing policies for interoperability across multiple vendor systems. A variety of attributes, defaults and the capabilities of the clients are all factors in configuring for searching. A meeting is set for July 17 to discuss this issue with cataloging people and system people. The problem will be defined and then tackled. Catalogers claim this is not a cataloging issue; it is a Z39.50 system issue. MARC fields have to contain the necessary information and fields have to be put into the index.

CHILDREN'S SERVICES: Michael Cullinane, the NBCLS Library Tech was commended for putting the children's book review on Access. It has been a real step forward in delivering the service.

ADMIN .
REPORT: Bonnie Thoreen moved and Angie Brunton seconded the Resolution for Jeanne DeMars. The Board expressed their thanks for all the work she has done to move NBCLS forward with networking and SuperSearch. She is going back to Minnesota. Motion passed unanimously.

ADMIN.
EVALUATION The Steering Committee discussed the evaluation with Ms. Milliron this morning. The evaluation is an accumulation of all the comments from the network. Comments were very positive across the board. It was broken down into the areas of Budget and Finance, Leadership, Teamwork, Managing Resources and Programs, Objectives for the Year, and Additional Overall Comments. She was very distinguished in the areas of moving NBCLS into the GGLN. She does a very good job with finances, and she does a fantastic job establishing NBCLS in a leadership position technically with Supersearch. Ms. Milliron keeps the Board well informed on all issues; and she is very good at teamwork--getting all to work together cooperatively. There have been no complaints with ongoing NBCLS services while working with Golden Gateway. There have been no difficulties with the transition process. The objectives for the coming year have been to keep a watch on that transition process and to develop a plan if needed in this coming year for transforming NBCLS in the event of CLSA systems sunset. To represent NBCLS in the Golden Gateway network and to recognize and present the needs of NBCLS is another objective. She will also evaluate current year services to determine that they meet the needs of the members. Overall Ms. Milliron received a very positive and good evaluation. The last line of the evaluation reads that the Board wishes to congratulate you on doing an excellent job and to express their appreciation for your dedication. The Steering Committee determined that in addition to the yearly 3.5% COLA union negotiated increase, Ms. Milliron should receive a merit raise of 6% for FY 2001, with a 5% merit raise for FY 2002/03. The Administrator's evaluation and raise was moved by Sara Loyster and seconded by Angie Brunton. The Motion passed unanimously.
Board members were advised to read their Board packets as Ms. Milliron does such a thorough job in summarizing the issues within.

ELECTION OF OFFICERS: Tom Trice has been nominated for Board Chair for FY 2001/02. A Motion was made by Ann Cousineau and seconded by Bonnie Thoreen. The Motion carried unanimously. Tom was congratulated on his new position. A Vice Chair will be selected at the next Board meeting. Thanks were given to Debbie Mazzolini for serving as Board Chair. Meeting dates for FY 2001/02 were set as follows: September 6, November 1, January 3, March 7, and May 2.

INTERNET
FILTERING: There is a major program at ALA Saturday morning, where attendance at the meeting would qualify as taking action. The Washington ALA office will conduct an update from 11-12:30. Ann Cousineau asked about NBCLS LSTA funds and CIPA implications. Ms. Milliron will get clarification from the State Library on server software to connect linked systems.

BOARD MEMBER ITEMS: Ann Cousineau mentioned that she got a call from ALA to get George Miller to co-sponsor LSTA re-authorization. He is the ranking member on the Education and Workgroup Committee which is the committee that will actually hear the re-authorization of LSTA. Jeffords was lined up, but now they are going back to the drawing board to find a new Senator to introduce the bill.

ANNOUNCEMENTS: Several staff members from Mill Valley participated in the Memorial Day parade by dancing with book carts to Mustang Sally. It was the hit of the parade. They distributed applications to join the Friends, and participation in the Friend's organization went up 200%.

NEXT MEETING: The next Board meeting will be held on September 6th, at the Sonoma County Public Library in Santa Rosa.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:15 p.m.

