

NORTH BAY COOPERATIVE LIBRARY SYSTEM  
Board of Directors Meeting  
September 6, 2001

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Sonoma County Library in Santa Rosa, California with Chair Tom Trice presiding. The meeting convened at 10:30 a.m.

ROLL CALL:

Catherine Blumberg, Mill Valley Public Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Tom Trice, **Sonoma County Library**  
Angela Brunton, Sonoma Developmental Center  
Erika Condon, Mendocino County Library  
Larry Hlavsa, St. Helena Public Library  
Ann Cousineau, Solano County Library  
Bonnie Thoreen, Napa Valley College Library  
Sara Loyster, San Anselmo Public Library  
Vaughn Stratford, San Rafael Public Library  
Bill Kester, College of Marin  
Monique le Conge, Benicia Public Library  
Kathy Jansen, Lake County Library  
Connie Pearson, Rancho-Cotate High School  
Janet McCoy, Napa City-County Library

ABSENT:

Carol Starr, Marin County Free Library  
Doreen Lee, Mitchell Memorial Library, Travis AFB  
Frances Gordon, Larkspur Public Library  
Barbara Butler, Sonoma State University Library  
Micca Grey, Plover Library, Santa Rosa Jr. College  
Roberto Esteves, San Francisco Public Library  
John Wagstaff, Solano Community College  
Mary Richardson, Sausalito Public Library  
Adu Worku, Pacific Union College Library  
Joe Green, Richmond Public Library  
Nancy Sieck, Petaluma High School Library

ALSO  
PRESENT:

Ms. Annette Milliron, North Bay Cooperative Library System  
Joseph Cochrane, North Bay Cooperative Library System

INTRODUCTIONS: Everyone introduced themselves.

PUBLIC INVITED TO  
ADDRESS BOARD: No public was in attendance.

APPROVAL OF  
THE AGENDA:

The Agenda was amended to break Item 11 into two Sections: Section A to address elections of vice chair and Section B to select meeting dates. A motion to approve the amended Agenda was made by Bonnie Thoreen and seconded by Angie Brunton. The Motion carried unanimously.

APPROVAL OF  
MINUTES OF 06/07/01:

Approval of the Minutes was declared consensus by the Board Chair.

APPROVAL OF  
CONSENT CALENDAR:

A Motion to approve the Consent Calendar was made by Debbie Mazzolini and seconded by Monique le Conge. The Motion carried unanimously.

CORRESPONDENCE:

Particular items of correspondence were discussed and distributed by Ms. Milliron. She mentioned a postcard from Roger Pearson noting his appreciation for NBCLS services.

LEGISLATIVE  
UPDATE:

While the Legislative updates have been valuable, we no longer have a Board member on the Committee. The Legislative Update topic is to be removed from the agenda as a generic item. If a specific legislative item arises, it will be added to the agenda.

With regards to the Teleconnect fund, libraries should write to the PUC with specific examples of how libraries will benefit from the increased funding. Ask to add more types of phone service to the eligibility list, e.g., DSL, T3, etc.

Ann Cousineau reported that ERAF bill numbers SB74 (Speirs) and SB94 (Torlakson) are double joined. The fund is estimated right now to be about \$80 million statewide. Torlakson's bill goes a little bit further and does things for county libraries that are general fund libraries. There is a small group working with the Dillon's and the Governor's staff to try and affect some sort of deal with the Governor's office to get this Legislation through. The Legislation as it is written now would not go into effect until the 2003-2004 fiscal year. Two new amendments have been added: one that would phase the return in over an 8-year period, and the second would provide a trigger that could be implemented by the Governor any time the general fund revenues do not increase by 3% or more. If this is approved and signed the Governor, the amount that would be returned to these public libraries by eight years out would be about \$120 million dollars.

PERS HEALTH

Ms. Milliron mentioned that in the packet she had included the budget information as requested at the last Board meeting to see if we could find a way to offer PERS Health Insurance enrollment to NBCLS employees. She suggested to the Steering Committee that we do not move forward on it this year. HPR has offered a new arrangement. They have ACCESS, which is a way to self-refer to a specialist for a higher co-pay. The employees that needed to change their health insurance to gain greater access to specialists have accepted that plan. We are going to try it for a year to see if everyone is satisfied. That will also give us time to see what happens with PERS and the health insurance rate increases. Double-digit increases are expected next year. PERS has always been more expensive than what we have been able to negotiate locally. Tom Trice said that the Steering

Committee heard from Ms. Milliron that there is sufficient budgeting room for continuing on as we are. The staff has three options in terms of providers. There will be a negotiation for the next MOU in 2002. The Steering Committee's recommendation to the Board is that we take Ms. Milliron's advice and just wait and see on this one. The suggestion was met with general consensus from the Board.

ANNUAL REPORT:

Ms. Milliron had invited Joe Cochrane, Reference Coordinator from NBCLS to answer any questions from the group about reference numbers. She reported that where numbers are down, agencies across the state are experiencing similar numbers. ILL is down statewide as is the number of reference questions being forwarded to the reference center. It was suggested that DIALOG training be removed because no one is asking for it now. All statistics are going down but delivery is going up. Ms. Milliron suggested possibly going over the types of statistics being collected with the new delivery service provider. She feels pretty confident that the provider knows how to count the statistics. Cathy Blumberg noted that circulation of AV materials is going up. Direct loan may be the reason for the increase. Statistics are not kept by item type. It is unusual to see ILL going down and the delivery volume going up.

Mr. Cochrane gave an update on the types of questions being asked of reference staff. The questions are becoming increasingly more difficult. Since SCAN closed, NBCLS is doing second-to-third level reference. There may be three or four answers involved in one question. They have moved to non-traditional methods of finding answers. E-mail is used quite frequently. Q&A Café and 24/7 are providing second and third level answers live on the Internet.

Ann Cousineau thanked Joe for all the hard work he has done negotiating the database negotiation.

A motion was made by Ann Cousineau and seconded by Bonnie Thoreen to adopt the Annual Report. The Motion was approved and adopted unanimously.

STEERING  
COMMITTEE  
SELECTION AND

Tom Trice appointed the following as Steering Committee members: Erika Condon, Monique le Conge, Connie Pearson, Bonnie Thoreen, Debbie Mazzolini, and Tom Trice. Annette Milliron is an ex-officio. Appointee, Joe Green, has accepted nomination as Vice-Chair/Chair Elect. The nomination

MEETING DATES:

was moved by Kathy Jansen and seconded by Bonnie Thoreen. The motion carried unanimously.

Meeting dates were selected for the upcoming year. They are: November 8<sup>th</sup>, February 7<sup>th</sup>, April 4<sup>th</sup>, and May 2<sup>nd</sup>. Tentative acceptance of the calendar was moved by Angie Brunton and seconded by Bonnie Thoreen. The motion was carried unanimously. The November meeting will be held at the Napa Valley College Upper Campus in St. Helena.

LIBRARY OF  
CALIFORNIA UPDATE:

Ms. Milliron reviewed ILL funding. She described that the network's budget was cut, as there was no increase in the LOC funding. It is affecting ILL funding. Public libraries are in good shape. Any loans that are made will be funded from the CLSA system money at 95% reimbursement with a fifth payment at the end of the fiscal year if activity levels allow. A non-public lending to a public library is also paid out of that fund. Non-public lending to non-public libraries, will be paid out of the LOC money and that will be a 70% reimbursement, with the 30% to be distributed if possible at the end of the fiscal year. Reimbursement is available for lending only to other members of LOC or a CLSA system member. State staff made this recommendation to ensure continuation of funding of the ILL programs. In CLSA, \$21 million dollars is available to serve 173 libraries and in LOC, there is \$3.9 million dollars to serve 574 libraries – that's why there is the program problem.

In terms of activities for the GGLN, she heard from the field that some library directors are concerned about services that are being received from the LOC. Ms. Milliron suggested review of the agenda for the upcoming Executive Board meeting as well as the Plan of Service to identify concerns that she, Ms. Thoreen and Ms. Brunton can take forward to the Executive Committee. There will be some budget cutting going on at the network level. There was an overall 5% reduction.

Ms. Milliron asked what services NBCLS libraries would like to see coming from the GGLN. The delivery study is well under way. The final document should be delivered in November to see where clusters are and some solutions to connect all the libraries. There was absolutely not enough money to begin funding. They were going to offer a non-public pilot project after the studies come out. There's not much hope for delivery this year. Database coordination to be more inclusive, more unified by type of libraries and more coordinated reference was a service that was requested. Ms. Milliron pointed out that the network could not afford to buy databases for everyone. Buying Electric Library for everyone was a bust. One database does not fit all. One idea in the Plan of Service is that we would negotiate packages that libraries would have to pay for themselves. We would try to do the best possible pricing structure. NBCLS is ahead of the rest of the libraries in acquiring databases; we are trying to bring other libraries up to speed to get them working at our level. The model Mr. Cochrane continues to work on is to really work to try to get the deals set in place at North Bay to get the rate down. All NBCLS contracts have an addendum to negotiate down if more libraries contract. The vendors are picking up on how the structures are going and are looking to break up ways libraries can get further discounts. There are many aspects to work out and he continues to devote time to it every day. Mr. Cochrane has been a major negotiator in the price structure for GGLN. In order for him to take on the role of chief negotiator, he would need the same staffing level as NBCLS reference uses now. Ms. Milliron sees that the prices Mr. Cochrane negotiates and the prices that show up on the contracts coming into the office are not the same.

The message needs to be carried forward that database negotiation is a priority for GGLN as well as selling Supersearch/delivery. There are still two reference centers in GGLN. Ann Cousineau would like to see them come together. She made the point that LOC is strapped for funds, so it seems we should look at ways to consolidate things. If one of the ways is to consolidate reference, maybe a model that works well for us can be expanded to work for GGLN. There may be a way to consolidate reference and have NBCLS take one direction. We don't have the resources to do both reference and database negotiations. We need to capitalize on the skills that different people bring to the table. The Technology Committee will be meeting later this month. It was recommended to look at linking technology that would bring together independent systems in other libraries that are not participating yet. Ms. Milliron doesn't know how it will work to go through another piece of software to get to each other. Ms. Milliron is the only NBCLS member of the Technology Committee - SNAP and/or MARINet may volunteer a staff member.

To summarize, direction was given to the representatives to take back to the GGLN Board that the following items of importance: database negotiations, Supersearch and its corollary delivery, and looking at an evolved reference model to capitalize on local skills. Direction was given by consensus. Chairman Trice also noted that it is important that the efforts of the NBCLS staff are capitalized upon appropriately.

#### SUPERSEARCH:

The immediate issue is relocation of the server. It needs to be moved from SSU. They do not have the staff there to support that operation at this point. They would like it moved sooner rather than later. The campus president has been eroding department budgets and taking money for projects he wants to develop on campus. They simply do not have the money to hire two positions for UNIX programmers for which they have been recruiting for almost a year. They bring in hourly specialists to fix problems when they occur.

The Steering Committee asked Bonnie Thoreen to look into the cost for Napa Valley College Library to provide the service. St. Helena Public Library was also asked to provide that information. The Steering Committee also felt that if we were forced to go with the API, that the \$7,500 dollars that it would cost for the remainder of the fiscal year should be taken from the reserves. Based on the information given to Ms. Milliron, she was given the go-ahead to make the move to the most cost-effective solution. Ann Cousineau moved to authorize Ms. Milliron to make a choice and move the server. Bonnie Thoreen seconded the motion. The motion carried unanimously.

FINANCE/ POLICY  
COMMITTEE  
REPORT:

This discussion was started the last Board meeting. Ms. Milliron developed a chart included in the packet on what it would cost selective libraries to join SuperSearch. There is \$68,000 in grant money that can be used to assist in adding people to Supersearch. Some schools have shown interest and we have talked about reaching out to some other libraries in GGLN. She has targeted those currently in linked systems in BALIS and in Silicon Valley that are using the Web-Z product that is the OCLC site search product. She heard at ALA this summer that OCLC is no longer going to continue support on that product. Support will probably end in 18-24 months. Places that have purchased it will be given the source code. Any further development will lie completely in the hands of the libraries that own it. It would be good to approach them if they want to be with a product that will continue development. She included information on the price structure. No libraries have been approached yet – approaching them loses nothing, but what do we offer them. We have \$68,000, but it will cost \$178,000 to license all of them. Do we target closer ones? Ann Cousineau suggested approaching all GGLN members in Contra Costa County and then look at SVLN. Members agreed to give Ms. Milliron direction to approach the libraries about SuperSearch.

The Z39.50 study is well under way. We have collected all the information on the Z39.50 capabilities of the systems in North Bay regarding what's turned on and what's not. Jeanne DeMars is working with us long-distance to help compile and interpret information. At the meeting of the Ad-hoc Bibliographic Committee it was decided that the group that will meet again will be the System Administrators at this point to see what we may want to try to more uniformly turn on and the cost and how that might be financed. Then the Catalogers will be brought back in when appropriate to the process. Right now we are looking more at the System Administrator level. We hope to call a meeting in October.

REVISED BUDGET:

Ms. Milliron has gone through and adjusted the budget as advised. There were fewer revenues to carry forward than anticipated. The Steering Committee discussed taking money from the fund reserve. There is \$150,000 that is designated for the retiree's health benefits, there is an undesignated amount around \$100,000 that is essentially used as a cash flow resource, and then there is the building reserve in the amount of \$377,838.

The Steering Committee recommended adoption of the budget as presented. It includes using cash flow reserves needed to take care of the SuperSearch server move. Ms. Milliron called attention to the fund balance where we are taking varied amounts of money to cover NBCLS program costs. She reduced some travel money and telephone usage. Most areas have been cut where they can be cut. Ann Cousineau mentioned this is an even better reason to consolidate reference programs. Ms. Milliron reiterated that using current projections the staffing levels would look the same as they are now.

Ann Cousineau moved to adopt the current budget and Vaughn Stratford seconded. The motion carried unanimously.

RESOLUTION:

Susan Hagius retired and moved to Georgetown, CA prior to the beginning of the school year.

Approval to adopt the resolution for Susan Hagius was moved by Kathy Jansen and seconded by Vaughn Stratford. The motion carried unanimously.

ADMINISTRATOR'S  
REPORT:

Ms. Milliron received a letter in July from Susan Hildreth saying they will withdraw their NBCLS membership at the end of the fiscal year. We still hold a license for SuperSearch for them.

Does the group want to look at anything other than databases for a group purchase for the year? Newsbank and ProQuest are being reviewed for purchase. All libraries should join Amigos as the state is paying for it. Give feedback to the state. SNAP is purchasing self-check machines. NBCLS can coordinate group purchase if advised of needs.

INTERNET  
FILTERING:

No update on Internet filtering was given.

BOARD MEMBER  
ITEMS:

Mendocino has a new website [www.co.mendocino.ca.us](http://www.co.mendocino.ca.us) . Pt. Arena just went online Tuesday with Supersearch and delivery.

Belvedere-Tiburon committee is publishing a book on the history and development of the library. One thousand copies are due out in November. They also have a Reference position open.

Lake County will go live with automation on Tuesday, September 11<sup>th</sup>.

Thelma Percy retired director of Mill Valley passed away 3 weeks ago.

College of Marin book budget was established last year for the first time, plus they received one-time money that will allow continued acquisitions. They are held harmless this year. Two positions are open in the library. They are hiring for a Director and a Reference Librarian

San Rafael needs a bi-lingual librarian.

ANNOUNCEMENTS:

Henry Bates, retired Mendocino County Librarian had a stroke, but is at home now and seems to be his usual self.

NEXT  
MEETING:

The next Board meeting will be held on November 8th, at Napa Valley College, Upper Valley Campus, in St. Helena, CA.

The Meeting recessed at 12:10 to tour NBCLS offices

The Meeting reconvened at 12:20 at NBCLS offices. Staff and Board introduced themselves and toured the office.

ADJOURNMENT:

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



