

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
February 7, 2002

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Benicia Public Library in Benicia, California with Chair Tom Trice presiding. The meeting convened at 10:35 a.m.

ROLL CALL:

Catherine Blumberg, Mill Valley Public Library
Erika DeMille, Mendocino County Library
Tom Trice, Sonoma County Public Library
Angela Brunton, Sonoma Developmental Center
Mary Richardson, Sausalito Public Library
Ann Cousineau, Solano County Library
Bonnie Thoreen, Napa Valley College Library
Sara Loyster, San Anselmo Public Library
Monique le Conge, Benicia Public Library
Janet McCoy, Napa City-County Library
Carol Starr, Marin County Free Library
Joe Green, Richmond Public Library

ABSENT:

Debbie Mazzolini, Belvedere-Tiburon Public Library
Bruce Campbell, Mitchell Memorial Library, Travis AFB
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
Nancy Sieck, Petaluma High School Library
Bill Kester, College of Marin
Larry Hlavsa, St. Helena Public Library
Vaughn Stratford, San Rafael Public Library
Kathy Jansen, Lake County Library
Connie Pearson, Rancho-Cotate High School Frances Gordon, Larkspur Public Library
Adu Worku, Pacific Union College Library

ALSO
PRESENT: Annette Milliron, North Bay Cooperative Library System

INTRODUCTIONS: Introductions were made to advise everyone that Erika Condon's new last name is DeMille.

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

APPROVAL OF
THE AGENDA:

A motion to approve the Agenda as presented was made by Ann Cousineau and seconded by Angie Brunton. The Motion carried unanimously.

APPROVAL OF
MINUTES OF 11/08/01

Approval of the Minutes of 11/08/01 was made by consensus.

APPROVAL OF
CONSENT CALENDAR

Tom Trice discussed the CALPERS position on Deferred Compensation. There is a potential for a California tax liability for deferred compensation contributions exceeding \$8,500. The new upper limit is \$11,000. CALPERS is not taking action until the State Legislature and the Governor have acted. Ms. Milliron talked to the Hartford Company who provides our contract and she was advised by the company that their position is that the burden of tracking and reporting the tax liabilities falls to the individual making the contribution, not to the agency. As an agency we are not making the contribution. There would not be federal tax but there would be state tax liability.

Joe Green moved to defer Item B until more information is forthcoming. Monique leConge seconded. The Motion carried unanimously. Ms. Milliron was directed to gather more information for the next Board meeting.

The remainder of the Consent Calendar was moved for approval by Bonnie Thoreen and seconded by Angie Brunton. The Motion carried unanimously.

CORRESPONDENCE:

Particular items of correspondence were discussed and distributed by Ms. Milliron. She attended a workshop in Inglewood sponsored by South State Cooperative Library System on violence in the workplace. Videos and written materials from the workshop are available for review by members. Ms. Milliron thought the workshop was excellent. Employee and customer violence was both addressed. Ms. Milliron will explore the cost of the workshop to be brought to NBCLS if members are interested.

LIBRARY OF
CALIFORNIA:

Ms. Milliron gave an update on the Regional Contacts meeting. The impact of the reduced budget for LOC was reviewed. More will be known after February 20th when one entire day of the 3-day LOC Board meeting will be dedicated to budget issues. Board members were alerted that the LOC Budget Committee of the LOC Board recommended that the transition from CLSA systems into LOC be completed by the end of the 2005/2006 fiscal year. The recommendation has not been adopted by the full Board. She finds it troubling in that the LOC budget was cut but the Budget Committee is still recommending moving forward and transitioning CLSA programs into a program with a reduced budget.

Ms. Milliron covered in notes what the GGLN is planning to do for the rest of the year with the budget cuts. About \$100,000 will have to be reduced overall for next fiscal year. The technology component area has been reduced. The Universal Gateway concept is taking back seat due to difficulty in finding a product. We are working on the Q&A Café and continuing with effective reference performance training and delivery areas.

Another activity under GGLN and LOC was that an LSTA grant was submitted for \$1.5 million for MCLS and for Arroyo Seco and GGLN to offer reference service to all the other networks within the state using the Q&A Café and 24/7(down south). Both programs are on the same software now so each the networks will be given \$25,000 worth of question answering. There is now an attempt in the reference program to offer a uniform program statewide under the LOC using LSTA money using this as a model. There would be a second level reference function built into that program. The question

answering would be done by the shared reference center – MOBAC, PLS, BALIS, Silicon Valley. Ms. Milliron feels it is highly likely that the grant will be funded. It is a one-year project and at this point we do not know how this will affect our reference center. Someone needs to take responsibility for the second level reference. We have not been invited to field these questions yet. We are still at the point where it is a two-page proposal without much detail.

The GGLN Board of Directors will be meeting next week to do the preliminary review of the Plan of Service, look at the budget and prepare for the full council meeting that will be on March 19th at SFPL.

Tom Trice asked about the delivery study being invalid. Ms. Milliron explained that the consultants found that the statistics gathered by the CLSA systems are not uniform. Ms. Milliron advised that the consultants are trying to piece together statistics collected in January with the statistics gathered by the CLSA systems to create a more uniform and complete picture.

The ILL Committee will meet tomorrow. Gold Coast Library Network just adopted a generic version of the NBCLS policy.

In terms of reference we are still working the terms of the contract with GGLN. The scope of work seems to be changing. Ms. Milliron will work with Joe Cochrane to rewrite the scope and define the role of the database negotiator and what the desired outcome will be. She hopes to be moving forward with the contract very soon.

SUPERSEACH

SSU is withdrawing from Supersearch at this time. They are involved in five other methods for conducting ILL service. RSS and URSA are coming together as one product and we might see SSU come back into the program at that time. North Bay members are invited to continue using SSU as a supplier but to do it via OCLC where it will cost the libraries extra money.

Ms. Milliron checked with SFPL and SRJC and they both are willing to have their licenses used by other agencies if they are more ready to move forward. Ms. Milliron has made an offer to Contra Costa County of a free license. They are very interested but there are policy issues there that need to be addressed. They charge \$5.00 each for ILL so that is an issue. They have one person 16-19 hours per week and they will need a little more staff to handle SuperSearch. A draft agreement was faxed out to Board Members. Hopefully we will begin using it soon. Silicon Valley is seriously considering Supersearch. They had a proposal from the staff members of the Silicon Valley Library that made a recommendation between INREACH and the MOBAC DRA project that they choose SuperSearch as their new ILL program. The Directors did not vote to move forward at this time.

The Steering Committee reviewed the agreement. Tom Trice reported that they generally felt that it was a good idea to have an agreement. Ms. Milliron will have the NBCLS attorneys review the document. The Board feels we should have the agreement. Joe Green mentioned including reference to a termination clause. Ann Cousineau suggested adding information about our fiscal year. She thought the review should take place in January and there should be a six-month termination clause.

Ms. Milliron will work on an agreement of participation with counsel review and bring it back for the April Board meeting for Action.

The RSS/URSA users group will be sending letters and communicating more directly with the management in the *epixtech* community for greater visibility. We are a valuable resource for them.

2002/03 BUDGET

Ms. Milliron reviewed the draft budget. She asked about COLA's. Most were around 4%. She distributed a revised delivery cost estimate. Our contract cost may go up next year. She is expecting

a proposal from Frank Magarino about splitting the south and east run into two runs. Drivers have been working 10 – 12 hours/day to make the full run.

The SuperSearch program cost spreadsheet was reviewed. The staffing level for next year was increased based on having at least one new member. If Silicon Valley joins the program the increased revenue will support a full time person.

Chairman Trice asked about finding other ways to meet the budget such as reconfiguring the way reference is handled and looking at the program in terms of what it is costing us. The Steering Committee looked at putting together a workgroup to look at all of these factors and come up with some alternatives. SuperSearch costs would only be one part of that. Tom suggested putting a workgroup together to refigure the budget and bring it to the next meeting. Joe, Monique, Tom, and Carol will work with Ms. Milliron to develop different scenarios. Joe Green will be Chair of the committee.

MEETING
CALENDAR:

Ms. Milliron asked about moving the May meeting to June. April 4th will be the next meeting to be held at Petaluma. She suggested a June 6 meeting in Vallejo.

ADMINISTRATOR'S
REPORT:

There is a push to increase the number of members in GGLN so Ms. Milliron wants to reach out to the county law libraries. Ms. Milliron will prepare a packet for the Library Director's to contact their local law libraries. March 8th would be the application completion date if possible.

TRUSTEES LUNCH:

Chair Trice asked about whether people wanted to have the luncheon this year. There was no real interest in following up with this luncheon. It was suggested that Ms. Milliron look into a speaker for a luncheon after a Board meeting in the fall. Ideas will be collected from Board members.

BOARD MEMBER

Ann Cousineau mentioned a letter from Kevin Starr about LSTA grants that are either underway or just completed. They are looking for stories to demonstrate why LSTA should be re-authorized. Ms. Milliron mentioned that SuperSearch is one such story.

Angie Brunton reported that the Sonoma Developmental Center Library moved into a new, larger space.

In Novato they are recruiting for a Library II. Recruitment will close March 12. Carol Starr announced that she's turning one of her vacant positions into an Administrative Librarian for outreach. She will send Sarah Houghton from Marin as a representative to the GGLN Staff Development Committee.

San Anselmo is going to take part in the California Reads Grapes of Wrath for John Steinbecks' Centennial year.

Mendocino County has two new delivery stops on their route. A new Library Tech and a new librarian were hired for Ukiah. They have had a lot of staff changes. Their library budget looks pretty good. The biggest private employer (Masonite) is closing.

Tom Trice reported that a library user left the Sonoma County Library \$75,000.

Grace Bakery moved to Richmond and one of their bakers shares breads with the library

Napa Valley College is recruiting again for a librarian.

Jeanne Goodrich has just completed an organizational/ personnel study at Solano County. She has proposed some new job classifications such as a library associate. The Librarian classification would be expanded to be a Librarian/Library Specialist. The staff seemed to be interested in the discussion. They are looking at traditional roles and changes. Solano County had HR and Union representatives at the discussion.

Mary Richardson mentioned that there is a real gap for substitute librarians. There's no easy track for people to go this route without attending a full library school. Sara Loyster would like to see communication with San Jose State about the need for journey-level librarian skill training. The state would benefit from this employee pool. The LSTA cycle will move forward to November for preliminary proposals and Ms. Milliron will think through a possible grant application with this need in mind. It was suggested that Jeanne Goodrich be invited to the fall Board development meeting to cover this topic. San Jose State, City College and DVC schools could also be invited to hear our needs and for us to learn about their library technician programs. The GGLN Staff Development Committee needs more leadership in order to get anywhere with their staff development survey.

Chairman Trice moved the meeting forward by suggesting Jeanne Goodrich be invited to the September meeting. Sara and Mary will prepare a report for the June meeting on what is available at San Jose and DVC and City College.

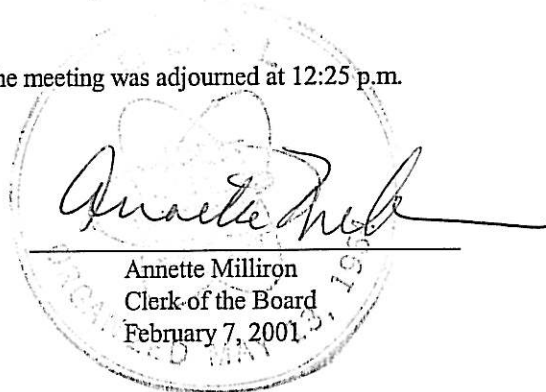
Norm Badian has retired from the Napa City College. Maryll Telegdy, head of Technical Services has announced her retirement at the end of March.

Mill Valley has been creative with the hiring. They are using a mix of people with other skills to cover a need for a children's librarian.

ANNOUNCEMENTS: There were no Board member announcements.

NEXT MEETING: The next Board meeting is scheduled for April 4th, 2002 in Petaluma.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:25 p.m.



Annette Milliron
Clerk of the Board
February 7, 2001.