

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
April 4, 2002

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

ROLL CALL:

Nancy Sieck, Petaluma High School Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Larry Hlavsa, St. Helena Public Library
Kathy Jansen, Lake County Library
Roger Pearson, College of Marin Library
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
Bonnie Thoreen, Napa Valley College Library
Monique le Conge, Benicia Public Library
Carol Starr, Marin County Free Library
Joe Green, Richmond Public Library
Micca Grey, Plover Library, Santa Rosa Jr. College
Frances Gordon, Larkspur Public Library

ABSENT:

Ann Cousineau, Solano County Library
Sara Loyster, San Anselmo Public Library
Janet McCoy, Napa City-County Library
Bruce Campbell, Mitchell Memorial Library, Travis AFB
Barbara Butler, Sonoma State University Library
Roberto Esteves, San Francisco Public Library
John Wagstaff, Solano Community College
Vaughn Stratford, San Rafael Public Library
Connie Pearson, Rancho-Cotate High School
Adu Worku, Pacific Union College Library

ALSO

PRESENT:

Annette Milliron, North Bay Cooperative Library System
Joseph Cochrane, North Bay Cooperative Library System
Diana Paque, California State Library
Marc Futterman, CIVIC Technologies

INTRODUCTIONS:

Tom Trice introduced Marc Futterman from CIVIC Technologies and Diana Paque, Director of the Library of California.

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

APPROVAL OF
THE AGENDA A motion to approve the Agenda was made by Angie Brunton and seconded by Kathy Jansen with the change of CIVIC Technologies demonstration to immediately follow the Consent Calendar. The Motion carried unanimously.

APPROVAL OF
MINUTES OF 02/07/02 Approval of the Minutes of 12/07/02 was Moved by Debbie Mazzolini and seconded by Cathy Blumberg. The Motion carried unanimously.

APPROVAL OF
CONSENT CALENDAR The Consent Calendar was Moved for approval by Bonnie Thoreen and seconded by Kathy Jansen. The Motion carried unanimously.

CIVIC
TECHNOLOGIES
DEMONSTRATION Ms. Milliron introduced Mark Futterman from Civic Technologies. Civic Technologies is a geographic information systems-based software application that is delivered over the Internet. Right now it does not have the ability or focus to become a regional product, but it could be a great planning tool for the future. GGLN is very interested in the product.

They have created a product called Library Decision. Civic Technologies is a business partner of the SRI, the leading manufacturer of GIS software. Their background is in urban design and census planning with architecture. Mr. Futterman outlined some of the contracts they have worked on and are currently involved with.

Census 2000 data, school data, socio-economic and growth data and unique library data are all included in the Library Decision package. Library decision is accessed through a desktop web browser. Special knowledge of GIS is not necessary. It is a subscription based service with the fee tiered to the number of libraries served. The first version of Library Decision will be rolled out at ALA in 2002. Some orders for the product have been taken as a result of the demo at ALA. They are taking pre-rollout subscriptions for when the product goes live in June. Those organizations will be up and live immediately and will not have to wait the additional 30 – 45 days to gather data. They have established a pricing discount for state and cooperative purchasing within California. Civic Technologies also offers services in the areas of strategic planning, political and community development objectives.

Pricing is through an annual subscription. There are no other fees or costs. Unlimited data updates are included. Under five outlets the annual subscription is \$5,000. Six to thirteen outlets is \$7,500. Fourteen to thirty outlets is \$12,500 and thirty-one and over is \$15,000. There is a 40% discount for cooperative or state purchasing. They are interested in building a market, as this is a brand-new product. Each outlet is charged the annual fee less the 40% discount. Multiple map services have to be set up for each library depending on the number of users.

The live demo of the product is available for viewing on the web at :
<http://www.civicttechnologies.com/librarydecision/index.cfm>.

CORRESPONDENCE: No correspondence was discussed or distributed.

LIBRARY OF
CALIFORNIA

Ms. Milliron included detailed notes on this agenda item in the Board packet.

Diana Paque, Director of the Library of California updated the group on the LOC program. The State Library Board was looking at the issue of transition. Senator Dede Alpert attended the last meeting to talk about how the State Library Board and the LOC could interact with the Legislature. She asked to be able to give a long-term projection about the costs of the LOC. A periodically updated progress report with cost projections would serve to strengthen the case. Little energy has gone into developing networks. Staff is concerned about discovering landmines in the LOC Act and transitioning to CLSA. The LOC Board was not aware of the vendor problem of providing services for the entire GGLN region (e.g. expanding SuperSearch has certain limitations). There is a division among staff about how and when goal setting will be accomplished, and there is disagreement about what can be achieved. Setting priorities will help to develop a vision and direction. LOC liaison staff will be attending on a regular basis to ensure communication with GGLN. Regularly scheduled regional contacts meetings have been held. The next meeting is on May 1. This will promote regional sharing of information before it goes to the LOC Board. Additional transition questions will be asked as part of the Plan of Service. Tom Trice voiced his concern that the LOC Board without a quorum would take an action. Ms. Paque explained that minutes were taken and the vote was taken. It will go on the Consent Calendar at the next Board Meeting. They literally cannot take an action. Mr. Trice asked Ms. Paque to speak further about the LSTA funding - how it would be used and if the expectation that it would be made available is reasonable, and when that might likely occur. She replied that at this point staff is only beginning to look at LSTA as an option for funding development. LSTA has been used on an ongoing basis to fund LOC development. There is over 1 million dollars this year to fund various elements of LOC development ranging from preservation to network support. They don't know and they are just beginning to set a vision for where it could be. If the reauthorization of LSTA goes through as intended, California will be looking at an increase of anywhere from 12 - 15 million dollars above the 15.8 million we currently get. The last Ms. Paque heard was that it would be funded at \$30 million, which could give \$30 million to California. What would be the best way to use an increase? Areas that have been under funded and cannot be funded out of local funds, such as ILL infrastructure, 24/7 reference, Q&A Cafe need to be looked at. The vision to be developed all have to go to the Board for direction and then to Dr. Starr for financial review. They are not anticipating moving money out of the current activities that are being funded out of LSTA. Ms. Milliron asked about where we were in the process. Ms. Paque replied that it has gone through the first committee and has gone up to 300 million from 250 million. It is moving through the process. The authorization must be achieved by October otherwise it expires. Money would come to us as of July 1, 2003. This is a longer-term issue.

The vision that the State Library is working on right now will move to regional contacts for review and further development. At this point, the reference elements such as 24/7, unmediated ILL communication and coordination and delivery are all pieces that will be included in the vision development.

Tom Trice asked Ms. Paque about whether she had heard anything about PLF being far more important to the State Library compared to LOC, and if it came down to a choice they would tank LOC to save PLF. She answered that politically speaking, the Department of Finance does not horse-trade. State Library's experience is that you cannot trade one thing for another. They will just take what you say you don't need. The LOCB is talking about developing regional services and policy directions for reference services now. They are looking to develop pieces that have not been developed yet. What is the baseline of services? They are not talking about moving dollars over. This is not a shifting administration. They are talking about creating transition first on those elements where there can't be transition created. Those are on the elements of reference and potentially

delivery services where we are already building bridges. We haven't funded anything on LOC because we haven't set policy direction.

At some point a determination will be made about what works in GGLN and NBCLS. It may be that the best place for service to happen is within NBCLS. Tierra Del Sol for example has decided as of July 1 that INLAND and SERRA systems are going to contract with Tierra Del Sol for all services. SERRA has had a terrible time attracting staff because of the ambiguity about hiring people. SERRA employees have no benefits and they will receive them as Tierra Del Sol employees. It is not necessarily a model for anywhere else in the state, but it works for them. Different models will work for different areas.

Back to the statewide view in terms of transitioning statewide into the LOC, Mr. Trice asked if it is not reasonable to say that whatever the policy is going to be, whatever the specific pieces that are going to be addressed by the transition, whatever the baseline standards are, that we understand that there will also be a baseline of funding that will be necessary to get there. And that the Board's educated assessments are that at least \$50 million is needed to implement the pieces. Otherwise it appears there is no connection between the services and the funding. Ms. Paque answered that there is about \$20 million for baseline services now in CLSA. They are saying an additional \$30 - 35 million in LOC as a baseline. Ms. Paque thinks that the Board was uncomfortable with the dollar amount and the transition date chosen. The Steering Committee and Ms. Paque suggested that a letter to the Board would be helpful. Carol Starr Moved to have Ms. Milliron draft a letter for Mr. Trice's signature. Kathy Jansen seconded. The Motion passed unanimously. Carol Starr mentioned that the letter should incorporate the idea that state staff sit down with the field to design a process that may take 2 - 4 years and also develop a realistic assessment of the finances. Victoria Fong would be a good contact person. The letter will be sent out to everyone for comments before it goes to the LOC Board.

GGLN
DELIVERY

Ms. Milliron mentioned that response from the vendors for delivery services is due next week. The CLSA Systems are currently spending \$500,000 for delivery to system members. The study will give the State the numbers they need to start building realistic delivery costs and will give us an opportunity to improve the touch points between the five systems and improve the flow of materials.

SUPERSEARCH

The Marin Library had a question about AV materials. They wanted a discussion about loaning AV materials. There was a significant problem of loss of materials and the reason for the problem was not easily identified. It stopped after a memo was sent out to everyone about it.

Contra Costa is very interested in membership. We are working with Mountain View, Los Gatos and Palo Alto and trying to bring them in as demonstration libraries. The Technology Committee did vote to use some of their GGLN funds to assist libraries within GGLN to join existing ILL projects (DRA project in MOBAC or the NBCLS project). We are the more logical project to join as DRA has announced that they will discontinue support of that software product project probably within 18 months.

Sue Widmer is leaving NBCLS at the end of May. NBCLS will be recruiting for a new person. The reference staff and others are being cross-trained on Supersearch to keep the program going smoothly.

BUDGET
UPDATE

Ms. Milliron does not see the Juvenile review Pack as a service that would expand well into GGLN. If too many members drop out it is going to become too expensive for remaining members. The program costs about \$23,000 to operate this fiscal year but we are returning \$38,000 in materials to libraries for their use. The \$38,000 includes a healthy discount. About ten members are using the

Pack now. Non-members are using it also. Marin County will be assuming the role of host for the pack and will try to identify the non-members that are using the packet.

The Ad-hoc budget Committee met and Joe Green was asked to give a report on that meeting. The unrestricted reserve account is diminishing. We need to find about \$34,000 to restore the Reserve Fund to a healthy level. Ways to generate dollars was discussed by the ad-hoc committee. A formula was devised that attaches a user fee of 10% on the online subscriptions attained by Joe Cochrane and adds a 10% in dues for all participating libraries. The new fees would be implemented effective July 1. These two recommendations would generate approximately \$27,000 (\$20,000 through users fee and \$7,000 through increased dues). The other \$7,000 needed to close the gap in the reserve fund would be put in abeyance pending other negotiations. The Steering Committee in morning discussions reviewed and supports the recommendation of the ad-hoc committee. Erika Condon moved to adopt the recommendation of the ad-hoc committee and Debbie Mazzolini seconded. Ms. Milliron mentioned that NBCLS has not received any increase in state funding in the past fourteen years she has worked at NBCLS. Dues have not been increased significantly since 1999. It was hoped that GGLN would purchase more services from NBCLS, however they don't have the money. Ms. Milliron and JoeCochrane are giving much more time than they are compensated for. The Motion passed with 16 Ayes and 1 Abstain from College of Marin. Roger Pearson suggested a review of the fee structure. A review will be done in the fall.

Tom Trice had a question about Civic Technologies presentation. Will NBCLS members by virtue of their NBCLS membership be able to negotiate a separate contract or purchase the product and get a discount? In terms of budget there is no impact at all. Ms. Milliron pressed Mr. Futterman to think about making it a regional product. It sounds as if NBCLS does not have to purchase it but members will get a discount because of their membership. Ms. Milliron will confirm this arrangement. Joe Cochrane mentioned being careful of overlaying jurisdictions and population. It is too easy to pay twice. MARINet, SNAP and GGLN are interested in purchasing the software. Diana Paque will explore a connection with the Library Digital connection – Counting California.

ADMINISTRATOR'S REPORT

Reference and Supersearch reports were included in the packet. Debbie Mazzolini moved to use Henry Bates as contract negotiator with the Union. Mary Richardson seconded. He is flexible about payment. Roger Pearson suggested waiting and seeing what Sonoma County Library is doing with their contract since it is so similar to NBCLS. Ms. Milliron pointed out that Sonoma County's pay structure is much higher and the positions are different too. MR. Pearson voiced his opinion that it seems inefficient to have two people sit in on negotiations for 3.5 FTE's. Other Board members voiced support for Ms. Milliron's position to have two people in negotiations. The vote was 16 Ayes and 0 Noes with Roger Pearson, College of Marin abstaining. Bonnie Thoreen moved that the negotiator's fee not exceed \$1,000. Nancy Sieck seconded. The vote was 16 Ayes, 0 Noes and one abstain by Roger Pearson.

Ms. Milliron will send out an e-mail asking about percentage of increases given to staff at other libraries to reflect what other members are doing. There may be a request to have Cesar Chavez Day as a holiday. She will ask for information about that holiday from members.

The notes included a report on Jeannie Goodrich's consultant fee. NBCLS is working with Sonoma County Library to make the meeting fiscally possible. The ALA personnel book is going to be available in June and Ms. Milliron was wondering about a group purchase. There may be a discount if multiple copies are ordered from ALA. The information will be very useful. Ms. Milliron also mentioned Diane Mayo and we may want to consider a second piece to the project. We may be able to piggyback on one of her visits to the Bay area to keep the costs down.

On the PERS compensation, Ms. Milliron got a letter back from the County Counsel. It said that the Count has found it better to rely on an outside counsel that specializes in the area of deferred compensation.

Ms. Milliron asked if the Board would like to go forward with the violence workshop. She will try to have GGLN coordinate it, as there seems to be quite a bit of interest.

Ms. Milliron is working on the NBCLS Web Page. SuperSearch has been the banner and do people want that focus to continue. Mr. Pearson suggested a main NBCLS page with a separate link of page to SuperSearch. Bonnie Thoreen mentioned needing to consider the user needs. Larry Hlavsa mentioned as a new member the NBCLS he found that the web page didn't have much NBCLS information on it. The consensus of the group was to make NBC as an organization as the main focus of the web page.

BOARD
MEMBER
ITEMS:

Kathy Jansen passed on that a staff member was attending library school and she shared the online database prices with her teacher who found them to be quite low. Ms. Jansen praised the efforts of Joe Cochrane on negotiating the good prices.

Roger Pearson mentioned he is learning to become an academic library director.

Micca Grey announced that a school bond was passed in Santa Rosa and the SRJC will benefit. There is a 30-year expenditure timeline.

Angie Brunton has worked out her phone issue and her fax number is now the same as phone number.

Nancy Sieck announced that Petaluma High School will celebrate one year with the new library. They will hold an open house on April 11 from 6:30 – 8 p.m.

Carol Starr started in March with Library Online in Marin County. It is a project jointly purchased with Mill Valley, San Rafael and Belvedere-Tiburon. It is going well. About 5% of the people really don't like it. There is a two- hour time limit for computer use daily. Marin County is looking for an Administrative Librarian for System and Outreach Services (SOS Librarian). They are looking for someone with a technology background who wants to move up in library management. The salary range is \$66,000 – 80,000.

Larry Hlavsa reported that they acquired a wine history collection. They have a .4 FTE staff funded for collection starting in July. A fledgling historical society was formed in February and he is one of the officers. They will need a short-term storage facility.

April is national Poetry Month. They will celebrate in Mendocino by having a poem of the day in the library.

Tom Trice announced that there is a fund raising project going on the double the size of the Petaluma room on Sunday afternoon.

Library Legislative Day is coming up on April 16th. Only 66 people have registered to go. Please consider attending.

ANNOUNCEMENTS: There were no Board member announcements.

NEXT MEETING: The next Board meeting is scheduled for June 6th, 2002 at JFK in Vallejo.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:50 p.m.



