

North Bay Cooperative Library System
June 6, 2002
Page 1

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
June 6, 2002

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

ROLL CALL: Debbie Mazzolini, Belvedere-Tiburon 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
Bonnie Thoreen, Napa Valley College Library
Monique le Conge, Benicia Public Library
Carol Starr, Marin County Free Library
Joe Green, Richmond Public Library
Ann Cousineau, Solano County Library
Sara Loyster, San Anselmo Public Library
Connie Pearson, Rancho-Cotate High School
Glynda Christian, Napa City-County Library

ABSENT: Susan Gilroy, 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
Adu Worku, Pacific Union College Library
Nancy Sieck, Petaluma High School Library
Larry Hlavsa, St. Helena Public Library
Mary Richardson, Sausalito Public Library
Micca Gray, Plover Library, Santa Rosa Jr. College
Frances Gordon, Larkspur Public Library

ALSO PRESENT: Annette Milliron, North Bay Cooperative Library System
Diana Paque, Director, Library of California

INTRODUCTIONS: Glynda Christian was introduced to the Board. She is the Assistant Director of the Napa City-County Library.

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

APPROVAL OF THE AGENDA A motion to approve the Agenda was made by Bonnie Thoreen and seconded by Angie Brunton. The Motion carried unanimously.

APPROVAL OF MINUTES OF 04/04/02 The Minutes of 04/04/02 with a correction on page five were approved by consensus.

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

CORRESPONDENCE Ms. Milliron reported on the quarterly report from the treasurer. The interest rate for the quarter was 3.771% after fees. The GGLN study is still in draft form if anyone wants a copy with all the attachments.

LIBRARY OF CA Diana Paque was introduced. She reported that the LOC Board met last week. Two meetings were held in preparation for that meeting. One was a transition meeting of CLSA systems and LOC staff on the 1st of May and a meeting of Regional contacts was held last week the day before the Board meeting. They reviewed all budget materials. The Board decided they would do whatever they wanted in spite of what the staff advised and what the audience had wanted. Some of their motions will have to be revisited in August. They have asked for additional money to be put into the TBR budget for 2003-2004 but they have taken cuts in that area for 2002-2003. From the staff side the state library budget has not been cut at this point beyond the original operational cuts (15%) that were taken in January. There is a hiring freeze in effect. They are under a ruling that should positions become vacant they could be eliminated. There will be three retirements in the Bureau next year. Cathy Helmick has left. Priorities will have to be shifted. The staff is looking to minimize work on programs that do not have activity in them. LSTA is still up for reauthorization. It is moving ahead in the \$300 million dollar range that would mean \$30 million for California. That about doubles what is currently received. The LSTA cycle is changing. The RFP should be coming out sometime the end of July or beginning of August for proposals to be submitted by November instead of January with funds to be distributed next July.

Ms. Milliron spoke about the LOC Board meeting. There is a \$610,000 cuts taken out of TBR. She encourages everyone to attend the August meeting in Sacramento and bring evidence of the positives of resource sharing if possible. In the LOC budget, the cuts will affect the LOC ILL pilot project. That means all public to non-public loans will be funded out of the diminishing LOC library pot. Reimbursement could drop to 80% or lower. This will have some financial impact on libraries. It is important that the voice of the people receiving the service is heard at the August meeting. Chairman Trice reiterated that it is critical that Board members attend and speak at the Budget Committee meeting on Thursday, August 15th at 8:30 a.m. in room 500 at the California State Library.

Ann Cousineau wonders why we don't cut losses at this point. We have the opportunity to go back and look at CLSA and reformat it so it looks like LOC. Ms. Paque mentioned that staff advised the Board that the \$990,000 pot not be split. No one will get enough money to do anything if the money is split down too far. She thought the outcome of the May 1st meeting points that there are things within the current two laws that are incapable of being resolved in the current legal environment. She recognizes that and knows they cannot be resolved because of the legal structures imposed and the bureaucracy involved in making the two laws work. Cameron Robertson, Deputy State Librarian, has looked at that and it is now time to look at something else. The Legislature does not understand the

difference between these library programs. It is time to move ahead into new legislation that does resolve the issue. Money is not coming back into LOC so we have to figure out a way to move on. It is a program that never will have grassroots support because it is an invisible program. It cannot gain support in the way it is constructed now. If TBR, the heart and soul of resource sharing is cut, it is akin to cutting PLF. If we want to continue cooperating with other libraries we have to have a certain baseline for operations. A single program has to be identified as a signature program. The Board gave authority to develop electronic reference as a signature program with 24/7 and First Source not as an MCLS product, but funded with LSTA money as a statewide project

Each region was given \$107,000 equally regardless of size, mailing costs, etc. At the meeting, LOC Board members were so entrenched by the afternoon that they were not hearing what they were saying or what others in the audience were saying. Cameron Robertson needs to attend the meetings because of his knowledge of state fiscal procedures. It will all be considered again at the August meetings. Victoria Fong, the LOC Board Chair, did respond to the letters that were sent and they were included in the May packet. Ms. Milliron mentioned that an ad hoc group would come together in July to talk about what needs to be done about the LOC situation. There is a concern at the state library about the ad hoc committee. Information coming from the ad hoc committee will have to be introduced with care at the August LOC Board meeting. Dr. Starr doesn't have a problem with the ad hoc committee.

It is important to have representation from more than one system Board at the August meeting. Regarding the proposed \$610,000 to be cut from TBR, it is 5.02% cut in the TBR program money. Staff is identifying how cuts could be taken in the statewide database program. A cut across the board of all CLSA programs would be 2.89%. If literacy is exempted, it would be a 3.9% cut across the board. All options have not been modeled yet. Staff is still working on it. Where can the cuts be taken if necessary, and why? If cuts are taken from just the system programs it is a 17.2% cut if TBR and literacy are exempted. It is a 6.8% cut if just TBR is exempted. Guidelines or direction needs to be set, as cuts will probably continue for the next several years. If no tax increases are realized, \$3.2 billion will have to be cut from the FY 2002/03 state budget. Next year a \$7 billion cut is projected as necessary with probably more cuts to come after the November election. An across the board cut can be explained easier than specific program cuts. Joe Green mentioned that libraries that are significant lenders need a good argument to participate in the lending programs and receiving TBR provides that argument. The LOC Board needs to hear the local reality and political message of the cuts. Resource sharing is truly impacted with the loss of the ILL program for LOC and CLSA program TBR cuts and sends the wrong message.

A general message from the NBCLS Board will be sent to other systems asking them to send letters to Tom Anderson, Victoria Fong and the LOC Board and to also show up on August 15th for the meeting. A Regional Contacts meeting is scheduled for July 16th in Ontario. System people can also be invited. Should a meeting be set up with Dr. Starr? Ann Cousineau, Carol Starr, Erika DeMille and Tom Trice will meet with Dr. Starr. Ann Cousineau will make the call to set up the meeting for the end of June. Joe Green suggested providing an alternative or a counter to the cuts being made. The issues of how the cuts should be taken and what the role of the State Librarian and the Deputy State Librarian should be are two different messages. We don't want to mix the messages. It may be beneficial to talk to Cameron Robertson before meeting with Dr. Starr.

Ms. Milliron will draft a letter to the other Systems and she will draft a letter to represent the NBCLS Board's concerns to Victoria Fong. Individual libraries will also send letters of concern about the affect of the cuts on local service. There was discussion about the need for a letter to be written to John Kallenberg regarding his support and concerns about his approach as an LOC Board member.. Perhaps a letter needs to be sent to the Chairman of the LOC Board asking for prudence to be taken before broad-based recommendations are made. Concern was expressed about singling out Mr. Kallenberg. Consensus was to speak to Mr. Kallenberg about his representation on a one on one basis

when appropriate opportunities occur.

Discussion ensued about what is important to be maintained in CLSA: TBR, multi-type partnerships in LOC. Resources sharing is important to the heart and soul of LOC that needs to be preserved. It has to be preserved for public and non-public libraries as well. If cuts must be made they should be made proportionately and fairly across the program. A direction for the future needs to be identified to Dr. Starr and the field needs to be included in the decision-making. Only four members of the current LOC Board have current appointments, all the nine gubernatorial appointees are expired terms. The Governor's office is not interested in reappointing or replacing the Board members or doing anything about the Board. It's a lame duck Board. It is a thirteen member Board and there are currently ten members. Three have resigned.

Monique LeConge left the meeting at 11:27 a.m.

Chairman Trice discussed the CLSA/LOC transition meeting that he had attended. He found that there was no understanding and common ground why the LOC is failing. Having Board members sit in on the meeting inhibited the message. In the end the LOC staff came forward to help the process along. It was a bizarre meeting, but the staff heard the issues and now the issues are all on the table. The LOC Board failed to reaffirm the motion they took in the February meeting about the transition target date, so the motion died.

GGLN

GGLN is looking at a budget of \$107,000. Ms. Milliron will be meeting with Linda next Monday to discuss the activities and funds that are available for NBCLS involvement. What came out of the delivery study is a good planning document for anything GGLN wants to do in the future. Delivery to the entire network is \$700,000 as a minimum. It was suggested that NBCLS/GGLN could apply for an LSTA grant to do a demonstration, maybe a multi-year LSTA grant to demonstrate cooperation and delivery. Touch points may be improved with some of the money – maybe materials delivered directly to the PLS headquarters. Ms. Milliron will discuss the demonstration idea with Linda Crowe.

Tom Andersen is the new GGLN liaison. He is also working on the State Library ILL study. He would likely be the LSTA grant coordinator should we develop a proposal.

Ms. Milliron mentioned that MOBAC may wish to purchase some of Joe Cochrane's time to work on database licensing with them directly as a CLSA system.

RECESS

Chairman Trice declared a five-minute recess at 11:30 a.m. Meeting resumed at 11:43.

PLAN OF SERVICE

Ms. Milliron asked for guidance on the issue of renewing the building lease. Renewal is required in August. The Board agreed that two years is a minimum, but if there is saving for a three year term that should be considered. Ann Cousineau suggested dues increases should be considered regularly. The fall a committee will review the dues and fee structure. The suggestion of scheduled dues and fees COLAs will be reviewed. Ms. Cousineau suggested including an annual COLA of 3% each year in dues structure

A Motion to adopt the plan of Service was made by Bonnie Thoreen and seconded by Angie Brunton. The Motion carried unanimously.

BUDGET
2002/03

The full amount needed to balance the budget without using any fund balance reserves is \$33,000. The Steering Committee recommended retaining a fund balance that covers the first few months of operation of each fiscal year. A review of prior years indicates that a minimum of \$35,000 will suffice to cover operations until the first CLSA check arrives in late October. The fund balance available for this type of use currently is \$35,000. If it is used in this fiscal cycle, there will be no reserve for FY 2003/04. To insure that a minimum fund balance is maintained a new fee and increases on old fees is recommended for approval. The new fee is a 10% surcharge on database purchases negotiated by NBCLS. Although no one was particularly anxious to adopt a new fee, discussion did not identify a better approach to solving the shortfall. The amount of revenue generated by the database negotiation fee is estimated to be \$20,000.

More options are needed to help close the revenue gap. Contracting with Black Gold Cooperative Library System to provide second level reference service is one such option. NBCLS submitted a bid to provide that service. There would be some income for overhead and operations if that contract is awarded to NBCLS. There was also discussion about offering Joe Cochrane's expertise in database negotiation to non-members on a fee for service basis. It was decided that Ms. Milliron would continue to fine tune the budget and seek other sources to close the gap, but would not plan on using any of the fund balance. A more in depth budget discussion will occur in the fall.

A Motion to adopt the 2002/03 Budget as recommended by the Steering Committee was made by Joe Green and seconded by Roger Pearson. The Motion carried unanimously.

CLOSED
SESSION

A closed session was convened at 11:52. Session was reopened at 12:08 p.m. Direction was given to Ms. Milliron regarding SEIU contract proposals. She will carry these forth to the negotiator, Henry Bates.

ELECTION OF
OFFICERS FOR
FY 2002/03

The Steering Committee recommended a slate of Joe Green as Chair, and Erika DeMille as Vice-Chair. Election of the slate was moved by Angie Brunton and seconded by Debbie Mazzolini. The Motion carried unanimously.

SUPERSEARCH

Ms. Milliron attended a meeting with *epixtech* about software development and she mentioned concerns. A letter of concern will be sent to the company. Sue Widmer is leaving NBCLS. Ann Amman was hired to replace Ms. Widmer as a new program manager. Ms. Milliron is still working on new member recruitment. She distributed the third quarter TBR report from the State. Delivery statistics from the third quarter were also distributed.

Ms. Milliron shared a grant idea with the Board. Cascade Pacific and Gold Coast are using the same software URSA we have for ILL. Gold Coast is doing well and is fairly well along in their implementation but Cascade Pacific is floundering and has discontinued use of the program. Ms. Milliron spoke to Jay Cunningham about her grant idea. The State has spent \$500,000 on the server and software. Ms. Milliron would like to submit a grant proposal for NBCLS to take over that project when the new software release comes out in the fall. Everyone will have to be trained on new software anyway. We could offer the leadership and guidance to get that program going up there. It would keep the resources sharing alive and would allow us to partner with them. We could take it forward as more of a statewide project. The project sounded good to Jay, but Mark Parker and Ira Bray will have to be convinced. Ms. Milliron talked to Marion Milling, CPLN director, about the

idea. CPLN members have a problem putting local money into the program. NBCLS could demonstrate that CPLN would get money through TBR that it would be feasible for them to pay the maintenance to Epixtech and a program operation cost to North Bay. CPLN has a systems engineer running the program rather than a librarian. Trainings could occur once a year or more often as needed. An 800 number could be used for problem solving. It was mentioned that Cascade Pacific has come forward three times for LSTA money and have been turned down because they have given it no priority in their local budget when they had money. There is already a negative feeling about asking for LSTA money because they haven't given it any priority. Cascade Pacific would have to make some commitments to overcome the negative feelings. It was the feeling of the Board for Ms. Milliron to go ahead and explore this project.

PLS is still not willing to loan media and other certain items. Do we need guidelines for new libraries joining and loan requirements? The intent of the relationship has to be clear. Ms. Milliron will bring this issue to Linda Crowe when she meets with her next week.

ADMIN. REPORT

Regarding the reference report, Marin County has not yet decided to join the Q&A café. They are interested but no decision has been made yet.

Questions that have come in through Q&A come to NBCLS as a second or third level type of question for further research.

One thousand dollars each for two people is built into the Reference travel budget for the Guadalajara Book Fair. The budget was approved, so the fair is a go-ahead.

Anyone who wants Staffing for Results can order them through NBCLS. Ms. Milliron will send out a reminder for orders due next week.

Sara Loyster had a conversation with Mark Parker about training. He will come to the November Board meeting to talk about a library practitioner program.

On September 5th Jeanne Goodrich will meet with Board members after the regular Board meeting. The session about staff training issues and job assessment will commence directly after lunch on that day. Training and recruitment are the big topics. Ms. Milliron asked for more definition on what topics should be addressed. Discussion brought up the following issues of where we are headed as a profession, how do we staff our libraries, what are the changes that are happening. We are looking at implementing new positions in lieu of librarians because we can't get them. Perhaps a philosophical discussion is in order. There is a lack of Director training. There is a redefinition of what the MLS means as compared to library practitioner. MLS holders are becoming the administrators while the practitioner is the service provider. What is happening in the world of children's librarians. Ann Cousineau suggest that we have a professional Q and A session with her. The consensus of the group was that we definitely want to know what is going on outside of California. Support staff will be invited to lunch and to attend the meeting with Ms. Goodrich.

BOARD MEMBER ITEMS

At Marin County David Dowd has been promoted to Administrative Librarian. The Marin Grand Jury report included a favorable description of the library. It recommended that the library relocate out of the 4th floor and also stated that the library income is underestimated expenses by 9% and under spent revenues by 21%. Their intention was to help with the report, however it may cause a problem during tax election time.

Ann Cousineau reported that two cities are planning to submit Prop 14 applications next Friday. Vallejo is probably the most problematic. Springtown library is planning to grow from 3000 square feet to 36,000 square feet. The Vallejo Library is using only about 46,000 square feet out of 96,000

building that is called the library. Use of the Vallejo facility warrants that it should be downsized to 26,000 square feet. The city is waiting to find out if they are getting a grant for the Springstown Library. The other application is for a second library in Fairfield in Cordelia. That one is fairly straightforward. They have totally gone to self-check machines. In six weeks circulation at the self-check machines has gone from 25% to between 70 and 80%. Fewer staff needs to be on the desk. Customers like it. They will be able to stretch current staff in the new building.

Sandy Frey will retire soon at Lake County library.

Roger Pearson attending a workshop called the FISH philosophy based on the Seattle market model about making work fun. Mr. Pearson suggested looking at the website for future details. <http://fishphilosophy.com> Solano County has the video.

Glynda Christian announced that they have three new reference librarians at Napa City-County library. She is from Boston via Columbia South Carolina and started at Napa on 4/15. Her background includes academic as well as public libraries. Her husband is a documentary filmmaker.

Chairman Trice thanked Diana Paque for attending and speaking frankly.

Tom Trice was thanked for a great job chairing the meetings for the past year.

NEXT
MEETING

The next Board meeting is scheduled for September 5th, 2002 at the Sonoma County Main Library in Santa Rosa.

ADJOURN-
MENT

There being no further business, the meeting was adjourned at 12:46 p.m.



Annette Milliron
Clerk of the Board
June 6, 2002