

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
September 5, 2002

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Sonoma County Main Library in Santa Rosa , California with Chair Joe Green presiding. The meeting convened at 10:40 a.m.

ROLL CALL:

Kathy Jansen, Lake County 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
Lynne Williams, Solano County Library
Sara Loyster, San Anselmo Public Library
Connie Pearson, Rancho-Cotate High School
Janet McCoy, Napa City-County Library
Frances Gordon, Larkspur Public Library
Larry Hlavsa, St. Helena Public 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
Mary Richardson, Sausalito Public Library
Micca Gray, Plover Library, Santa Rosa Jr. College
Debbie Mazzolini, Belvedere-Tiburon Public Library
Roger Pearson, College of Marin Library

ALSO

PRESENT:

Annette Milliron, North Bay Cooperative Library System
Ann Amman, North Bay Cooperative Library System
Henry E. Bates, Consultant

INTRODUCTIONS:

Ann Amman of NBCLS was introduced to the Board. Ann is the SuperSearch Program Manager. Henry Bates, former Director of the Mendocino County Public Library, was welcomed back in his role as consultant for NBCLS contract negotiations.

PUBLIC INVITED TO
ADDRESS BOARD:

No public was in attendance.

APPROVAL OF
THE AGENDA

A motion to approve the Agenda was made by Kathy Jansen and seconded by Carol Starr.
The Motion carried unanimously.

APPROVAL OF
MINUTES OF 06/06/02

A Motion to approve of the Minutes of 06/06/02 as presented was made by Monique le Conge and seconded by Carol Starr. The Motion passed unanimously.

APPROVAL OF
CONSENT CALENDAR

The Consent Calendar was moved for approval by Erika DeMille and seconded by Tom Trice.
The Motion carried unanimously.

CORRESPONDENCE

Ms. Milliron distributed correspondence. There was information on new products that was included.

LIBRARY OF CA

Ms. Milliron reported on the meeting in Sacramento a few weeks ago. The State Library was given the mandate to reduce spending by 20% both on local assistance programs and on state operations. For the State Library that is a total of \$11 million in local assistance, part of which is CLSA, PLF, literacy and TBR, and \$3 million on their own internal staffing and state operations side. . Of the Motions adopted by the LOC Board, one recommendation that came out of the meeting from most CLSA members was to eliminate funding for the System Advisory Board. As for NBCLS, we have not had a full System Advisory Board for a while. We receive about \$1,100 a year for SAB, most of which is spent on sending paper. There is not a large impact for NBCLS. Ms. Milliron feels the citizen needs are met through representation from the NBCLS Board members. The second recommendation was to treat statewide resource sharing programs the same as local support programs, meaning TBR would be cut equally with say, literacy. They wanted no further reduction in the LOC budget, which is currently \$1 million. They also wanted to coordinate the transition of CLSA programs under the LOC Act. They want to involve the LOC Board President and the Budget and Planning Committee Chair in the discussion of the reductions that must be submitted to the Dept. of Finance by September 13th.

The Steering Committee thought that a letter should be drafted to Dr. Starr to share thoughts and concerns about the cuts that he is going to have to make. The Steering Committee discussed the \$11 million cut that has to be made is bring to the group a recommendation. Chairman Joe Green mentioned that the proposed recommendation would be that all funding for LOC be discontinued, and that the LOC be put into hibernation. Recommendations for the additional \$10 million reduction needed would be brought forth as a report from a task force appointed by the State Librarian tied to a thorough review of the CLSA programs. He asked for comments from the Board.

It would be a difficult decision to cut the LOC, but the critical mass of money needed has just never come forward. The most important programs to the field are TBR and PLF. A task force of multi-type CLSA users would be the most useful. This is the perfect opportunity for the State Library to review all of what CLSA is about. Ann Cousineau suggested not just hibernation for the LOC, but for the State Library to use this as an opportunity to recognize that here is a program that is not working,

and to develop CLSA into a better piece of legislation that encompasses the spirit of LOC to accomplish what we want. The Board is reluctant to admit they have a program that is not working. Tom Trice mentioned keeping in mind that Dr. Starr is dealing with a Board that is totally out of touch with reality, and we need to be as supportive of Dr. Starr as we can while we are being clear about what we want and need. Ms. Milliron will draft a letter based on comments ASAP and will have it out for comments.

GGLN UPDATE

The Executive Committee next meeting is scheduled for September 18th. GGLN has an operating budget of \$107,000. There is really no budget until the Governor signs it. The five CLSA Systems have been paid a small amount to provide some service such as delivery and SuperSearch to serve LOC members that are not "CLSA". The money was from the 2001/02 budget. Fiscal year 2002/03 money will be spent this year on electronic reference.

Diana Paque has approached Dr. Starr about putting together a statewide model of reference that will cover library-to-public and library-to-library type of reference in an electronic format. It heavily involves Q & A Café, 24/7, FirstSource and LLI. She wants to figure out how to get this up and going with LSTA money so that should there be money in 3-5 years we have a program to roll out on a truly grand scale that is ready to go. There was nothing to show for 4 or 5 years of funding with LOC because they were busy trying to build it. NBCLS is involved in the planning process of Ms. Paque's idea because of success in electronic service with SuperSearch and our provision of reference service for Black Gold. PLS and MCLS are also involved. Ms. Paque will apply for a staff grant and try to have the program ready for implementation in July, 2003. It keeps alive the spirit of LOC.

CLOSED SESSION

The closed session convened at 11:00 a.m.

OPEN SESSION

The open session reconvened at 11:25 a.m. Chairman Joe Green reported that a motion was made to approve the changes to the SEIU MOU as detailed in the report by Mr. Bates. The Motion carried unanimously. The report asked for authorization of 2.5 % COLA for all staff members. A one-year contract was agreed upon given the financial situation of the State. The financial position of the situation will be reopened in December. Ms. Milliron explained the 2.5% at 55 retirement plan using the final year as a basis for compensation. This scenario does not have a bad impact on NBCLS. A meeting with the union will take place in October to review job classifications. Compassion leave of three extra days for out of state travel was changed to travel in excess of 250 miles. One additional day of vacation was given at each tier. A question was asked whether a job reclassification would come with the expectation of a higher salary. There was discussion of wording about how to address this.

Cathy Blumberg made a Motion to approve the consideration of amending the PERS retirement contract to 2% at 55 and final year compensation. Ann Cousineau seconded the Motion. The Motion carried unanimously. The actual adoption of the amended contract will occur at the November Board meeting.

ANNUAL REPORT

Ms. Milliron reported that the delivery has increased significantly. For example in the past years Lake County have only lent about 20 items and in the last two quarters of fiscal year 2001/02 Lake County has lent 14,000 items. Reference has seen an increase. Most other centers are seeing a decrease in the number of questions coming in. The fiscal year 2001/02 numbers do not include any Black Gold questions. A question was asked about the number of reference questions now as compared to ten years ago. She replied that the number is less, but the complexity of the questions has significantly changed. Ms. Milliron distributed final distribution numbers for the Juvy Pack. She distributed information on the fourth quarter ILL lending for all of NBCLS, with the final report on

the reverse side. In terms of ILL TBR, NBCLS members received a total of \$1.4 million this year. It is \$1.7 million if direct loan is included. Compared to all other systems NBCLS is number one in terms of receiving compensation on TBR of ILL. Much of that is due to the linked systems and SuperSearch bridging the gaps between libraries.

BUDGET UPDATE

The Juvy review pack is really at risk. Members are dropping out. Next year Solano County will not be participating. They pay about \$7,000 toward the operation of the \$17,000 program. If the pack continues, expenses will have to be picked up by those still participating. Many libraries are paying only several hundred dollars and that amount would increase significantly. Mill Valley and Richmond Public have dropped out this year. Mendocino will be dropping out in fiscal year 2003/04. No one interested in picking up a large increase in fees. Solano doesn't think the program is very good and they don't like the gift books they are receiving. Ms. Milliron noted it has been harder to get publishers to send freebies. Part of the reason for that is because NBCLS does not handle centralized ordering. It was acknowledged that Martha Shogren puts so much energy into the Juvy pack.

Some directors want to talk to their librarians to see if it would be worth paying double or more. This item will be reviewed at a later meeting.

Ms. Milliron distributed a revised fiscal year 2002/03 budget for adoption consideration. The negotiation fee for databases is \$20,000 that would go to the reference program. This budget has an increase in the delivery line that will increase everyone's delivery fee slightly. SNAP will bear \$14,000 of the \$20,000 of the database fee. Solano County will do their own negotiation for databases if the fee is assessed. Ann Cousineau proposed scrapping the Juvy pack and using the money to offset the \$20,000 in the database negotiation fee. Ms. Milliron mentioned an estimated \$72,400 in an employee benefit trust. Money could be borrowed from there. The other source available is the restricted fund of \$377,000 from selling the building. Interest income is reduced when funds are taken from these sources. Fee structures or restructuring of programs are other revenue options. There was already a 5% membership fee increase this year. If CLSA is cut more that NBCLS will be affected more. There might be another increase or cuts.

Ann Cousineau moved and Larry Hlavska seconded adoption of a budget that replaces the data negotiation fee with \$22,887 from the Employee Benefit Trust Fund account. The Motion carried unanimously. The Chair asked for volunteers at the November meeting to serve on committee to find \$50,000 for the FY 2003/04 budget in anticipation of potential cuts.

ADMIN. REPORT

The Reference Coordinator's report was included in the packet. Ann Cousineau asked about part of Joe's salary being offset by an LSTA grant for the service center. If more is done in terms of activity there will also be reimbursement for that.

Money is in the budget to send two people to Guadalajara this year.

Ms. Milliron reviewed Ann Amman's SuperSearch report. The statistical data flaws will be corrected when the new software is installed at the end of the year. Transaction numbers get lost with each archiving.

A SuperSearch contract for members has to be approved. Ann Cousineau moved to approve the participation contract. Tom Trice seconded. It passed unanimously. All members will sign.

Ms. Millliron will send a copy of the contract with full exhibits so director's can take it to their boards and have it reviewed by their attorneys. The contract essentially formalizes the SuperSearch structure. Termination rules are included. Some jurisdictions may not be allowed to enter into open-ended contracts.

Ms. Millliron presented two grant proposals for consideration. One is a linking of the California based URSA systems. Gold Coast Library Network is eager to move forward. The grant funds would come from a staff grant (CALZIG) at the state library to link systems. Funding would come out of this year's LSTA. Tom Trice moved to submit this grant. Sara Loyster seconded. The Motion passed unanimously. The second grant would be to put together a Talking Books awareness program as a statewide campaign. Cathy Blumberg mentioned her community is demanding more audiotapes all the time. It is a fragile medium often needing repair. Janet McCoy said it is hard to have enough to serve the local need. Sara Loyster said promoting the state program is good, but she does not want to promote an over utilized service. There is no tone of enriching the collections of the local libraries, so including a collection development aspect would be more attractive. There is also no component that visually impaired are targeted. Ms. Millliron mentioned the possibility of working with audible.com. The Chair tabled the discussion until further information is forthcoming.

BOARD
MEMBER
ITEMS

Bonnie Thoreen announced that the Library Associate Dean interim announcement is forthcoming. She is now the Dean of the Upper Campus.

Judy Wolfe, Benicia Literacy Program Manager is retiring. The City Manager is also retiring.

Carol Starr hired Jamie McGrath for Branch Manager of the Marin Civic Center. She comes from Oakland.

Susan Hildreth will be the incoming President of CLA.

Ann Cousineau mentioned they are getting ready to move into their temporary facility and the Fairfield remodeling project will begin.

Sonoma County entered into an agreement with epixtech to migrate to the Horizon product.

Verizon will outfit the Richmond bookmobile with state of the art technology to enable them to operate an interactive circulation system for less than \$5,000. The state library is interested in funding this as a grant and they are looking for a partner. Mendocino and Lake expressed interest.

Judith Segel, Director of Black Gold Cooperative Library System and Gold Coast Library Network is retiring 12/20/02.

NEXT
MEETING

The next Board meeting is scheduled for November 7th, 2002 at the Napa City-County Library.

ADJOURN-
MENT

There being no further business, the meeting was adjourned at 12:35 p.m.

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A handwritten signature in cursive script, reading "Annette Milliron DeBach", written over a horizontal line.

Annette Milliron
Clerk of the Board
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