

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

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Solano County Library, JFK Regional Branch, in Vallejo, California with Chair Joe Green presiding. The meeting convened at 10:40 a.m.

ROLL CALL:

Catherine Blumberg, Mill Valley Public Library  
Monique le Conge, Benicia Public Library  
Tom Trice, Sonoma County Public Library  
Carol Starr, Marin County Free Library  
Joe Green, Richmond Public Library  
Ann Cousineau, Solano County Library  
Connie Pearson, Rancho-Cotate High School  
Janet McCoy, Napa City-County Library  
Nan Vaaler, Napa Valley College Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Nancy Sieck, Petaluma High School Library  
Mary Richardson, Sausalito Public Library  
Larry Hlavsa, St. Helena Public Library

ABSENT:

Susan Gilroy, Mitchell Memorial Library, Travis AFB  
Barbara Butler, Sonoma State University Library  
A Solano Community College representative  
Vaughn Stratford, San Rafael Public Library  
Adu Worku, Pacific Union College Library  
Micca Gray, Plover Library, Santa Rosa Jr. College  
Kathy Jansen, Lake County Library  
Erika DeMille, Mendocino County Library  
Frances Gordon, Larkspur Public Library  
Sara Loyster, San Anselmo Public Library  
Angela Brunton, Sonoma Developmental Center

ALSO PRESENT: Annette Milliron DeBacker, North Bay Cooperative Library System  
Tora Williamsen-Berry, Tauro University

INTRODUCTIONS: Everyone introduced themselves to Tora Williamsen-Berry from Tauro University and Nan Vaaler, Interim Director at NVC.

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

APPROVAL OF AGENDA: A motion to approve the Agenda was made by Ann Cousineau and seconded by Monique le Conge. The Motion carried unanimously.

APPROVAL OF MINUTES OF 9/05/02	A Motion to approve of the Minutes of 09/05/02 as presented was made by Ann Cousineau and seconded by Larry Hlvasa. The Motion passed unanimously.
APPROVAL OF CONSENT CALENDAR	The Consent Calendar was moved for approval by Tom Trice and seconded by Mary Richardson. The Motion carried unanimously.
CORRESPONDENCE	Ms. DeBacker distributed correspondence.
PERS CONTRACT AMENDMENT	The proposed changes to the PERS Contract could result in NBCLS paying 8.3% as the employer contribution in FY 2004/2005. Based on the most recent actuarial study, NBCLS will remain super funded through FY 2003/04 under current market conditions. If conditions do not improve an employer contribution will be required for the first time in nearly six years. A Motion to amend the NBCLS Retirement Contract to include final year compensation and 2% at 55 basis was moved by Tom Trice and seconded by Ann Cousineau. The Motion passed unanimously.
LIBRARY OF CA	Support in the amount of \$5,000 for the proposed library service bureau model was moved by Debbie Mazzolini and seconded by Tom Trice. Ann Cousineau questioned whether NBCLS should commit to \$10,000. It shows more of a commitment on our part to put money in. Ann Cousineau mentioned that this is the future of services and is how Library of CA service should be. It may be more compelling in assessment and awarding of the grant if we show our commitment. Annette feels that NBCLS would get the \$10,00 back, plus more as we are providing the reference service as contractors. The Motion is to allocate \$10,000 from the Building Reserve to be used as matching money in the Golden State Library Bureau in the LSTA Grant application. The Motion carried unanimously. The funds will be needed only if the grant is funded.
STATEWIDE REFERENCE	We are moving forward on this project. Development of the project is funded this year and will be year. We have an opportunity to get a statewide identity established. The name is still under consideration. The goal is to get the program up by Legislative Day in April with that identity with a cadre of trained people who can go into the legislator's offices with the groups on appointment to show the sites and get the statewide reference icon on their desktop. We want our presence in every office. We just have to get started if we want to establish a statewide presence.
JUVY REVIEW PACK	At the last meeting several libraries had determined that they will drop the Pack. Other libraries needed to go back and talk to their staff about keeping or dropping the Pack. Sausalito wants to keep the Pack, but will not be able to as the price keeps increasing. The Marin County libraries with the exception of Mill Valley would like to continue, as would Lake County. Mill Valley and Richmond Public Libraries have dropped the use of the pack. St. Helena, Solano and Mendocino Counties are dropping the pack in July, 2003. In terms of operations of the pack, the loss of these five users removes half of the funding for the Pack. This discussion will be referred to the Finance Committee helping to prepare the budget for the next fiscal year.
MEMBERSHIP	Sonoma State University is proposing a change in membership status, as are Rancho Cotate High School and Pacific Union College due to fiscal constraints. Chair Joe Green mentioned the importance of making a statement of the courtesy of fair notice, such as six months, because of the impact on funding. A review of the Bylaws will be undertaken.

Joe Green also mentioned the request to form an ad hoc finance committee. In addition to the cuts already sustained we are probably looking at more cuts around 20% next year. We either have to find additional revenues or reduce expenses. Ann Cousineau, Larry Hlvasa, Carol Starr, Erika DeMille, and Joe Green volunteered to serve on this committee.

Referring to a recent e-mail, Annette commented that the State is looking at this as a structural problem and what should be local responsibility and what is state responsibility. Libraries need to think about priorities and what they are willing to put local money to. Delivery costs are going to go up. The volume is going up. The ad hoc finance committee can take a pass at this first and use this as a basis for a retreat.

Joe Green had to leave at 11:30 AM. The meeting was turned over to Past Chairman Tom Trice as Vice Chairwoman, Erika DeMille, was absent.

#### SUPERSEARCH

Annette is excited to share the news that the Sonoma County Office of Education wants to join North Bay as an Associate Member and wants to join the Supersearch program. They want to start out as a borrowing library on, but are very willing to be a lending library as a long term goal. Annette estimates that if they are put in as a borrowing only library it would cost around \$5,000. If they are put in as full participants it would be around \$15,000. She mentioned the \$60,000 in reserves to help fund new additional members to SuperSearch. She asked if the Board was willing to cover the cost or a portion of the cost to get them in. Their collection is somewhat curriculum support oriented. There are multiple copies of classroom assignments, fiction, etc. They will send their own delivery truck to the NBCLS office to pick up any materials that they request. There was discussion about how many public library users would want curriculum support materials. SCOE would be responsible for paying for their part of the ongoing operations. They feel they can make the annual financial commitment to support their participation in the membership. It was decided that the Sonoma County Office of Education would be welcome to join at the level of \$5,000 as a borrower, however, the Board felt there was no reason to continue discussion in terms of a subsidy.

Contra Costa's interest in joining but is slow to act because they are short of staff. Annette keeps in contact every few months with them.

#### 2003/04 GRANT PROPOSALS

Annette has an almost final grant of SUPERGOLD, the proposal to link the two URSA operations. It will go in on November 14<sup>th</sup>. We are asking for \$221,947. It could be a two-phase, two-year project also. Tom asked about whether the go-ahead had been given at the last meeting and it had. A revised Talking Book Grant was presented. The focus is now to develop a PR package that could be used in libraries, nursing homes, dialysis rooms, etc. to promote the services available for the blind and handicapped. Diana Paque suggested doing it as a potential State Library Staff Grant. NBCLS may send it in as a placeholder. It gives NBCLS potential income because Stephanie Stokes would be doing the work. The PR would be developed and distributed via CD's and websites. NBCLS would be the test location to put the PR out for response. The focus would be what are the services provided by the State and how can they be accessed. Annette estimated about \$7,000 in income for NBCLS for Annette's time, estimated to be about a week of time per year as the fiscal agent. Carol Starr moved to direct Annette to go ahead with the project. Seconded by Nancy Sieck. The Motion carried unanimously.

Computer Management Systems (CMS) has approached Annette about services they can provide. She will send out information to the Board. Group discounts could be negotiated for replacements or upgrades to coin boxes, copy cards and other library necessities. The company is eager to develop consortium pricing. Annette will check with SSU and SRJC as they use a lot of that type of equipment.

A medical resources and reference workshop will be held sometime in the spring.

#### JOURNEYMAN LIBRARIAN

Mary Richardson gave some background about the trouble getting reference librarians for fill in positions. There are people who just need some basic reference training who are not on the MLS track. Infopeople are talking about doing a distance education course on general reference. Mark Parker said WESTCO (Western Council of State Libraries) is going to be meeting sometime this month preparing a report together on practitioner certification. They are supposed to be putting together a national leadership grant that will request LSTA funds directly from IMLS to pay for the initiation for a multi-state program. Diana Paque suggested in the spring when the State Library anticipates making an appointment of a Bureau Chief, the State Library will participate in the meetings. The distance learning option would suit a lot of needs to develop potential reference help. The Benicia Library has a position of Library Assistant 2.5 which gets a little better pay with a limit of 15 hours per week. Those with a library assistant certificate from Diablo Valley College get a 5% pay increase. LAPL had a contract settlement to eliminate a Bachelor's level certificate position and that eliminates public service by library technicians. This would result in the hiring of more librarians at increased wages. Tom Trice mentioned looking at all levels of staff as a flexible approach. Solano County is talking about a reorganization of classes. A workshop on teaching technology would be helpful. School libraries with media centers could help develop the technology workshops. Connie Pearson will send the powerpoint on her workshop she did for Infopeople. Nancy Sieck will send a sample of the material she uses with parents. Annette will distribute those items..

#### BOARD MEMBER ITEMS

Mill Valley is holding Techno Tuesdays on the first three Tuesdays of the month to provided training on library services. The courses are 1.5 hours long and there is information on their website.

Ann Cousineau is working on her next construction bond issue. She distributed a survey from the State Library. They are trying to get to a number in terms of what the cost is for library projects. This information is for Dede Alpert to using in developing a bill. The estimated need is \$2 billion. They are trying to get this together for November, 2003. They estimate 75% of the current bond proposals will not be funded. The language of the bill will cover the current bond proposals in that of a \$2 billion bond, 50% will fund qualified proposals that have not been funded from the 1<sup>st</sup> cycle.

Ann Cousineau is on an advisory committee for a grant submitted by Cerritos. It is to develop an institute for library administrators to provide services differently. A portion would cover things like building permits and planning for the future. One would have to apply to attend. It would be a 2 – 2.5 day event with up to 100 participants. It will be held in 2003 by September.

Larry Hvlasa reported that they have five wireless catalog workstations at St. Helena. They have an adopt a book stamped free put on book cart to recycle materials. It has not affected book sales revenues.

In Tiburon they are moving forward in expansion of the building by reserving a parcel through the city process with a zoning amendment and general plan amendment. They are just trying to reserve the property as of now for future library use. They are trying to do this in partnership with other organizations. The Landmark Society is moving their archives into the library. The recreation department could move their offices into the expanded library to make it more of a community organization.

Marin is having a small expansion at the Novato library circulation desk with a new ergonomic design. Book drop will be outside of the library. Two years of work should be finished the end of February.

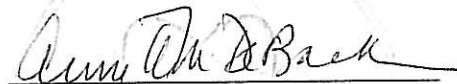
Touro University is adding a physician's assistant and MPH programs. The enrollment is about 470 and steadily increasing.

Sonoma County reported that they received Disability Grants along with Marin and Benicia. They are doing a county-wide facilities master plan this year. They had an exciting strategic vision workshop last week.

ANNOUNCE- Annette will serve on the OCLC Resource Sharing Advisory Committee with her first meeting in Dublin,  
MENTS Ohio in May 2003.

NEXT The next Board meeting is scheduled for January 30th, 2003 at the Napa City-County Library.  
MEETING

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



Annette Milliron DeBacker  
Clerk of the Board  
November 7, 2002