

NORTH BAY COOPERATIVE LIBRARY SYSTEM  
Board of Directors Meeting  
March 6, 2003

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

ROLL CALL:

Catherine Blumberg, Mill Valley Public Library  
Tom Trice, Sonoma County Public Library  
Carol Starr, Marin County Free Library  
Ann Cousineau, Solano County Library  
Connie Pearson, Rancho-Cotate High School  
Janet McCoy, Napa City-County Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Nancy Sieck, Petaluma High School Library  
Larry Hlavsa, St. Helena Public Library  
Sandra Rotenburg, Solano Community College  
Micca Gray, Plover Library, Santa Rosa Jr. College  
Kathy Jansen, Lake County Library  
Erika DeMille, Mendocino County Library  
Sara Loyster, San Anselmo Public Library  
Angela Brunton, Sonoma Developmental Center  
Kathy Haug, Richmond Public Library  
Stephanie Grohs, Napa Valley College Library

ABSENT: Susan Gilroy, Mitchell Memorial Library, Travis AFB  
Barbara Butler, Sonoma State University Library  
Vaughn Stratford, San Rafael Public Library  
Adu Worku, Pacific Union College Library  
Frances Gordon, Larkspur Public Library  
Monique le Conge, Benicia Public Library  
Mary Richardson, Sausalito Public Library

ALSO PRESENT: Annette Milliron DeBacker, North Bay Cooperative Library System  
Ann Amman, North Bay Cooperative Library System  
Roger Pearson, Dixon Public Library

INTRODUCTIONS: Everyone introduced themselves to Stephanie Grohs, Napa Valley College Library, Ann Amman, NBCLS, and Roger Pearson, Dixon Public Library.

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 Debbie Mazzolini. The Motion carried unanimously.
- APPROVAL OF  
MINUTES OF 11/07/02    A Motion to approve of the Minutes of 11/07/02 as presented was made by Carol Starr and seconded by Ann Cousineau. The Motion passed unanimously.
- APPROVAL OF  
CONSENT CALENDAR      The Consent Calendar was moved for approval by Tom Trice and seconded by Nancy Sieck. The Motion carried unanimously.
- CORRESPONDENCE        Ms. DeBacker had previously distributed the TBR letter. She asked that everyone please take action on that request for letters to the Governor and Legislature.
- Ann Cousineau brought results of the survey of all public libraries in California in terms of a building needs assessment. The survey was conducted by Liz Gibson. In final results, 83% of the public libraries responded representing about 90% of the population. It demonstrated that there will be \$4.4 billion dollars of library construction needs over the next 7 –8 years. It will be used to go to each Senator in Assembly to show what the needs are in their district. There is a timeframe included showing immediate and short-term needs. She circulated the document.
- LIBRARY OF CA            Ms. DeBacker noted that the upcoming LOC meeting is scheduled for March 19<sup>th</sup> at 10:00 am at SFPL is a very important one. Please attend if possible. An important decision will be made - whether to keep GGLN as a 5013C that will be able to seek grants to benefit the region, or to dissolve the organization. There are plusses and minuses to either decision. If it continues, NBCLS will have to be compensated for the paperwork that they do. She will offer her services if members want her to continue doing that. A benefit of keeping GGLN is that under the 5013C status they are able to seek some grants not available to other government entities, and also if money does come back to Library of California, the agency would not have to be recreated. The concept of regional cooperation has been beneficial, however, NBCLS does not have the resources to provide services to GGLN without financial support. Someone else may step up and offer to provide the services without compensation. The Board expressed consensus that NBCLS cannot offer services to GGLN without receiving compensation.
- STATEWIDE REFER-        The Planning Group is moving ahead. Dr. Starr is very supportive of the project. There is discussion  
ENCE GRANT PLAN-        about being a 5013C. The group talked about stripping out GGLN, renaming it, creating new bylaws  
ING COMMITTEE            and moving forward, but the paperwork, cost and legal arrangements are just the same as starting afresh. A fresh statewide organization may be the best way to go. Deliverables are the focus of the organization, not a top-heavy governance organization. There will probably be a Program Manager and an Advisory Board. A primary focus will be discounts on programs that we know libraries currently need and use such as training, databases, other types of supplies, etc. It will be a statewide purchasing entity that can offer better discounts. They will work on building resources that will better serve the library community but won't cost a lot of money. Consumer resources on a web site will possibly be used. There's not a lot of money in the grant the first year, but they are looking to prove the concept. The working title of the project is now The Califa Group: services for California

Libraries.

**CIVIC TECHNOLOGY** SNAP has decided to go forward with this as a database they want to purchase for next year. It is a wonderful tool and good management tool. Ann Cousineau encourages NBCLS to do this as a consortium. It would give quite a bit of information about the region. Pricing information was given in the packet. There would be a 40% savings if all on North Bay participated in the purchase. There is a 10% discount if just some libraries buy piecemeal. The group as a whole is unable to move ahead at this time because of budget constraints. SNAP will pilot it and see how it goes and report back on it. Solano doesn't have a good GIS system, so this will be helpful to them.

**2002/03 BUDGET** Budget adjustments have been made as necessary. There is a large increase in local because of database expenditures. There are no big surprises in the budget adjustment. College of Marin has requested to end their membership in North Bay. They would like a refund. The request came in early December. There is nothing in the contract that talks about notification of a change in membership. Requests are reviewed on a case-by-case basis. The Steering Committee suggested allowing Marin to drop their membership, but suggested that they not get a refund. Stephanie Grohs commented that having the contract allowed her to stay in NBCLS rather than having the option the easy out to save money. Dominican University has not concurred on the decision with College of Marin to end the NBCLS membership. It is a joint membership. Could they split the bill with Dominican to ease their budget crunch? The lack of having a Director in both of the libraries has caused the problem of them not participating. NBCLS has done at least three SuperSearch trainings, but they are still not connected.

In a call for a Motion, Ann Cousineau moved that membership fees not be refunded to the College of Marin. Angie Brunton seconded. The Motion carried unanimously.

The Steering Committee will work on the language of the bylaws. It would be easier to change the bylaws than the contract.

Carol Starr moved to accept the revised FY 2002/03 budget adjustment as presented, increasing the transfer from the Employee Benefit Reserve from \$22,887 to \$25,561, an increase of \$2,674 in the use of the benefit reserve. Cathy Blumberg seconded. The Motion carried unanimously.

**DIXON PUBLIC** Roger Pearson, interim Director at Dixon Public Library has explained the value of NBCLS membership to his Board. MVLS has been gracious about the realignment to better serve the public. Dixon is the only public library in Solano County who is not a member of NBCLS. Their automation system is limited with a poor catalog. It does not interface well with other programs. He had checked into joining SNAP, which requires membership to NBCLS. Dixon is a unified school district library district. They are looking into having Dixon administered by Solano County.

Tom Trice moved to accept Dixon's membership application. Ann Cousineau seconded. The Motion carried unanimously.

Annette has a call into the Dynix people to talk about SuperSearch licensing for Dixon.

**2003/04 BUDGET** A decision is required for the Juvenile Review Pack. Marin County will not pay the larger fee nor will Lake, Napa or St. Helena. The program will end June 30, 2003.

There was a meeting of the ad hoc Finance Committee. Annette distributed documents indicating

costs for delivery and membership dues at various percentages over the next two years. The ad hoc Finance Committee and the Steering Committee recommended membership dues be increased 10% over FY 2002/03. Marin County Free Library, Solano County Library and Sonoma County Library will each pay \$10,000 as membership fees. SuperSearch costs have remained basically flat. The big change is that all delivery costs will be billed back to members.

This does solve the majority of the financial shortfall of \$63,000. If this recommendation is implemented it will get us within \$16,000 of closing the gap.

As of January 31<sup>st</sup>, the Reserve Fund is \$377,383. There is an additional \$150,000 set aside to fund retiree's medical payments in the event that NBCLS will dissolve. That gives us about \$527,000 in reserves. Interest is used to help with programs. Erika DeMille and Cathy Blumberg are planning to use materials budgets to pay NBCLS dues. Annette suggested splitting the dues payment with half invoiced July 1 and half invoiced January 1. Some libraries are invoiced quarterly.

Delivery cost is based on library budget size. It was suggested that this breakdown be made part of the NBCLS manual. Annette needs to hear from smaller and academic libraries how these increases will affect membership. Most voiced that they will be staying as members. Annette will discuss SSU's participation with Barbara Butler.

The ad hoc Finance Committee also suggested that reference staff hours be reduced in order to close the gap. Right now there are 2.5 people: half of a reference librarian, Joe is full time and a full time support staff person. \$9,000 could be saved if the half time person is cut to 10-13 hours/week. Seven thousand would have to be taken from the reserves to balance the budget in this scenario. Annette asked if anyone needed a contract person for a few hours a week that could be provided by NBCLS. The Q&A café has been getting many more questions. Referrals from that online service to second level reference at NBCLS have increased. NBCLS receives no funding to support this program. Annette put in a call to Diana Paque asking if there is any money in the statewide reference grant to back fill. There will definitely be an impact on turn around time for answers if staffing is cut. A discussion followed regarding different types of questions that are asked. It would be interesting to get statistics about who and where the questions are coming from.

The Steering Committee recommended not reducing the reference staffing hours. The Steering Committee recommended to the Board that we accept the budget as it stands. Stephanie Grohs moved to accept membership dues and fees for 2003/04 as proposed by the ad hoc Finance Committee and authorize the use of up to \$18,000 of reserves to balance the budget. Larry Hlvasa seconded. The Motion carried unanimously.

In terms of cost reduction items, Annette asked if members would use the web site to access schedules, the Board packet, directories and committee lists. Annette is going to try it on a trial and error basis. This method is legitimate under the Brown Act. The agenda could still be printed out and posted 24 hours in advance of the meeting. It becomes a retraining issue for the users. Documents with names, addresses and phone numbers should be pass worded or put on an NBCLS listserve. Larry Hlvasa and Sandra Rotenburg volunteered to be on a Web Site Committee.

Annette asked about a delivery contract. Members suggested going with a two-year contract. It is assumed they will come back with higher fees due to gas costs.

**ELECTION OF CHAIR** An election of Chair and Vice Chair is necessary. Erika DeMille was nominated to serve as Chair for

- AND VICE-CHAIR FY2002/03 and FY 2003/04 by Kathy Jansen. Stephanie Grohs seconded. Larry Hlvasa was nominated to serve as Vice Chair for FY2002/03 and FY 2003/04 by Ann Cousineau with a second by Debbie Mazzolini. Both nominations carried unanimously.
- ADMIN. REPORT With regard to the grant proposals put in, the one for Books on Tape has been seen as "not competitive". The grant on the extension of cross-consortial borrowing using the new software on SuperSearch did not receive as much support as it needs at the State level. Diana has encouraged Annette to go ahead and submit it as a full application, beefing up the points to make it more competitive. She sees this as an important test of a new type of state linking project. Annette mentioned that grant proposals should only be for one year as budget issues are looming. Annette will pursue the project.
- Legislative Day is April 30<sup>th</sup>. Members will make their own appointments. Mary Stevens and Nicky Stanky are the legislative contacts for the Solano County legislators. Annette will not make any appointments, but will distribute an appointment list as soon as possible.
- MEETING DATES It was decided that the next meeting will be on June 5<sup>th</sup>. Annette will check on the meeting location. Napa City County Library was suggested.
- JOURNEYMAN REPORT It was decided this item would be taken off the agenda as recruitment is on hold for this year.
- MEMBER ITEMS Debbie Mazzolini and Monique leConge are running for ALA Council.
- Larry Hlvasa is getting a resolution from the City Council and sending a letter to the editor of his paper about TBR. It will have a big impact on the library that does most of the loaning and those who get the loans. He plans on getting really involved. Part of it is just educating the legislature about TBR because it is an invisible program. There are many benefits to the TBR program. Annette will redistribute anything sent out such as letters to the editor and resolutions.
- There was a recent front-page article in the Ukiah Daily Journal about TBR and the \$200,000 + dollars Mendocino County library received for the past two years. Mendocino County has made TBR second on the lobby platform after PLF. They are going to start to renovate the Fort Bragg library. It will be about a \$200,000 project paid for by the Friends of the Library. The Friends of the Coast Community Library are looking to purchase a building in Pt. Arena rather than building a new library.
- Solano Community College is still in flux with an all-new administration.
- Tom Trice mentioned that Sonoma County central Branch is now an InfoPeople training site. The first training is April 15-16.
- Connie Pearson has no budget for next year. It's pretty bleak in school libraries now. School and public libraries need joint partnerships and projects in order to survive.
- Sara Loyster of San Anselmo public has sent out nine TBR letters. They are due by the end of the month.

Stephanie hopes to be around. She has the verbal support of the administration that they plan on having a library and support a faculty librarian.

Lake County could be facing as much as a 20% budget cut. They have a website up now. She will send it to Annette

The Dixon Library is joining up with SNAP and NBCLS.

The City of Richmond is facing a \$2 - 5 million budget shortfall. They are looking at cutting or holding as vacant perhaps 40 staff positions.

SRJC new library is going forward in the final design phase. The building looks beautiful. As for the Community College budget, they are looking at \$8 million or a little less than 10% of the budget to be cut. They have cut 300 - 400 classes. The library has lost their Sunday hours this semester. They are planning to use reserves to cover the shortfall.

Marin County is taking a 3% budget cut for next year. They are doing scenarios for budget cuts of 8% and 13%, which will hopefully not have to be implemented. They have been working on redesigning the whole front entrance of the Novato branch and doing a more ergonomic circulation desk and return area. They are coming to completion of the project. They will share what they have learned about ergonomics. The library has been closed for a month and will reopen on Monday with a new look. For MARINet they have started sending out overdue and hold notices by email. They could save \$18,000 - \$20,000 on postage and printing costs by doing this. They will try to get more to sign up their email addresses.

They are looking at land adjacent to the Belvedere-Tiburon library to hold for future expansion. Debbie is in the process of doing a land development application to change the zoning of the area. They are joining with other community organizations to see if they are interested in being part of the building project. The Landmark and Historical Society and the Bel-Tib Recreational Center are joining at the meetings. She is on the International Relations Roundtable and they have the best reception at ALA on Monday night at ALA. To cover a \$50,000 TBR shortfall, they are asking businesses to sponsor Sunday openings at the library.

Annette mentioned a book and three videotapes are available for Violence in the Workplace if anyone wants to review or borrow them.

There will be an Imagine It conference in Cerritos in May. Erika DeMille will be attending with the newly hired Museum Director.

ADJOURN-  
MENT

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

