

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
June 5, 2003

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

ROLL CALL:

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

ALSO PRESENT:

- Annette Milliron DeBacker, North Bay Cooperative Library System
- Gregg Atkins, Dixon Public Library
- Glynda Christian, Napa City-County Library

INTRODUCTIONS: Everyone introduced themselves Gregg Atkins, Director of Dixon Public Library.

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

APPROVAL OF
AGENDA: The following amendments were required for the agenda: move Agenda Item # 11 SEIU MOU Agreement into Agenda Item # 9 Closed Session. Also adding a sub-item E — Discussion of Electronic Board packet to Agenda Item # 15. Motion to accept agenda as amended made by Ann Cousineau, seconded by Mary Richardson. Motion passed unanimously.

APPROVAL OF
MINUTES OF 03/06/03: A Motion to approve of the Minutes of 03/06/03 as presented was made by Angie Brunton and seconded by Mary Richardson. The Motion passed unanimously.

APPROVAL OF
CONSENT CALENDAR: The Consent Calendar was moved for approval by Monique le Conge and seconded by Debbie Mazzolini. The Motion carried unanimously.

CORRESPONDENCE: None.

LIBRARY OF CA: Library of California still stands as law, but is not funded. The bill to rescind the LOC law has been dropped because language was included that would harm the CLSA Communications and Delivery program. The LOC Board is scheduled to meet only once for FY 2003/04. The date of that meeting is October 15 and 16, 2003, in Sacramento. Ms. Milliron DeBacker will be on vacation during that week. An NBCLS Board member is encouraged to attend in her absence. An NBCLS representative will be recruited at the September NBCLS Board.

The Califa grant will most probably be funded. Activity on the project will not gear up until the grant award is announced. Announcement of grant awards is projected for the week of June 23rd. NBCLS will be involved in the development of the programs and services. Focus groups by library type as well as the NBCLS Board as a whole are planned. The target date for the delivery of services is March 2004.

CLOSED SESSION: The closed session convened at 11 a.m.

OPEN SESSION
RECONVENED: The open session reconvened at 11:35 a.m. Chairperson Erika DeMille reported that the SEIU request for a 2% increase for Ann Dubell was rejected. Ms. Milliron DeBacker was directed to review all job descriptions during this year

MEMBERSHIP FOR
MARIN COUNTY
OFFICE OF
EDUCATION: Membership for Marin County Office of Education – MCOE is requesting membership in the current fiscal year. The amount quoted for membership for the Office of Education was \$580 plus \$20 per individual school library that receives service from NBCLS. MCOE is rushing to join this year so that they can receive assistance from NBCLS on database purchases for this fiscal year and next fiscal year. Motion to accept Marin Office of Education as an associate member was made by Tom Trice. Seconded by Angie Brunton. The motion carried unanimously.

Sara Loyster asked a point of information about the price for membership. Is the associate fee high enough to compensate NBCLS for the work that needs to be done? Ms. Milliron DeBacker responded that MCOE would not be using any other NBCLS services. Also, the workload will be monitored as will the number of additional libraries that join through MCOE. If NBCLS doesn't

recoup enough money to cover our expenses, we will need to re-think the membership charge for this type of arrangement for FY 2003/04.

PLAN OF SERVICE: The Plan of Service has been revised to reflect the current budget situation. The Juvenile Review Pack program has been removed. In the reference service sections, participation in the virtual reference programs, Q & A Café and 24/7, has been expanded. NBCLS is experiencing an increase in the number of questions. Many patrons are using Web based reference service without contacting their local library. If the question cannot be answered within the 10-15 time limit, the question passes into a review file. NBCLS is picking up all North Bay based questions from this review file. There is a fair amount of use of the service by SSU, Napa Valley College, Mendocino College, and high school students. Users of those libraries are finding the service on the Web. They are using the service without going through the in-house in-person reference service. This is precisely what we hoped would happen. An expansion of service to patrons we might not normally reach, such as after hours users and the geographically isolated. However, there is a definite impact on the NBCLS Reference Center. The workload is being monitored.

Ms. Milliron DeBacker also noted that several libraries are not represented on the System Advisory Board. The NBCLS SAB operates primarily as advocates for libraries. The dollars received for the program are less than \$800. Major projects such as publications, surveys, etc. are simply not an option with the limited funding. At a recent LOC Board meeting, the majority of CLSA System Directors advised that cutting funding in the SAB program would be less painful than cutting reference or delivery funding. The NBCLS Board noted the need for additional members and will take it under advisement.

Ann Cousineau moved to adopt the Plan of Service as presented. Seconded by Sara Loyster. The motion passed unanimously.

2003/04 BUDGET: Ms. DeBacker explained that the Budget spread sheet in the packet has been adjusted to reflect the loss of Sonoma State University and the Marin Academic Libraries Consortia (College of Marin and Dominican University) as members. The budget also has been adjusted to reflect the overall reduction of CLSA funding which is equal to 14% over fiscal years 2002/03 and 2003/04. Additionally, revenues for adding Dixon as a member are reflected. Actual health care rates are shown in the budget. Grant income of \$18,652 has been added. NBCLS will manage an LSTA grant, "Reach out and Read" for Solano County. The grant is to model outcome measurement for literacy projects. The projects will be conducted at various locations throughout the State. A total of \$14,671 will be used from the Fund Balance Designated for Contingencies (Building Reserves). A balance of \$ 362,712 will remain in the Fund after this allocation. Ann Cousineau moved to approve the FY 2003/04 budget as presented. Seconded by Debbie Mazzolini. The motion passed unanimously.

Connie Pearson left the meeting 11:50 a.m.

Monique Le Conge left the meeting at 11:55 a.m.

ADMIN. REPORT:

- A. Ann Cousineau asked if Mitchell's on Demand was reviewed at the same time as the Alldata Automobile Repair database. Ms. Milliron DeBacker will check to insure that Mitchell's was reviewed.
- B. Ms. Milliron DeBacker announced that PLS would be leaving the SuperSearch program on June

30, 2003. As of June 2nd, PLS patrons cannot create new requests. Requests that are in the pipeline will be completed. Hopefully, PLS will determine that SuperSearch was a more efficient method for ILL. ILL statistics June 2002 – April 2003 show an 8% decline in out of system OCLC based activity. Ms. Milliron DeBacker feels that decline is a reflection of the use of SuperSearch for borrowing from PLS libraries.

Overall ILL statistics are up 5% over last year as of April 2003.

Sara Loyster requested clarification about the OCLC Serials Union List program. Ms. Milliron DeBacker explained that OCLC is developing a SuperSearch type of ILL program for Interlibrary Loan. They are going to be able to show local holding rather than generic bibliographic records. At this time serials holdings can be loaded onto the OCLC database at no OCLC charge. There is, of course, a local cost of staff time to do the work. Ms. Milliron DeBacker also reminded the Board that the Name Address Directory is going to die. The online ILL Policy Directory will replace it. It is very important to have the ILL staff enter the local information into the ILL Policy Directory. Ms. Milliron DeBacker will make sure the policy directory mentioned at the next ILL Committee meeting.

C. Delivery statistics are complete for the year. The flow of items has increased 21.8%. Dixon Public Library will be added to the schedule effective July 2, 2003. A revised schedule adding Dixon and removing SSU and most probably MALC will be released very soon.

Mendocino County asked if anyone was experiencing trouble with their delivery service. There seems to be some training issues for the Mendocino route. Some stops are being missed and then receiving double the regular delivery amount on the next scheduled day. No one else reported any problems. Ms. Milliron DeBacker will investigate the Mendocino County problem.

D. Grant award announcements are expected the week of June 23rd.

E. Consensus was that the electronic board pack works well. Several members suggested adding numbers to the support documents to make a clearer relationship to the agenda. Several members had trouble opening the revised statistics document, but had no trouble with the original statistics document. Ms. Milliron DeBacker will investigate how the each document was posted.

MEETING DATES: Meeting dates: The following are the scheduled meeting dates for FY 2003/04 September 4, 2003, at the Sonoma County Library, Rohnert Park/Cotati Regional Branch, November 6th at a location to be determined, February 5th at the Solano County Library Fairfield Community Library, and June 3rd at a location to be determined.

ANNOUNCEMENTS: Tom Trice announced that the newly constructed Rohnert Park/Cotate Regional Branch Library will officially open at, 1 pm Sunday, June 8th. The new building represents an expansion from 10,000 to 25,000 square feet.

Erika DeMille announced that the Pt. Arena Friends of the Library have purchased an existing building that will be remodeled. The purchase was a cash purchase and it is all local money. They are using ExLibris to design the remodel, but will not be applying for any bond money. Also the Ft. Bragg Friends are paying for a remodel of their building using County services. The Friends will be involved in the architectural review. Henry and Sally Bates have sold their Ft. Bragg home and have moved to Reno.


Ann Cousineau announced that the ground breaking for the downtown Vacaville library is underway. The site overlooks a creek, and probably was an Indian burial ground. A few remains have been found, and have been confirmed to be very, very old. Now the project must have an archeologist on site.

Debbie Mazzolini noted that the excavation for the seismic upgrade of Asian Art Museum in San Francisco unfortunately found an undiscovered section of the Yerba Buena graveyard. They too had to have an archeologist added to the project.

Larry Hlavsa announced that in spite of the bad budget year, St. Helena has hired former staff member that has received a library science and archivist degree. She was hired as a librarian 1 and will also be the part-time archivist.

MEMBER
ITEMS: None

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:15 p.m.


Annette Milliron DeBacker
Clerk of the Board
June 5, 2003

