

North Bay Cooperative Library System

RESOLUTION # 516

The attached Revised Budget Fiscal Year 2004/2005 was adopted at the September 2, 2004 Board meeting after being introduced by Director Carol Starr, seconded by Director Angie Brunton and adopted by a unanimous vote of the following directors:

Larry Hlavsa, Carol Starr, Janet McCoy, Kathy Haug, Ann Cousineau, Kathy Jansen, Tom Trice, Nancy Sieck, Sara Loyster, Bonnie Thoreen, Cathy Blumberg, Monique le Conge and Angie Brunton.

WHEREUPON, the Chairperson declared the foregoing resolution adopted and SO ORDERED.

Date: September 2, 2004

Attested:



Signature

Annette Milliron DeBacker
Annette Milliron DeBacker
Secretary/Clerk of the Board

Signature

Larry Hlavsa
Larry Hlavsa, Chair
NBCLS Board of Directors

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
September 2, 2004

- CONVENING:** The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Napa Valley College, Upper Valley Campus in St. Helena, California with Chair Larry Hlavsa presiding. The meeting convened at 10:35 a.m.
- ROLL CALL:** Larry Hlavsa, St. Helena Public Library
Carol Starr, Marin County Free Library
Janet McCoy, Napa City-County Library
Kathy Haug, Richmond Public Library
Ann Cousineau, Solano County Library
Kathy Jansen, Lake County Library
Tom Trice, Sonoma County Public Library
Nancy Sieck, Petaluma High School Library
Sara Loyster, San Anselmo Public Library
Bonnie Thoreen, Napa Valley College Library
Catherine Blumberg, Mill Valley Public Library
Monique le Conge, Benicia Public Library
Angela Brunton, Sonoma Developmental Center
- ABSENT:** Gregg Atkins, Dixon Public Library
Erika DeMille, Mendocino County Library
Elizabeth Tsai, Solano Community College
Susan Gilroy, Mitchell Memorial Library, Travis AFB
Kathy Noguchi, San Rafael Public Library
Mary Richardson, Sausalito Public Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Will Baty, Plover Library, Santa Rosa Jr. College
Frances Gordon, Larkspur Public Library
- ALSO PRESENT:** Annette Milliron DeBacker, North Bay Cooperative Library System
- INTRODUCTIONS:** The Board introduced themselves to Roberto Esteves and Anthony Costa, representatives of Califa, as well as the two Board members from Benicia Public Library.
- PUBLIC INVITED TO ADDRESS BOARD:** No public was in attendance.
- APPROVAL OF AGENDA:** Approval of the Agenda with the addition of three items under the Administrator's Report: E – Discovery Station, F – October Meeting with SEIU, G – Bond Bill, was moved by Cathy Blumberg, seconded by Monique le Conge. Approval was unanimous.
- APPROVAL OF 06/03/04 MINUTES:** A Motion to approve the Minutes of 06/03/04 as presented was made by Ann Cousineau, and seconded by Kathy Jansen. The Motion passed unanimously.
- APPROVAL OF CONSENT CALENDAR:** Approval of the Consent Calendar was moved by Carol Starr and seconded by Monique le Conge. The Motion carried unanimously.

CORRESPONDENCE: Mrs. Milliron-DeBacker passed a packet around to the Board. Board members were asked to initial the sheet if they wished to have a copy of the packet.

AUDITOR'S PROPOSAL FOR FY 2003/04 AUDIT: Mrs. Milliron-DeBacker noted that the pricing for the audit had gone up this year by approximately \$1,100.00. This is due to new regulations that the federal government has adopted that will require more time from the Auditor. NBCLS will also be required to set up an Assets Depreciation List. Approval of the Auditor's proposal was moved by Ann Cousineau and seconded by Carol Starr. The motion carried unanimously.

Susan Hildreth, the new California State Librarian (and former NBCLS Board Member) was introduced to the Board.

NORTH STATE CLS MANAGEMENT PROPOSAL: Mrs. Milliron-DeBacker reported that the Steering Committee reviewed the contract for the North State Cooperative management proposal and had made one change. In the "Compensation" section, the sentence "reimbursement for mileage will be invoiced monthly" was removed because it was restated down in the payment schedule. It was noted that the Steering Committee recommends approval of the contract with the noted change. A motion to approve the North State CLS contract was made by Tom Trice. Seconded by Ann Cousineau. Motion passed unanimously.

CONVENE TO CLOSED SESSION – PERSONNEL SALARIES: A motion to move into Closed Session to discuss personnel salaries was made by Cathy Blumberg and seconded by Monique le Conge. Motion passed unanimously.

RECONVENE TO OPEN SESSION: A motion to move back into Open Session was made by Ann Cousineau and seconded by Carol Starr. Motion passed unanimously.

BUDGET FY 2004/2005: Mrs. Milliron-DeBacker reported the Steering Committee's recommendation was to adopt the budget with one adjustment; to rework the salary schedule and move \$8,000 down to the 7000 line, which is *Special Department Expense*, which will be done over a series of programs. The budget also contains a 3 percent increase for Marathon Delivery services. Marathon has not seen any relief since gas prices and workers' compensation costs have not gone down. NBC can pay the increase this year without touching any reserves because of the income NBC is receiving from the management grant and the LSTA partnership fees. Marathon had asked for a five percent increase in March and the Board had approved it. This increase will need to be looked at again next year. Mrs. Milliron-DeBacker noted that Marathon does a really good job for NBC. A motion to accept the FY 2004/2005 Budget with the salary line reworked to create contingency funds moved to line 7000 – Special Department Expense was made by Carol Starr and seconded by Angie Brunton. Motion passed unanimously.

ELECTION OF VICE-CHAIR FOR FY 2004/05: A motion for Carol Starr to be the Vice-Chair for FY was made by Ann Cousineau and seconded by 2004/2005 Angie Brunton. The Steering Committee Members remain the same, except Janet McCoy has joined the Committee for 2004/2005.

ANNUAL REPORT: Mrs. Milliron-DeBacker reported the Steering Committee recommended adoption of the Annual Report. She commended NBCLS for the 2003/2004 ILL numbers that were received from the State. The NBC libraries are the top people in the State at 1.6 million dollars. Mrs. Milliron-DeBacker stated this demonstrates that the sharing of systems and tying them together with the URSA product is really working and is showing a great service to the community. This also affects delivery, which