NLS Special Executive Committee Meeting

April 28, 2020
4:00 – 5:00 p.m. via Zoom

https://zoom.us/j/98957866166
Call-in Option: 1 669 900 6833

1. Welcome and Roll Call
   Deck, Chair

2. Public Invited to Comment
   Deck

3. Adoption of Agenda (Action Item)
   Deck

4. Approve Minutes of November 19, 2019 (Action Item)
   Brinkley
   Attachment 1

5. New Business
   A. Discussion of CARES Act Funding and Recommendations for NLS (Action Item)
      Deck
      Attachment 2
   B. CLSA Funds and Suspension of OverDrive Activity (Action Item)
      Deck
      Attachment 3
   C. Use of NLS Funds to Support Video Conferencing and Training (Action Item)
      Perry
      Attachment 4
   D. Review Nominating Committee Selections of Officers for FY 2020/2021 Executive Committee and Recommend Adoption to the NLS Administrative Council (Action Item)
      Deck/Olawski
      Attachment 5

6. Adjourn
Due To The State Of California’s Declaration Of Emergency – This Meeting Is Being Held Pursuant To Authorization From Governor Newsom’s Executive Order N 29-20

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

(1) it must comply with all of the Act's requirements applicable to other meetings;

(2) all votes must be taken by roll call;

(3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).
DRAFT MINUTES

NLS Executive Committee Meeting
November 19, 2019

1. Welcome and Roll Call – Chair, Todd Deck, Tehama County Library, called the meeting to order at 10:00 a.m. Also present were NLS Executive Committee members Suzanne Olawski, Solano County Library, Mark Fink, Yolo County Library, Lori Easterwood, Folsom Public Library, Jody Meza, Willows/Orland Public Libraries, Lindsay Fuchs, Plumas County Library, and Yolande Wilburn, Nevada County Library. Also attending, Michael Perry, Siskiyou County, Carol Frost, Pacific Library Partnership, Andrew Yon, Pacific Library Partnership, and Jacquie Brinkley, NLS/Pacific Library Partnership.

2. Public Invited to Comment - No Public in attendance.

3. Motion to adopt Agenda
   Fink moved, Wilburn seconded. Motion carried.

4. Motion to approve Minutes of August 13, 2019.
   Wilburn moved; Easterwood seconded. Motion carried.

5. Old Business

A. Olawski presented background and recommendation of an amended NLS Link+ master contract to add Nevada County Library. Nevada County had not previously been included in the original Link+ contract due to delivery costs being unknown at that time. With delivery costs now confirmed, Nevada County Library requested to join the NLS master contract and receive first-year implementation CLSA grant funds.

Motion to approve amendment of NLS/Innovative Link+ Contract to include Nevada County.

Fink moved; Easterwood seconded. Motion carried.

Fink asked if 3% annual increase for the 5-year contract, applied to all. Frost clarified that the 3% annual increase does apply to all libraries in the NLS contract.

B. Olawski reviewed the work done by the Link+ Ad Hoc Committee to promote Link+ statewide with the goal to expend the CLSA funds within the proposed timeline.

Motion to approve awarding $24,657 from the Link+ Regional Resource Sharing Grant for Nevada County’s Link+ implementation.

Wilburn moved; Olawski seconded. Motion carried.

C. Olawski presented the memos written to three libraries awarding them funds to join Link+ under the Link+ Regional Resource Sharing Grant. These three libraries had expressed interest in Link+ and completed the requirements the NLS Ad Hoc Committee developed to qualify for this grant funding.
Frost recommended that the total amount approved in the Motion be a “not to exceed” amount of $120,000 as courier costs are expected to increase and exact costs for delivery will depend on date each library is to go live with their Link+ implementation.

Motion to approve awarding of amount not to exceed $120,000 to the Coronado, Glendale and Rancho Cucamonga public libraries from the Link+ Regional Resource Sharing Grant.

Fink moved; Wilburn seconded. Motion carried.

Frost reported that the Link+ grant still has approximately $100,000 to expend. There is a plan to host an open informational webinar with Innovative, as well as another statewide call for interest. The existing template developed by NLS Ad Hoc Committee for interested libraries will be used for any new inquiries in order to streamline the process.

D. Olawski reviewed the Link+ presentation made to the CLSB at their last Board Meeting (October). Olawski noted that she was pleased with the level of support from the Board. She noted that the Board had approved the NLS proposed plan to fully expend the Link+ grant funds.

Frost agreed that the Board was very supportive.

Fink noted that he also had a valuable take-away from attending the CLSB meeting in that he learned from the State Librarian’s report of state funding that had been awarded to a few public libraries for capital improvements. This information was helpful as Yolo County is interested in seeking capital improvement funds. Fink recommended that any library interested in accessing these funds work with their legislators and encourage them to make the library’s capital improvement project a priority. The State Library is not involved in the funding decision, nor does it approve or determine the allocation of these funds, but rather manages the funding once it is approved in the legislature. More detail can be found in the Capital Projects Budget of the State Budget. (Provided after the meeting, the link to the Senate Bill 109 to amend the Budget: https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB109 You can search for 6120-161-0001 to find the library allocations.) Fink noted this is called “last mile” funding.

E. Perry reported on the November 18th meeting of the Finance Ad Hoc Committee. This Committee was created to examine the current CLSL funding allocation among NLS member libraries. The Committee intends to review with NLS members the current 50% budget/50% population formula to determine annual CLSA allocations. The Committee will also survey members in December to determine where CLSA funds are expended locally, as some of these dollars are not captured on consortia management records. Perry noted that the Committee also wants to ensure that the survey capture how changes in the CLSA allocation formula might impact individual libraries, as some will be impacted more than others. The Committee will report back at the NLS Mid-Year Administrative Council meeting on January 31, 2020.
Deck asked if Perry would like to wait for survey responses to allocate the remaining CLSA allocation of $200,000 that needs to be expended by June 30, 2020. Perry recommended that for FY 2019/20, NLS remain with the status quo and that any changes from solicited input would take effect in FY 2020/21.

Frost reviewed the memo from the Ad Hoc Committee and noted the chart on Page 34 of meeting packet that indicates how CLSA funds were allocated to NLS managed consortia resources. She also noted that the new NLS Claim Form (pages 40-41) has been revised to capture more information about local expenditures in shared resources and other information now required by the State Library.

Discussion ensued on current consortia membership model. Perry noted that the survey will ask what services members want and what they can afford to pursue with the benefit of lower pricing model for group membership.

Discussion of survey and what it should include:

1. Is member library satisfied with existing model, or do they want a change?
2. If the model is changed, explore how the dollars are used –
   - How are you using your CLSA funds?
   - Are you OK with some of your CLSA allocation being used for shared resources you may not use?
3. What other resources can you suggest that NLS doesn’t currently use?
4. What commitment can you make for particular services (in order to get a price break, i.e. Link+ 5-year contract)

Perry asked Yon when the CLSA letters and Claim Form were to be distributed and Yon reported that NLS had just received the CLSA allocation deposit and that letters could be out as soon as November 22, 2019.

F. Deck asked Perry for any suggestions in expending the remaining $200,000. Perry suggested to spread the balance over the NLS membership according to current formula for all to benefit.

Motion to allocate the $200,000 now as part of the FY 2019/20 allocation using the current formula, allocating the funds to the entire NLS membership.

Fink moved; Wilburn seconded. Motion carried.

Yon confirmed that this balance will be included in the distribution letter going out to NLS members with Claim Form.

G. Brinkley reported on Recovering Together LSTA project. Next Project Team meeting will be on December 3, 2019.
H. Brinkley reported on guest speakers attending the NLS Mid-Year Administrative Council meeting on January 31, 2020. Deck requested that time be allowed at end of this meeting for open discussion. Brinkley will draft meeting agenda for Chair’s review.

6. New Business

A. Perry reported on the consortia discussion of recommendation to boycott publishers Macmillan (eBooks) and Blackstone (eAudiobooks). Perry noted that restrictions imposed by publishers don’t impact all libraries the same.

Fink commented that whether or not a library chooses to boycott, they will be impacted by the embargo and that all libraries who join the boycott can have impact on other NLS libraries that are part of the Library-to-Go collection. Fink reported that Yolo County is boycotting Macmillan new release eBooks and Blackstone, new release e Audio titles. and that Yolo County had received 30 patron comment forms—all in support of the boycott.

Wilburn reported that Nevada County has also joined the boycott and that patrons were very supportive. Wilburn stated that they will not purchase from these publishers within their Advantage account and noted that there is confusion if the consortia purchases those titles when the local library is boycotting same titles. This action overrides the local boycott. Wilburn asked Perry to provide the Overdrive holds list at end of December.

Deck asked if Perry and Fink recommend holding off on publishing an official NLS statement until after the survey and Administrative Council meeting.

Olawski suggested it was OK to release the survey at this time to get the temperature of members and then have available for discussion at the Admin Council meeting.

Discussion continued with questions as to what is the goal for NLS and boycott – to take a lead position in the State? What are the parameters for this boycott? When should it end? What does success look like?

Fink offered to send out the survey via Survey Monkey.

B. Deck presented recommendation to approve travel funds to send two speakers to the Lead the Way community engagement conference at University of Madison, Wisconsin. NLS submitted and was accepted to present a workshop on the Recovering Together project.

Motion to approve travel funds not to exceed $3,250 for 2 speakers to attend the Lead the Way conference.

Easterwood moved; Wilburn seconded. Motion carried.

C. Deck presented recommendation to approve funds to send Jacquie Brinkley, NLS System Coordinator, to the 2020 Public Library Association conference in Nashville, TN.

Motion to approve funds not to exceed $2,250 for Brinkley to attend PLA.
Wilburn moved; Fink seconded. Motion carried.

7. Deck reported that he had attended the CLSA System Chair meeting at CLA. Deck also noted the positive impact of NLS members attending and presenting at the CLSB meetings was very positive and was of benefit to NLS.

Fink reported that the MVLS Council voted to pay off their CalPERS current unfunded accrued liability. Letters to all MVLS members are to be issued soon.

Wilburn announced her resignation from the NLS Executive Committee due to her leaving Nevada County. Deck will contact candidates and recommend a replacement for approval at the NLS Mid-Year Administrative Council meeting.

Meeting adjourned at 1:45 p.m.
Hi All --

As some of you may already have seen, the Institute for Museum and Library Services announced today how it will disperse $30 million of the $50 million earmarked for libraries in the Coronavirus Aid, Relief, and Economic Security Act.

Under the institute’s funding formulas, this means more than $3.3 million in one-time funding for California libraries that the institute says should be used to “expand digital network access, purchase internet-accessible devices, and provide technical support” to boost digital inclusion, particularly in under-resourced and under-represented communities.

It’s not yet known when these emergency funds will arrive but they must be spent by September 2021. It’s also not yet known how the remaining $20 million in federal funding will be allocated.

In individual and group conversations with California librarians, it’s clear that lots of creative approaches are already being used by California libraries to accomplish the broad goals set out in the federal legislation.

Please share those and other potential high-impact uses for these one-time emergency funds with us at the State Library. The most effective way to respond to local needs is knowing what the biggest challenges are and the strategies being used to address them.

Email me – greg.lucas@library.ca.gov or Deputy State Librarian Rebecca Wendt at rebecca.wendt@library.ca.gov. A Zoom call with library directors is scheduled for tomorrow – Wednesday April 15 -- at 3:30 to discuss CARES Act spending and re-opening strategies.

There is a broader federal "stimulus" package being pitched by the American Library Association and others that would have more significant positive impact on California than our share of $30 million. An overview is attached.

Wisely using these federal funds -- and hopefully securing additional money -- to build the new service models needed to meet the changed expectations of Californians is the State Library’s priority. It’ll take your help to do that.

Thanks, as always, for stepping up.
Library leaders and workers across the U.S., must make our voices heard to our members of Congress in support of our nation’s libraries. Congress is moving extremely quickly on consideration of economic relief and recovery packages in response to the COVID-19 pandemic and its impact. Now is the time to contact your legislators to let them know what the library field is facing and urge them to provide critical support in the following areas.

**RECOVERY CENTERS IN LIBRARIES: $300 MILLION**
Libraries are well-positioned to serve as recovery centers for community members, to help individuals with employment search and skills development, and to connect constituents with government aid and services.

**ADDITIONAL DIGITAL CONTENT: $175 MILLION**
There is a short-term need for digital materials because of library closures and sheltering-in-place.

**HOT SPOTS FOR LENDING: $160 MILLION**
Hot spots may be loaned by individuals in the community as well as used by the public library for outreach—for example a bookmobile/tech mobile could locate in a parking lot and additional hot spots could be spread out in the parking lot.

**DEEP CLEANING: $79 MILLION**
Before return to full public service, public, academic, and school libraries will need and want a deep cleaning, both for health reasons as well as to instill confidence in their respective user communities.

**LIBRARY COMMUNITY ORGANIZATIONS: $20 MILLION**
The several national library associations as well as the state library associations, regional library associations, library consortia, and other cooperative bodies will experience multiple effects of dislocation.

**FUNDING TO PROTECT CORE SERVICES: $582 MILLION**
With the downturn in the overall U.S. economy, state and local government revenues will decline. As a result, most public libraries will be facing budget cuts.

**IMLS ADMINISTRATION: $20 MILLION**
The Institute of Museum and Library Services (IMLS) will need additional funding to oversee and administer these new programs as well as conduct outreach and communications to the library community.
April 10, 2020

Greg Lucas, California State Librarian
Library-Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

RE: CARES Act Funding for Libraries

Dear Mr. Lucas,

The California Library Association (CLA) is committed to aiding all of our libraries during this difficult time. I am so proud of our profession, and our professional partnerships that have allowed the California State Library, CLA, and other organizations to respond so quickly.

On March 27, the Coronavirus Aid, Relief and Economic Security Act (or CARES Act) was signed into law. The CARES Act includes $50M for museums and libraries, to address the digital divide during the COVID-19 pandemic. The Institute of Museum and Library Services will receive the funds and distribute them to states. In addition, the State of California will be receiving CARES funds for COVID-19 relief efforts.

There are so many priorities at this time for libraries as they continue to respond to the needs of their communities, all while looking at the economic realities of reduced budgets in the coming years. The CLA Advocacy and Legislative Committee and CLA as a whole would be happy to assist you in developing plans to prioritize and deploy these funds.

These IMLS funds specifically will aid libraries in preventing, preparing and responding to COVID-19, and include “expanding digital network access, purchasing internet accessible devices, and providing technical support services to their communities.

Some of the greatest needs in libraries right now include access to digital and physical materials. Based on conversations happening within the cooperative systems, critical needs include:

**Connectivity and Access**

- Money to purchase Wi-Fi hotspots and the associated connection plans to help students and users in remote areas to access collections, complete homework and perform other online services.
- Money to purchase Chromebooks or other portable devices to loan to students and families, to be able to do homework, apply for employment, and to connect with government agencies to get services that are becoming more and more difficult to get in any other manner.
- There will be an increased need for libraries to pivot, much as we did in 2008, to assist communities once our libraries open again to apply for unemployment, apply for jobs, receive job training, and other critical online activities. In 2008, libraries set up dedicated stations for these activities. Money can be used to assist libraries in purchasing this additional infrastructure needed to be serve their communities.

Collections

- Funds for physical collections. Summer will be upon us soon, and many students will be trying to recover from a reading deficit, separated from the physical collections of their school and public libraries this spring. Libraries can purchase physical books and partner with schools to distribute them directly to students. The importance of libraries in helping to reduce the summer slide in reading abilities cannot be overstated.

- Funds for online collections that appeal to various segments in our society, including popular reading, collections for youth, collections for job seekers, and further expand accessibility to all in the community.

Safety

- The Center for Disease Control has stated that the virus may not adhere very well to print, but that it will adhere to plastic, including DVD and CD cases. Libraries will need supplies to continue to clean materials as they are returned. Supplies include wipes, gloves, and facial masks.

- Some libraries may choose to install ‘sneeze guards’ at key points of contact between staff and customers, or create other ways to serve in person while recognizing and mitigating risk, such as line minders and other physical items that will help to delineate social distancing requirements.

Professional Training

Libraries are interested in developing staff skill in presenting and curating professional online programming, such as storytimes. Staff would like training on software, how to closed caption their trainings, and funds to purchase needed software and hardware to develop quality programming.

Once libraries begin to open, it is most likely it will be done in a phased approach, and business as normal will need to be modified, including modifying the actual physical space. For instance, they may choose to remove half the chairs, remove half the computers and implement other mechanisms to continue to support social distancing. It is expected that the virus will continue at least through Fall 2020, however the need for our services will only grow. Libraries can pivot to more online and remote services, however also need to ensure no group is left behind due to income, connectivity, or status.

Please let us know if you have any questions or would like to talk. The California Library Association stands ready to assist.

Thank you,

Hillary Theyer, President
California Library Association
IMLS Announces New Stimulus Funding for Communities Across America

April 13, 2020

IMLS Announces New Stimulus Funding for Communities Across America

$30 Million Infusion to Provide Emergency Relief Through State Libraries


The $30 million in the funding phase announced today will be distributed to all 50 states, the District of Columbia, the U.S. territories, and the Freely Associated States based on population. The agency is allocating these grants through its most significant in-place funding vehicle for all states and territories, State Library Administrative Agencies (SLAAs), who are encouraged to use all available mechanisms to reach museum and tribal partners, as well as traditionally eligible libraries.

These funds are in addition to previously announced measures to support the urgent needs of museums, libraries, their staff, and the communities they serve. On April 6, IMLS authorized new flexibilities (https://www.imls.gov/news/imls-authorizes-new-grant-flexibilities-libraries-museums) for its nearly 1,300 open awards in response to the impact of COVID-19.

“Together, we must address this challenge in the places most affected by coronavirus,” said IMLS Director Crosby Kemper. “This pandemic has highlighted the fact that people in rural and tribal communities, as well as those in high-poverty areas or remote regions lacking access to broadband, have been disproportionately affected. We must target these funds to
provide job, health, economic, and other high-impact relief, and this funding round focuses on providing efficient, urgent help to citizens across the nation."

States and territories will be able to use the funds to expand digital network access, purchase internet accessible devices, and provide technical support services to citizens to address digital inclusion efforts and related technical support, using the following types of data to prioritize efforts:

- Poverty/Supplemental Nutrition Assistance Program (SNAP);
- Unemployment; and
- Broadband availability.

“The urgent expansion of broadband access and digital services enables people to connect to the health, community, government, and job information so critical today, and to the other programs and services that play an enhanced role in the current health emergency,” said Kemper. “While we are distributing these funds through State Library Administrative Agencies, we urge museums and related organizations to partner with libraries in this vital endeavor.”

The state allotment tables can be viewed here (https://www.imls.gov/sites/default/files/caresactallotmenttablefy2020.pdf); IMLS will provide additional details and anticipated timelines of this funding availability directly to SLAAs. The agency also plans to announce additional measures to aid museums and libraries, both through its current funding and that received through the CARES Act.


**About the Institute of Museum and Library Services**
The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit www.imls.gov (https://www.imls.gov/) and follow us on Facebook (https://www.facebook.com/USIMLS/) and Twitter (https://twitter.com/us_imls).
Good afternoon System Coordinators,

Normally, this is the time when the State Library would be sending out Plan of Service documents and proposed budget allocations so that you and your boards can begin planning for the upcoming fiscal year.

Given the expected scope of the economic downturn from the current public health emergency and the likely effect that will have on the state budget, it’s unclear at this time how much of the $3.63 million allocated to the library services board in the governor’s January budget will remain in his revised budget in May.

In light of that uncertainty, the State Library will postpone issuing Plan of Service documentation until after introduction of the May Revision which traditionally is on or before May 14.

We realize this significantly shortens the timeline for completion of the plans of service and will consider extensions, like those granted last year, as the situation warrants.

If you would like to receive the regular plan of service documents prior to the May Revision’s release, please contact Monica Rivas at monica.rivas@library.ca.gov.

-- Greg

Currently Reading: *Thames: The Biography* by Peter Ackroyd
Recently Read: *The Hittite* by Ben Bova
Waiting to Read: *The Relic Master* by Christopher Buckley

"Do you know the difference between education and experience? Education is when you read the fine print; experience is what you get when you don't." -- Pete Seeger
# NorthNet WorkSheet for FY 2020/21 CLSA Funding if No CLSA Funds

*for internal use only*

## NLS CLSA Funds at a Glance FY 2019/20

<table>
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<tr>
<th>Total Funding</th>
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<tbody>
<tr>
<td>System Admin</td>
<td>$156,716</td>
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<tr>
<td>Baseline C &amp; D</td>
<td>663,402</td>
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<td>Total</td>
<td>$820,118</td>
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## System Administration

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<td>System Administration</td>
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<td>Indirect</td>
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<td>Total System Admin</td>
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## Communications & Delivery

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<tbody>
<tr>
<td>Office supplies</td>
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<tr>
<td>web hosting, telemetry</td>
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<tr>
<td>postage</td>
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<td></td>
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<tr>
<td>delivery</td>
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<td>OverDrive</td>
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<td>Zinio</td>
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<tr>
<td>SubTotal</td>
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<td>expended</td>
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<td></td>
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<tr>
<td>Remaining</td>
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He says they are on track to spend everything and have $70,000 remaining.

## OverDrive Allocations

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<td>Unspend FY 2918/19</td>
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<td>expended</td>
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<tr>
<td>Remaining</td>
<td>$201,185</td>
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Funds not allocated from Del

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<tr>
<td>Norte &amp; Trinity</td>
<td>$20,000</td>
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<tr>
<td>Remaining for FY 2020/21</td>
<td>$90,000</td>
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Hi Carol/Todd,

NorthNet allocates $1,000 to each library for staff training. I have used it for actual physical traveling for staff (and myself) to conference and the likes but could it also be used to purchase a video conferencing service like Zoom to help with internal trainings?

The NLS account I use for our Overdrive meetings has been useful for showing people how to buy things in Overdrive and I’m looking at purchasing a Siskiyou account to help train our branch volunteers.

Michael Perry
Siskiyou County Librarian and Museum Director
530-842-8805
To: NLS Executive Committee  
From: Ad Hoc Nominating Committee (Todd Deck and Suzanne Olawski)  
Subject: Nominations for FY 2020/2021 NLS Executive Committee Vice Chair and Committee Members & Recommendation to the Administrative Council at Annual Meeting of June 12, 2020  
Date: April 28, 2020

We nominate the following Executive Committee Vice Chair for 2-year term:  
Mark Fink, Yolo County Library (MVLS)

We nominate the following Executive Committee members for 2-year term ending 6/30/2022:

Carolyn Brooks, El Dorado County Library (MVLS)  
Anthony Halstead, Napa County Library (NBCLS)  
Nick Wilczek, Humboldt County Library (NSCLS)

Continuing to serve on the Executive Committee with terms ending 6/30/2021 are:

Lori Easterwood, Folsom Public Library  
Lindsay Fuchs, Plumas County  
Christopher Veach, Lake County

Continuing in New Positions are:

Suzanne Olawski, Solano County, Chair (2 year term through 6/30/2022)  
Todd Deck, Tehama County, Past Chair (2 year term through 6/30/2022)

Terming out 6/30/2020 of their Executive Committee Positions are:

Mel Lightbody, Butte County, Past Chair  
Mark Fink, Yolo County Library, Executive Committee Member  
Jody Meza, Willows/Orland Public Library, Executive Committee Member  
Yolande Wilburn, Nevada County Library, Executive Committee Member