

NORTH BAY COOPERATIVE LIBRARY SYSTEM

Board of Directors Annual Meeting

June 9, 2020

2:00 P.M.

Zoom Meeting

<https://us02web.zoom.us/j/82116144104>

Meeting ID 8211 614 4104

Phone Access: +1 669 900 6833

- | | | |
|-------------------------------------------------------------------------------------------------------------|---------|--------------------|
| 1. Call to Order | Olowski | |
| 2. Roll Call | Olowski | |
| 3. Public Invited to Address the Council | | |
| 4. Approval of Agenda (ACTION ITEM) | Olowski | |
| 5. Approval of Minutes of March 19, 2020 Meeting (ACTION ITEM) | Olowski | Attachment 1 pg. 3 |
| 6. Review Staff Recommendation for NBCLS Delivery Contract and Approve (ACTION ITEM) | Olowski | Attachment 2 pg. 5 |
| 7. Approve Resolution #539 - Payment of Retiree Health Benefits for Calendar Year 2021 (ACTION ITEM) | Olowski | Attachment 3 pg. 7 |
| 8. Adoption of NBCLS FY 20/21 Budget (ACTION ITEM) | Olowski | Attachment 4 pg. 9 |
| 9. Election of Chair and Vice Chair FY 20/21 (ACTION ITEM) | Olowski | |
| 10. Adjournment | | |

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).

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Board of Directors Meeting Minutes

March 19, 2020

1. Meeting called to order at 11:08 a.m. by Chair, Suzanne Olawski.
2. Roll Call
Present were: Suzanne Olawski (Solano County Library), David Dodd (Benicia), Bonnie Katz (Solano County), Henry Bankhead (San Rafael Public Library), Ann Hammond (Sonoma County Library), Linda Kenton (San Anselmo), Sara Jones (Marin County), Abbott Chambers (Sausalito), Anthony Halstead (Napa County Library), Anji Brenner (Mill Valley Public Library), Christopher Veach (Lake County Library), Franklin Escobedo (Larkspur Public Library). Also attending, Carol Frost (PLP/NLS), Andrew Yon (PLP), Jacquie Brinkley (PLP/NLS), Annette DeBacker, Public; Gregg Atkins, Public.
3. Public address – Olawski invited the Public to speak and noted that additional public comment will be invited prior to moving to Closed Session. Ms. DeBacker provided background on NBCLS and history of CalPERS contract for NBCLS employees prior to her employment. Per the contract, NBCLS employees did not participate or pay into Social Security, nor did they have survivor benefits. These were cost saving strategies for NBCLS. During Ms. DeBacker's tenure of 25 years with NBCLS, the only change to the CalPERS contract was to lower the retirement age from 60 to 55 years of age, at same % rate. Also during her tenure, CalPERS moved management of NBCLS into a "pool" of small organizations.
4. **Motion to approve agenda. Dodd moved; Escobedo seconded. Motion carried.**
5. **Motion to approve Minutes of October 17, 2019 and Minutes of January 23, 2020. Dodd moved to approve both sets of Minutes. Katz seconded. Motion carried.**
6. Olawski reviewed Attachment 3 regarding background and status of NBCLS discussions on retiree health care benefits. Olawski invited general comments from the Board. None given. Olawski invited comments from the Public. DeBacker thanked the NBCLS Board and the PLP/NLS staff for the time spent to research this issue and the work involved to compile historical data at her request for review. DeBacker provided history on NBCLS administrative contracts with employees that included the establishment of a health insurance fund for employees. Upon her retirement in June 2011, a balance existed to continue funding retiree medical health benefits. DeBacker reported that she had met with a Medicare agent to determine rates and to obtain a quote to get Medicare coverage on the open market. She reported that plans she could obtain on the open market are at lower cost than her current plan, but benefits would be comparable to the coverage she currently receives under the Golden State Risk Management Authority (GSRMA) plan and paid in full by NBCLS. The co-pay for prescriptions would be at a higher cost than the current GSRMA plan.

Gregg Atkins, retired director of Dixon Public Library and former Chair of NBCLS stated that the NBCLS Board had taken care to establish and maintain consistent funding for NBCLS retiree

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health care plans. Mr. Atkins urged the NBCLS Board to begin their Closed Session conversation with that history in mind and encouraged the Board to continue to cover the costs for Ms. DeBacker.

7. CLOSED SESSION– Discussion regarding recommendation to approve Option 2A.
8. Olwaski reported out from the CLOSED SESSION. A Motion was made and passed (Dodd/Katz) to approve Option 2A from Page 12 of Attachment 3. NBCLS will reimburse the retiree for a portion of the insurance premium beginning in calendar year 2021 to be capped at \$250/month. The retiree will select their plan in open enrollment of October 2020 and notify PLP/NBCLS Administration with documentation of coverage and statement of plan fees. Retiree health benefits will be reviewed annually by the NBCLS Board. The NBCLS Chair and Pacific Library Partnership administration will be authorized to establish the payment structure with the retiree. Ongoing coverage will continue to be reviewed annually by the NBCLS Board. Costs for coverage incurred by NBCLS will be shared among NBCLS members using the cost-sharing formula approved at Board meeting of October 17, 2019. This Board action will be codified by Resolution at June 2020 meeting of the NBCLS Board.
9. **Motion to approve Resolution #538 to pay in full the retiree health benefit for calendar year 2020. Bankhead moved; Escobedo seconded. Motion carried.**
10. Olawski reviewed the status of NBCLS courier service, Sprint, and the notification received in January from Sprint that they would be terminating service due to increased costs. The termination was to be effective February 8, 2020. NBCLS held a special meeting to approve a 30% increase in the contract fees effective January 2020 and negotiated with Sprint to continue services through June 30, 2020 at this revised contracted amount. Olawski reported that NBCLS and MARINet are drafting a Request for Proposal for delivery services beginning July 1, 2020. NBCLS and MARINet are finalizing the draft RFP at this time and plan to release it in early April with a 3-week application period.
Yon reported that he had recently talked with Sprint about the current situation regarding library closures due to COVID-19. Delivery services to NBCLS and MARINet libraries are currently suspended. Yon and Sprint agreed to full payment through March 2020, with a March 30th date set to assess status of on-going payment and/or required delivery service and restart dates, if any are known at that time.
11. The meeting date for the NBCLS Annual Board Meeting was discussed. Kenton suggested that meeting on the 3rd Thursday each month in conjunction with the MARINet meeting appeared to be working well for all NBCLS members. Olawski expressed her appreciation to MARINet for accommodating the co-scheduling of NBCLS Board meetings. Frost stated that the annual meeting agenda will include: FY 2020/21NBCLS Budget including CalPERS payment; Delivery Request for Proposal recommendation; Retiree Health Benefit Resolution #539 (calendar year 2021). Staff will work with NBCLS Chair and Co-Chair and PLP Administration to determine annual meeting date in May or early June 2020.
12. Meeting adjourned at 12:13 p.m.

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TO: NBCLS Board of Directors
FROM: Jacquie Brinkley, NLS System Coordinator
SUBJECT: NBCLS Delivery RFP Results
DATE: June 9, 2020

Background

NBCLS currently has a contract with Sprint for courier services. At the January NBCLS Board of Directors meeting, a revised contract was approved to increase the contract from \$176,113 to \$202,909, which represents a 30% increase. It was agreed that an RFP would be issued with the intent to award for courier services commencing July 1, 2020.

RFP Process

NorthNet Library System, on behalf of the NorthBay Cooperative Library System, issued a Request for Proposal to contract for delivery services for FY 2020/21 among six NBCLS libraries – Benicia, Solano County, Lake County, St Helena, Mendocino County and Sonoma County.

Three proposals were received, reviewed and evaluated using a rubric of criteria to address requirements as outlined in the RFP.

Quotes from the three couriers were as follows:

- Unity Courier \$18,500/mo = \$222,000/year
- Sprint \$21,500/mo = \$258,000/year
- Superior Delivery \$29,466/mo = \$353,592/year

Evaluation of each proposal included the following:

- Competitive pricing
- Years in business, preferably in comparable work
- Location of operations
- Management structure
- Use of dedicated driver and dedicated vehicle for delivery
- Completion of RFP
- References

Upon review of the written RFPs by 3 reviewers, Superior Delivery was eliminated from further review as pricing was determined non-competitive.

Phone interviews were made to management and owners of Unity and Sprint to ask for further clarification on RFP responses and to obtain any other information the vendor wanted to share in support of their proposal.

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Reference calls were made on Unity and Sprint. Three references were interviewed on each. While the Unity references were not involved with day to day operations of the courier, these references were able to speak on dealing with Unity's President/owner and the service level provided. One reference reported that Unity had received a 93% satisfaction rating from users in a recent customer service survey.

Sprint references had long standing relationships with the company management and the individual drivers. There were no areas of concern shared from these references.

There was one area of concern with Unity in that drivers use personal vehicles when volume does not require a truck or larger vehicle. This was discussed in our interview with Unity President, Larry Lum and confirmed in the reference calls. Mr. Lum reported that each site would be evaluated on volume over a period of time and vehicle requirements would be established to meet the volume. Also, by way of the phone interview with Unity, they indicated that co-mingling of freight is a business practice when less than full loads are in transit.

Recommendation:

The RFP includes the following for the terms of the contract:

The contract term shall be from **July 1, 2020 to June 30, 2021**, with an option to continue for **Three (3) additional years** in one-year increments, by mutual consent of the NLS and Vendor. This period is predicated upon the need for program continuity and is intended to provide program stability through uninterrupted service. The plans to negotiate extensions with the winning contractor assuming: (a) good performance on the contractor's part, (b) continued requirement for the services, (c) the availability of funds, (d) the status of the competitive market, and (e) the continuation of services on a reasonable cost basis. Negotiated contract extensions without formal competition is a NLS prerogative, not a contractual right.

The RFP included language to indicate the courier services would require a dedicated vehicle with the capacity to meet volume of each library's service needs. If NBCLS wants to ensure that the appropriately sized vehicle would be used to meet service delivery needs at any time, a threshold could be established with the vendor that would trigger the use of a larger vehicle.

NBCLS may consider awarding a contract to either Unity or Sprint.

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TO: NBCLS Board of Directors
FROM: Jacquie Brinkley, NLS System Coordinator
SUBJECT: 2021 Retiree Health Insurance
DATE: June 9, 2020

Since 2014 the Board of Directors agreed to annually approve continuing retiree health insurance and to pay only the rate set for single people receiving Medicare. At the March 2020 Board meeting, the Council approved discontinuation of the health insurance for the remaining retiree through an annual contract between NBCLS and Golden State Risk Management Authority.

The Board approved continuation of payment of the retiree health insurance with the following provisions:

The retiree will select their own plan in open enrollment of October 2020 and notify PLP/NBCLS Administration with documentation of coverage and statement of plan fees.

NBCLS will reimburse the retiree for a portion of the insurance premium beginning in calendar year 2021 to be capped at \$250/month.

The NBCLS Chair and Pacific Library Partnership administration will be authorized to establish the payment structure with the retiree.

Ongoing coverage of retiree health benefits will continued to be reviewed annually by the NBCLS Board.

Costs for coverage incurred by NBCLS will be shared among NBCLS members using the cost-sharing formula approved at Board meeting of October 17, 2019.

NBCLS has notified GSRMA of the withdrawal from the program.

Recommendation:

It is recommended that the Board of Directors adopt a resolution that states:

(a) It will annually determine by Board action if it will provide retiree health insurance for the following calendar year, and

(b) If so, it will determine how much the System will pay toward the monthly premium for the retiree during that calendar year.

It is further recommended that the Board of Directors pass a motion to continue offering the currently covered retiree health insurance for calendar 2021, with the retiree choosing the health plan during open enrollment and with NBCLS reimbursing the retiree monthly up to \$250 for the plan, and that said retiree may elect to cover dependents at their own expense.

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RESOLUTION # 539 Calendar Year 2021

It is resolved by the Board of Directors of the North Bay Cooperative Library system to annually determine if it will provide retiree health insurance for the upcoming calendar year.

And it is further resolved that if the Board of Directors determines that it will provide retiree health insurance for a given calendar year it will decide by motion how much the System will pay toward the monthly premium and how much the retiree will pay toward their premium for the upcoming year.

The foregoing resolution was introduced by Director _____ and seconded by Director _____ and adopted by (a unanimous vote OR an “aye” vote) of the following directors:

Aye votes:

Nay votes:

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

Date: June 9, 2020

Attested:

Signed _____

Suzanne Olawski, Chair, NBCLS Board of Directors

Signature _____

Jacque Brinkley, NLS System Coordinator

NorthNet Library System
FY 2020-21 Proposed Budget

North Bay Cooperative Library System (921)

		Adopted FY 19/20	Proposed FY 20/21	Note
<u>GL Acct</u>	<u>Revenue</u>			
3000	Budgeted Fund Balance	\$74,850	\$77,922	NBCLS Fund Balance
3510	Interest Income	5,947	4,000	
3674	Reimbursement-retirees	-	2,100	
	TOTAL REVENUE	\$80,797	\$84,022	3.99%
<u>Expenditure</u>				
4448	Reimbursable-Retiree Benefits	\$80,797	\$84,022	CalPERS UAL \$81,572, Medical \$2,100 and GASB Report \$350
	TOTAL EXPENDITURE	\$80,797	\$84,022	3.99%

Note: CalPERS Unfunded Liability cost reflects the \$ 81,572 for lump-sum prepayment option

Fund Balance as of 6/30/19	\$	169,245	
Interest Income	\$	4,500	
FY19/20 Expenditure		(\$81,922)	
Fund Balance as of 6/30/20	\$	91,823	Estimated