

# **MOUNTAIN VALLEY LIBRARY SYSTEM**

## **Administrative Council Meeting**

**July 21, 2020**

**2:00 p.m.**

### **Join Zoom Meeting**

**<https://us02web.zoom.us/j/85965610245?pwd=Ly8wVTlrQkFTNjU4M1lIODM4WDBDQT09>**

**Meeting ID: 859 6561 0245**

**Password: 547420**

**Phone Access: +1 669 900 6833**

- |  |             |                    |
|--|-------------|--------------------|
| 1. Welcome and Roll Call   | Sass, Chair |                    |
| 2. Public Invited to Address the Council   |             |                    |
| 3. Approval of Agenda <b>(ACTION ITEM)</b>   | Sass        |                    |
| 4. Approval of Minutes of Administrative Council Meeting,<br>October 29, 2019 <b>(ACTION ITEM)</b> | Sass        | Attachment 1 pg. 3 |
| 5. Nominations and Election of FY 2020/21 Officers<br><b>(ACTION ITEM)</b>                         | Sass        |                    |
| 6. Approve the FY 2020/21 Budget <b>(ACTION ITEM)</b>  | Sass        | Attachment 2 pg. 9 |
| 7. Schedule Next MVLS Meeting  |             |                    |
| 8. Adjournment   |             |                    |

# **MOUNTAIN VALLEY LIBRARY SYSTEM**

## **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**  
**MOUNTAIN VALLEY LIBRARY SYSTEMS**  
**Administrative Council Meeting**  
**October 29, 2019**

1. MVLS Chair, Sass, called the meeting to order at 10:04 a.m.

Roll Call:

Present	Absent	MEMBER LIBRARY	Representative
	x	Alpine County Library	Rita Lovell
x		Colusa County Library	Stacey Costello
x		El Dorado County Library	Jeanne Amos
x		Folsom Public Library	Lori Easterwood
x		Lincoln Public Library	Kathryn Hunt
x		Mono County Free Library	Christopher Platt
x		Nevada County Library	Yolande Wilburn
x		Placer County Library	Mary George
x		Roseville Public Library	Natasha Martin
x		Sacramento Co. Public Law Lib.	Jean Willis
x		Sacramento Public Library	Cathy Crosthwaite
x		Sutter County Library	James Ochsner
x		Woodland Public Library	Greta Galindo
x		Yolo County Library	Mark Fink
	x	Yuba County Library	Kevin Mallen

Also present were Ray Stanley, Sacramento Public Library, Johnny Yee, Sacramento Public Library, Jacquie Brinkley, NLS Coordinator, Carol Frost, PLP CEO and NLS Administrator, and Andrew Yon, PLP Controller.

2. Sacramento Public Library staff member, Ray Stanley, expressed thanks for invite to attend.
3. **Motion to approve meeting Agenda.** Hunt moved; Fink seconded. Approved.
4. Brinkley volunteered to take minutes.
5. **Motion to approve Minutes of May 30, 2019.** Easterwood moved; Ochsner seconded. Approved.

6. Brinkley presented memo regarding NLS Executive Committee's approval of allocating \$8,000 per legacy system to be used for any legal fees that may arise pertaining to CalPERS issues. Funds may be used beyond FY 2019/20.
7. Brinkley reviewed the legal response to MVLS regarding the CalPERS obligation of former MVLS members. Discussion ensued regarding what obligation any new member library would have for CalPERS and if they would join MVLS, or join directly to NLS. NLS has received communication from Loomis Town Library expressing their interest to join NorthNet. MVLS will need to clarify Loomis's obligation to CalPERS and determine if MVLS would hold Loomis accountable for their portion of Placer County's CalPERS obligation.

Frost and Yon reported on discussion with CalPERS representative regarding allocation of MVLS obligation to individual libraries. CalPERS stated that they would only contact individual libraries of the system if and when MVLS filed system dissolution papers. CalPERS recommended that MVLS determine a cost-sharing method to fulfill payment obligations.

Sass asked for a show of hands as to what members wanted to pay off the MVLS CalPERS unfunded liability as of this date and not move forward with a cost-sharing plan that would extend payment obligations including annual interest accrual. All members present except Lincoln and Colusa expressed interest in paying off unfunded liability in full at this time.

Yon stated that while a pay off can be made, the CalPERS obligation will continue and CalPERS could come back to MVLS in the future to pay down any increase in unfunded liability until no retirees remain on the MVLS roster.

Martin suggested that a portion of the MVLS fund balance be used to reduce the total payment owed and to recalculate the amount each MVLS member library would be required to pay.

There was a discussion about the Colusa Library, which formerly belonged to North State Cooperative Library System. The Director expressed the opinion that their fiscal obligation to CalPERS payments resides with NSCLS, not MVLS, based on years of membership in NSCLS and relatively recent move to MVLS (estimated at 2008).

Sass requested that the next MVLS meeting agenda include 1) documentation from Colusa regarding their date of moving from NSCLS to MVLS, and 2) clarification on Loomis status with any CalPERS obligation to Placer County.

Discussion ensued regarding what enforcement MVLS may take to obtain payment from all member libraries. Frost mentioned that another legacy system is considering an MOU with each member to commit to on-going financial obligation for CalPERS payment. Easterwood stated that Folsom would not participate in a binding MOU and she would prefer to reach out to libraries individually to encourage payment.

Fink suggested the MVLS use a portion of the MVLS fund balance to pay off any library who would not or could not pay their full portion, and then they would owe MVLS for the amount to be paid back at a later date or over period of time with interest to accrue.

Yee agreed that Sacramento Public Library supports the suggestion to use MVLS fund balance to enable MVLS a full payoff of current CalPERS obligation, including any libraries who could not or would not pay their portion at this time.

Yon confirmed that current MVLS fund balance is approximately \$102,000.

Ochsner supports that CalPERS payment be combined with NLS Member Dues for FY 2019/20 payoff.

Discussion regarding how directors will notify their administration and/or fiscal offices of this payment amount. All agreed that their administrators are fully aware of the obligation and will understand the payment plan.

Hunt expressed concern over approaching her city administration.

Easterwood stated that Folsom City Attorney agreed that pay off is less costly than legal costs that may be incurred in the future, as well as interest saved with a full payoff at this time.

Fink suggested that MVLS use \$80,000 from the fund balance to reduce the current unfunded liability, and then reapportion the remaining UFL across the MVLS member libraries to determine new payment amount for each library.

Costello asked to keep Colusa in the MVLS calculation at this time in case it is determined that Colusa owes a portion of the MVLS obligation. She will compile supporting documentation to establish Colusa's record of membership timeline in both NSCLS and MVLS.

George recommended that the payoff come from active MVLS members and to drop those who do not make payment.

Sass suggested a letter from MVLS to establish obligation of individual libraries and as notice to all libraries of full payoff intended by July 2020.

Frost mentioned that NorthState had previously been in arrears due to non-payment from some system members and CalPERS threatened action if full payment was not made by an established date. The NSCLS Chair took pro-active action and with PLP CEO, established

and communicated the obligations of each NSCLS member. This action was successful in bringing all members to full payment of their obligation and to get NSCLS out of arrears status.

Hunt stated that she would take the MVLS recommendation to the Lincoln City Attorney for discussion.

Fink stated that he did not want to hold up on the payoff for MVLS for any library unable or not willing to pay.

George stated that if any MVLS member did not pay, MVLS could remove them from the system membership, and the library would be unable to obtain system member benefits, such as CLSA funding and other State Library grant opportunities. If or when the library wanted to re-establish their MVLS membership, they would need to repay the amount paid on their behalf for CalPERS and any accrued interest. George continued to recommend that all MVLS members receive notification regarding the decision to pay off the current unfunded liability and determine how to respond to those who do not pay.

Wilburn stated that Nevada County is in a position to pay their share at this time.

Fink amended his first suggestion to reduce the fund balance payment to \$60,000 and to set aside \$20,000 from fund balance for payment of the amount estimated of non-paying libraries.

Martin asked what the timeline to review new amount for payoff would be (after total was reduced by \$60,000 and recalculated).

Yon reported that he could create a new chart and send out to MVLS members within a short time.

9. Sass requested a motion to pay off the MVLS unfunded accrued liability using \$60,000 of MVLS fund balance, Yon to provide a new payment chart for all MVLS members – using the cost -sharing chart provided on bottom of Page 21 of meeting packet (50% Population/50% Budget of FY 2016/17 data from State Library statistics), leaving Colusa County Library out of the calculations at this time. Loomis should also be left out of this calculation.

George added that the calculation of any future payment be established on the basis of this FY 2016/17 data.

**Motion to adopt the proposed cost-share formula from Page 21 of 10/29/2019 meeting packet (50% Population/50% Budget of FY 2016/17 data from State Library statistics), to pay off in full the current MVLS unfunded accrued liability (UAL) with \$60,000 from MVLS fund balance, recalculate the amount each member library owes, and not to include**

**Colusa County Library or Loomis Town Library data. In addition, any future CalPERS liability will be based on same formula and using same FY 2016/17 population and budget data.**

Fink moved; Platt seconded. Colusa abstained. Lincoln left the meeting before vote.  
Motion Carried.

Discussion continued regarding consequences for libraries who do not pay and any future UAL. Fink requested that record of payments be retained and any accrual of interest be maintained for future billing, if needed.

Members agreed to request pay off by all members for CalPERS by January 31, 2020.

Member libraries will be Invoiced and payment will be made to NorthNet Library System for amount owed. NLS will pay upon invoice from CalPERS.

Members moved forward with drafting letter to MVLS member libraries.

Costello stated that Colusa will continue to pay NSCLS for CalPERS, but will continue with active membership in MVLS.

George recommended that the letter from MVLS regarding notice of decision to payoff CalPERS UAL and amount owed by each library to go out before NLS issues the Invoice to give time for all directors to communicate with their administrators.

Jean Willis, Sacramento Public Law Library, reported that a new director had been hired and will begin November 18, 2019. His name is Peter Runey and is currently the Fresno County Law Librarian. Ms. Willis asked to be kept on the MVLS listserv until otherwise notified.

Platt suggested that a pdf of the letter MVLS will be sending out be accompanied with the draft minutes of this meeting, Oct 29, 2019.

Drafting of letter was completed. Sass stated that she will send out draft to all members for their review and comment. Upon completion, letter will be sent to NLS for merging with updated CalPERS calculation for individual libraries and amount owed. Sass requested that the letter be mailed by Nov 6 with new amounts for each MVLS member library.

Other Business:

Wilburn announced her resignation from Nevada County and that she will be taking director position in Torrance, CA beginning December 9<sup>th</sup>, 2019.

Jeanne Amos announced her retirement as of December 31, 2019.

Next MVLS meeting will be determined after NLS Mid Year Administrative Council meeting and upon reviewing payments received from MVLS members for CalPERS payment.

Meeting adjourned at 12:10 p.m.

DRAFT



**Mountain Valley Library System (922)****FY 2020-21 Proposed Budget**

		<b>Adopted FY 19/20</b>	<b>Proposed FY 20/21</b>	<b>Note</b>
<b><u>GL Acct</u></b>	<b><u>Revenue</u></b>			
3000	Fund Balance	\$24,171	(\$550)	MVLS Fund Balance Credit
3510	Interest Income	4,335	900	
	<b>TOTAL REVENUE</b>	<b>\$28,506</b>	<b>\$350</b>	<b>(98.77%)</b>
	<b><u>Expenditure</u></b>			
4448	Reimbursable-Retiree Benefits	\$29,198	\$350	GASB Report
	<b>TOTAL EXPENDITURE</b>	<b>\$28,506</b>	<b>\$350</b>	<b>(98.77%)</b>
	Fund Balance <b>as of 6/30/19</b>	\$ 127,820		
	Interest Income (est.)	\$ 1,100		
	FY19/20 Expenditure	\$ (60,350)		Incl. \$60,000 Early Prepayment of CalPERS UAL
	<b>Fund Balance as of 6/30/20</b>	<b>\$ 68,570</b>		<i>Estimated</i>