

NORTHNET LIBRARY SYSTEM
Administrative Council Meeting
May 8, 2009

1. WELCOME AND CALL TO ORDER:

The Administrative Council of the NorthNet Library System (NLS) met this date at the Upper Valley Campus of the Napa Valley College in St. Helena, California with Chair Derek Wolfgram presiding. The meeting convened at 10:23 a.m.

ROLL CALL:

PRESENT	ABSENT	SYSTEM	MEMBER LIBRARY	NAME
X		Mountain Valley Library System	Alpine County Library	Laura Einstadter
	X	Mountain Valley Library System	Colusa County Library	Wendy Burke
	X	Mountain Valley Library System	CSU Sacramento Library	Tabzeera Dosu
X		Mountain Valley Library System	El Dorado County Library	Jeanne Amos
	X	Mountain Valley Library System	Folsom Public Library	Katy Curl
X		Mountain Valley Library System	Lincoln Public Library	Darla Wegener
X		Mountain Valley Library System	Mono County Free Library	Bill Michael
X		Mountain Valley Library System	Nevada County Library	MaryAnn Trygg
X		Mountain Valley Library System	Placer County Library	Mark Parker
	X	Mountain Valley Library System	Roseville Public Library	Rachel Delgadillo
	X	Mountain Valley Library System	Sacramento Co. Public Law Lib.	Coral Henning
	X	Mountain Valley Library System	Sacramento Public Library	Phil Batchelor
X		Mountain Valley Library System	Sutter County Library	Roxanna Parker
	X	Mountain Valley Library System	UC Davis	Sandra Vella
	X	Mountain Valley Library System	Woodland Public Library	Sandra Briggs
	X	Mountain Valley Library System	Yolo County Library	Patty Wong
	X	Mountain Valley Library System	Yuba Community College Library	Elena Heilman
X		Mountain Valley Library System	Yuba County Library	Loren MccRory
X		Mountain Valley Library System	System Advisory Board member	Inger Price
X		Mountain Valley Library System	System Advisory Board member	Peggy Townzen
	X	North Bay Cooperative Library System	Belvedere-Tiburon Library	Deborah Mazzolini
X		North Bay Cooperative Library System	Benicia Public Library	Diane Smikahl
X		North Bay Cooperative Library System	Dixon Public Library	Gregg Atkins
X		North Bay Cooperative Library System	Lake County Library	Susan Clayton
	X	North Bay Cooperative Library System	Larkspur Public Library	Frances Gordon
X		North Bay Cooperative Library System	Marin County Free Library	Gail Haar
	X	North Bay Cooperative Library System	Mendocino County Library	Melanie Lightbody
	X	North Bay Cooperative Library System	Mill Valley Public Library	Anji Brenner
X		North Bay Cooperative Library System	Napa City-County Library	Danis Kremeier
X		North Bay Cooperative Library System	Napa Valley College Library	Bonnie Thoreen
	X	North Bay Cooperative Library System	San Anselmo Public Library	Sara Loyster
X		North Bay Cooperative Library System	San Rafael Public Library	David Dodd
	X	North Bay Cooperative Library System	Sausalito Public Library	Mary Richardson
	X	North Bay Cooperative Library System	Solano Comm. College Library	Jay Field
	X	North Bay Cooperative Library System	Solano County Library	Ann Cousineau
	X	North Bay Cooperative Library System	Sonoma County Library	Sandy Cooper
	X	North Bay Cooperative Library System	Sonoma Developmental Center	Vacant
	X	North Bay Cooperative Library System	SRJC – Plover Library	Will Baty
X		North Bay Cooperative Library System	St. Helena Public Library	Jennifer Baker
X		North Bay Cooperative Library System	System Advisory Board member	David Fickbohm
X		North Bay Cooperative Library System	System Advisory Board member	Lori O'Conner

PRESENT	ABSENT	SYSTEM	MEMBER LIBRARY	NAME
X		North State Cooperative Library System	Butte County Library	Derek Wolfgram
	X	North State Cooperative Library System	Butte College Library	Luozhu Cen
	X	North State Cooperative Library System	College of the Redwoods Library	Jason Leppaluoto
	X	North State Cooperative Library System	College of the Siskiyou Library	Dennis Freeman
	X	North State Cooperative Library System	CSU Chico Library	Carolyn Dusenbury
X		North State Cooperative Library System	Del Norte County Library District	Linda Kaufmann
	X	North State Cooperative Library System	Feather River College Library	Tom Davis
X		North State Cooperative Library System	Humboldt County Library	Victor Zazueta
	X	North State Cooperative Library System	Humboldt State Univ. Library	Ray Wang
	X	North State Cooperative Library System	Lassen College Library	Rosanna Brown
	X	North State Cooperative Library System	Lassen Library District	Jeff Hawkins
X		North State Cooperative Library System	Modoc County Library	Cheryl Baker
	X	North State Cooperative Library System	Orland Free Library	Jody Meza
X		North State Cooperative Library System	Plumas County Library	Margaret Miles
	X	North State Cooperative Library System	Shasta College Library	Janet Albright
X		North State Cooperative Library System	Shasta Libraries	Jan Erikson
	X	North State Cooperative Library System	Simpson University Library	Larry Haight
	X	North State Cooperative Library System	Siskiyou County Library	Betsy Emry
	X	North State Cooperative Library System	Tehama County Library	Caryn Brown
	X	North State Cooperative Library System	Trinity County Library	Oresta Esquibel
X		North State Cooperative Library System	Willows Public Library	Sandie Hobbs
X		North State Cooperative Library System	System Advisory Board member	Sue Gallagher
X		California State Library	California State Library	Jon Torkelson
X		NorthNet Library System	Executive Director	Annette Milliron
X		NorthNet Library System	Assistant Director	Patty Hector
X		NorthNet Library System	Administrative Assistant	Kelli Logasa

2. INTRODUCTIONS:

Derek Wolfgram welcomed everyone to the first meeting of the NorthNet Library System. Ms. Milliron thanked everyone for their hard work in getting to this point. Introductions were made.

3. TEAM BUILDING:

A team building event conducted by Margaret Miles and Danis Kremeier was held..

4. ADOPTION OF JPA, BYLAWS, STANDING RULES:

A copy of the revised JPA was passed out. Mr. Wolfgram noted that on the fourth page, article 16 there was an addition of one sentence regarding workers compensation insurance; North Bay has employees so they will carry the workers' compensation insurance, therefore NLS does not need to. Discussion ensued.

The bylaws were discussed. Mr. Wolfgram explained that there was a change to the bylaws, which had included the option of proxy voting. Upon the advice of the attorney, and taking into consideration the Brown Act, it was decided to remove the option of proxy voting. Also, Mr. Wolfgram noted that on page 12 of the meeting packet, Section 7 of the Bylaws in the third paragraph, the quorum will be changed from a "simple majority" to "2/5th majority".

A Motion to approve the revised NorthNet JPA, Standing Rules for the Administrative Council and the NorthNet Bylaws as amended was moved by David Dodd and seconded by Gail Haar. The Motion passed unanimously

5. ELECTION OF OFFICERS AND STEERING COMMITTEE:

The Consolidation Task Force recommends the following slate of officers for the upcoming year:

Administrator. The System Administrator shall be responsible for administration of all NLS services and activities that have not been assigned to Members or constituent libraries.

- a. The System Administrator shall be responsible for the preparation of documents, grant applications and reports, preparing financial reports, maintaining financial records and conducting financial transactions and shall confer with legal counsel and the California State Library and shall conduct any other business as required.
- b. It shall also be the duty of the System Administrator to prepare and distribute notices and/or agendas in advance of meeting dates; to take and to transcribe the minutes of the Council and Executive Committee meetings; to certify official documents of the Council; and to maintain such official records as are required.
- c. The System Administrator shall maintain an office that will be the principal office for the transaction of the NLS business.
- d. If neither a contract is in force nor personnel are employed, the Chair or designee shall assume the duties usually assigned to the System Administrator.

Section 5. Standing Committees

5.1 Meetings of all standing committees shall be conducted in accordance with Article V, Sections 1-4 of these Bylaws.

5.2 Executive Committee

- a. The Council shall elect an Executive Committee annually, which shall consist of six Directors who shall be as representative as possible of the sizes and types of libraries that belong to NLS and of the geographic area comprising the NLS service area. The Chair, Vice-Chair and immediate past Chair shall serve in addition to the six Directors as members of the Executive Committee. The Chair shall preside at its meetings. The Vice-Chair shall preside in absence of the Chair. Five members of the Executive Committee shall constitute a quorum for the transaction of business.
- b. The Executive Committee shall supervise and direct the System Administrator and shall appoint interim NLS officers and members of the Executive Committee to fill vacant positions until the Council has the opportunity to meet to elect new ones.
- c. The Executive Committee shall be responsible for overseeing the day-to-day operations of NLS including but not limited to administering the budget, approving contracts, and recommending an annual budget and plan of service to the Council. The Executive Committee shall between Committee meetings act through the Chair, and in his/her absence, the Vice-Chair. The Executive Committee shall meet at least quarterly and all meetings shall be subject to the Brown Act. The Executive Committee shall have all necessary powers and authorities to take such actions as are necessary for NLS excepting only adoption of the annual budget, adoption of the annual plan of service, setting membership fees and charges, electing a Chair-Elect and Executive Committee, and adopting or revising these By-Laws and revising the Agreement, all of which are reserved to the Council.
- d. The Executive Committee shall have authority to adopt interpretations of these Bylaws and of the Agreement, which upon reasonable notice to members shall be binding except as disallowed by a vote of the Council.
- e. Executive Committee members shall serve a two-year term and may serve no more than two consecutive terms. Terms shall be staggered such that the terms of three members will conclude in even numbered years and those of three members in odd numbered years. Terms shall begin on July 1 and end on June 30.

5.3 Finance Committee

The Finance Committee includes the Chair, the Chair-Elect, and three members of the Executive Committee appointed by the Chair. The Finance Committee meets as needed to review and discuss matters related to NLS financial affairs including but not limited to budgets, grant requests, disbursements and transfers from restricted funds (reserves) and the management of financial assets. The Finance Committee reports to and makes recommendations to the Executive Committee. Three members shall constitute a quorum.

Section 6. Ad Hoc Committees

The Chair may appoint Ad Hoc committees as needed. Each Ad Hoc Committee will have a specific charge and projected sunset date. Members may include staff of constituent libraries that are not members of Council.

a. Ad Hoc Nominating Committee

The Chair shall annually appoint an Ad Hoc Nominating Committee consisting of at least two sitting Executive Committee members and at least one Council member that is not serving on the Executive Committee. The Ad Hoc Nominating Committee will be charged with nominating candidates for the following year to fill positions on the Executive Committee and to nominate one or more candidates to serve as Chair-Elect of NLS. A slate of candidates shall be submitted to the membership along with the agenda for the Council's Annual Meeting. The Committee will sunset after the Council's Annual Meeting.

Section 7. Communities of Interest

a. Communities of Interest may be established by the Executive Committee as needed.

Their purposes are

- To encourage networking and information exchange among library staff;
- To serve as a forum for discussion and ideas related to their particular needs;
- To provide leadership development opportunities to member library staff.

b. Communities of Interest will be responsible for

- Electing their own chairs;
- Scheduling and running their own meetings;
- Choosing their information exchange topics and tools.

c. The System Administrator will assist the Communities of Interest as appropriate.

Article V. Meetings

Section 1. Generalities

The Council shall hold regular meetings at least annually, in order to evaluate the progress and goals of NLS, to adopt an annual budget and plan of service and to conduct elections for Chair-Elect and Executive Committee. The meeting at which elections are conducted shall be designated as the Annual Meeting.

Meetings of the Council, Executive Committee and Finance Committee may occur via electronic means such as telephone conference call, videoconference, or online meeting, provided, however, that all meetings, whether in person or electronic, shall be held in compliance with the Ralph M. Brown Act. Members of the public may attend any electronic meeting by requesting participation instructions from the System Administrator.

NLS Chair: Bill Michael
NLS Vice Chair: Gregg Atkins
NLS Steering Committee Members:
MVLS Representatives: Jeanne Amos, Darla Wegener, Roxanna Parker
NBCLS Representatives: Diane Smikahl, Danis Kremerier, Gail Haar
NSCLS Representatives: Margaret Miles, Cheryl Baker, Sandi Hobbs

A Motion to approve the slate of officers as recommended by the Consolidation Task Force was moved by Bonnie Thoreen and seconded by Loren MccRory. The Motion passed unanimously.

6. PLAN OF SERVICE:

The NorthNet Plan of Service for FY 2009/10 was discussed. The completed plan must be sent to the State Library by June 1st. Once the document is completed, an entire copy will be posted online. Currently NLS doesn't have it's own website, but www.mvls.org is hosting NLS webpages. Discussion ensued.

Ms. MccRory questioned 2D on page 28 of the meeting packet regarding Guy Wired. Discussion ensued. It was decided to not list specific reference vendors in the plan but to change the verbiage to "information brokers". Ms. MccRory further stated that she feels an oversight committee should be formed and that also should be built into the Plan of Service. Discussion ensued.

Gregg Atkins noted that on page 17 of the meeting packet, the fiscal agent is listed as NorthNet and Ms. Milliron noted that it should be NBCLS for the first year and she will change that before sending the plan to the State. Discussion ensued.

A Motion to approve the NorthNet Plan of Service for FY 2009/10 with the changes noted above was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously

Ms. Milliron will send the NLS Council the letter from the State that acknowledges NorthNet and details the actions of the Library Board. She will also send out the organizational chart. Ms. Milliron noted that these documents can help the directors explain to their boards, employees and patrons what has been done and why.

Ms. MccRory asked if NorthNet would qualify for the rural library stimulus money that's coming directly from the Federal government. It was noted that libraries would not apply for it through the State, but would actually need to go directly through the federal government. Discussion ensued.

7. BUDGET AND MEMBERSHIP FEES 2009/10:

The NorthNet Budget and Membership Fees for 2009/10 were discussed. It was noted that one of the tasks the NLS Council has before them for the upcoming year will be to continue to review the member fee structure and funding. Ms. Milliron reported that each system approved the proposal for the funding of NorthNet with the fee structure as presented by the Consolidation Task Force so NLS has the approval from all three of the systems to move ahead.

A Motion to approve the NorthNet Budget and Membership Fees for FY 2009/10 as revised was moved by Diane Smikahl and seconded by Margaret Miles. The Motion passed unanimously

8. MANIFESTO REVIEW AND MEMBER PRIORITIES:

Ms. Milliron discussed the results of the NLS Priorities survey that were based on the NLS manifesto that was completed last year by the Consolidation Task Force. The top vote getters were:

- 1 - Benefits all the people we serve
- 2 - Enables us to do things we cannot do on our own
- 3 - Provides a better means of resource sharing and delivery
- 4 - Works for all members; large and small, rural and urban, special, academic and school
- 5 - Is affordable

- 6 - Is successful and seamless in the provision of services (to constituents and staff)
7 - Gives us a stronger voice with the state, vendors, etc.

Additional comments from survey:

- All the listed priorities are worthy. I want it all! But since we have been asked to prioritize, I am submitting these difficult choices.
- Representatives should be a mixture of large and small library systems.
- Enables actual delivery of material system-wide. Provides libraries with new forms of media to offer patrons eg. downloadable items
- Networking opportunities?
- Concentrate this first year on getting the organization in place and working, laying the groundwork for next steps. Concentrate on the public libraries and CLSA funding first as a base, so that works before addressing other libraries.
- Sharing of resources across library systems along the lines of the Oregon Digital Consortium or the Peninsula Library System consortium. We want Overdrive at consortium pricing.
- None. The list covers things well.
- *Biggest priority needs to be defining the membership fee structure. Also: *Benefits our staff through networking and communities of interest *Keeps members informed and solicits their opinions -- has a staff and a governance structure with a strong communication element that works to keep all members "in the loop."
*Farther down the list, but still important: investigating grant opportunities for improved resource sharing.
- all of the items on the list are very positive. Difficult to prioritize.

The survey was discussed and it was noted that some of the items were "do" things and some were more conceptual. A revised survey that narrows down the questions will be sent out to the NLS Council.

Loren McCrory stated that she would like to gain better networking opportunities through the creation of the NLS; specifically community of practice such as opportunities to do social networking; any and all that can be explored such as Second Life, blogs, Twitter and online trainings. The Council discussed the need to create a mission statement which is part of the reason why the manifesto is being reviewed. The Council noted that as they continue to work on the list of priorities, the mission statement should become apparent. The Council agreed that the system's focus during this first year will be to get things up and running. Discussion ensued.

Ms. Milliron noted that the NLS Steering Committee needs to set a meeting date to review the contract with NBCLS to provide staff. She and AnneMarie Gold have begun reviewing what should be included in the contract. NBC will create the contract and present it to the NLS Steering Committee. NBC is meeting electronically on Thursday, June 11th. Ms. Milliron will send out a Doodle Survey for a meeting date for the next Steering Committee. Items for the Steering Committee agenda are: Contract, Mission Statement, Manifesto and Goals. It was noted that these items must be in place by the end of June.

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 11:48 a.m.

Annette Milliron DeBacker
Clerk of the Council
May 8, 2009