

NORTH BAY COOPERATIVE LIBRARY SYSTEM

[HTTPS://NORTHNETLIBS.ORG/ABOUT-NLS/NBCLS/](https://northnetlibs.org/about-nls/nbcls/)

Board of Directors Special Meeting

June 4, 2024

1:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/84169461822?pwd=d1ZrU0d2TThEbzdkazZleXhYVHJoQT09>

Meeting ID: 841 6946 1822

Passcode: 284432

Phone +1 669 444 9171

1. Call to Order Duran, Chair
2. Roll Call Brinkley
3. Public Invited to Address the Council
4. Approval of Consent Items (**ACTION ITEM**) Duran Attachment 1, pg. 3
 - A. Adoption of Agenda
 - B. Approve Minutes of March 5, 2024 Meeting
5. Election of Chair and Vice Chair FY 2024-25 Duran
(**ACTION ITEM**)
6. Award of NBCLS Delivery Contract (**ACTION ITEM**) Duran Attachment 2, pg. 5
7. Consideration of Approving Resolution #543 for Revised Retiree Health Insurance for Calendar Year 2024 (**ACTION ITEM**) Duran Attachment 3, pg. 7
8. Approve Resolution #544 -Reimbursement of Retiree Health Medical Costs for Calendar Year 2025 (**ACTION ITEM**) Duran Attachment 4, pg. 9
9. Adoption of NBCLS FY 2024-25 Budget (**ACTION ITEM**) Duran Attachment 5, pg. 12
10. Announcements
11. Adjournment

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Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) 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."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

Meeting Locations

Belvedere-Tiburon Library	1501 Tiburon Boulevard, Tiburon, CA 94920
Benicia Public Library	150 East L Street, Benicia, CA 94510
Lake County Library	1425 N. High Street, Lakeport, CA 95453
Larkspur Public Library	400 Magnolia Avenue, Larkspur, CA 94939
Marin County Free Library	3501 Civic Center Drive, #414, San Rafael, CA 94903
Mendocino County Library	225 Main Street, Point Arena, CA 95468
Mill Valley Public Library	375 Throckmorton Avenue, Mill Valley, CA 94941
Napa County Library	580 Coombs Street, Napa, CA 94559
St. Helena Public Library	1492 Library Lane, St. Helena, CA 94574
San Anselmo Public Library	110 Tunstead Avenue, San Anselmo, CA 94960
San Rafael Public Library	1100 E Street, San Rafael, CA 94901
Sausalito Public Library	420 Litho Street, Sausalito, CA 94965
Solano County Library	1150 Kentucky Street, Fairfield, CA 94533
Sonoma County Library	6135 State Farm Drive, Rohnert Park, CA 94928
NorthNet Library System	32 West 25 th Avenue, Suite 201, San Mateo, CA 94403

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Board of Directors Special Meeting

Minutes

March 5, 2024

1. **Meeting called to order** at 1:02 p.m. by Chair, Duran.

2. **Roll Call**

Present were: Crystal Duran, Belvedere-Tiburon Library; Jennifer Baker, Benicia Public Library; Christopher Veach, Lake County Library; Damon Hill, Larkspur Public Library; Lana Adlawan, Marin County Free Library; Mellisa Hannum, Mendocino County Library; Anji Brenner, Mill Valley Public Library; Anthony Halstead, Napa County Library; Melinda Cervantes, St. Helena Public Library; Linda Kenton, San Anselmo Public Library; Catherine Quffa, San Rafael Public Library; Suzanne Olawski, Solano County Library; and Erika Thibault, Sonoma County Library. Also attending, Carol Frost, NorthNet/Pacific Library Partnership; Andrew Yon, Pacific Library Partnership, and Jacquie Brinkley, NorthNet/Pacific Library Partnership.

3. **No Public in attendance.**

4. **Consent Calendar**

Motion to approve Consent Items. Baker moved; Thibault seconded. Vote taken by roll call. Motion passed with one abstention.

5. **Discussion of NBCLS CalPERS Unfunded Liability Payoff**

Yon presented the options for payoff of the NBCLS CalPERS unfunded liability as requested by the NBCLS Board at their June 2023 annual meeting. Yon explained that the payoff amounts provided in the packet are an estimate at this time and until NBCLS presents a date of payoff to CalPERS, the estimates can be used for the Board's consideration.

There was discussion regarding the ongoing obligation for NBCLS with any of these payment plans. Yon clarified that Option #2 is the only payment that would fully terminate NBCLS from any further obligation to CalPERS. The other options are partial payments and accrual will continue based on CalPERS annual investment returns. Option #1 would reduce the annual amount significantly but would not terminate the on-going obligation. Option #3 is the annual required payment with a pre-payment discount if paid by July 31, 2024.

Yon noted that in addition to the CalPERS payment, NBCLS also has annual retiree medical costs and government reporting fees (GASB) that will be presented in the annual budget for Board approval at the annual meeting in May or June 2024.

Board members asked about individual payments on the CalPERS obligation to reduce amount owed by libraries who could afford to make the larger payment. Yon clarified

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that NBCLS as the entity has the obligation with CalPERS and no individual library can pay off their share entirely, as the obligation continues for the entire entity if payment is not made in full. Members discussed setting up individual trust accounts within their jurisdictions to set aside CalPERS payments.

Discussion continued among members as to their authorization of approving a higher level of payment such as the #1 or #2 options and noted that payment at that level would require County administration or library commission approval.

Duran asked members of their interest in Option #1. The majority of members agreed to this Option with 2-3 members unable to commit at this time.

Yon explained that CalPERS will require a specific payoff date to obtain a payment amount. Thibault stated that Sonoma could not commit to any additional payment beyond Option #3 until after April 10, 2024.

Duran suggested that NBCLS make the FY 2024/25 annual payment of Option #3 with the pre-payment discount and plan for FY 2025/26 to pay off the Unfunded Annual Liability (Option #1 model) next year (2025). The NBCLS Board should meet in January 2025 to review the estimated payment, specify a payoff date, and plan for payment by July 31, 2025.

First Motion for NBCLS to use the estimate of \$114,618 from Option #3 with the pre-payment discount to make the FY 2024/25 annual UAL payment before July 31, 2024.

Thibault moved; Kenton seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

Second Motion for NBCLS to meet in January 2025 to determine a payoff date and plan for the FY 2025/26 UAL payment using the Option #1 model.

Thibault moved; Kenton seconded. Vote taken by roll call, all votes in favor, motion passed unanimously.

6. Set Next Meeting Date

The setting of the next meeting date was deferred until the NBCLS courier services contract is available for presentation and approval. The courier services Request for Proposal is to be issued in early April. Brinkley will issue a Doodle Poll after the courier RFP calendar has been established.

7. Announcements

San Rafael Public Library has posted recruitment of a new Library Manager.

8. Adjournment - Meeting adjourned at 2:03 p.m.

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TO: NBCLS Board of Directors
FROM: Crystal Duran, Board Chair
SUBJECT: Award of NBCLS Delivery Contract
DATE: June 4, 2024

Background

The existing NBCLS courier contract with Right Now Couriers will expire June 30, 2024. The current contract (originally made with Sprint Courier - Right Now Couriers acquired Sprint on April 1, 2022) began July 1, 2020 as a 1-year contract with an option to continue for three (3) additional years in one-year increments which NBCLS approved annually. The option period has expired, and a new delivery Request for Proposal was required to be issued.

RFP Process

NorthNet Library System, on behalf of the North Bay Cooperative Library System, issued a Request for Proposal to contract for delivery services for FY 2024/25, with an option to continue for **four (4) additional years** in one-year increments, by mutual consent of the NLS and the courier vendor, among six NBCLS libraries – Benicia, Solano County, Lake County, St. Helena, Mendocino County and Sonoma County.

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

Quotes from the two couriers were as follows:

- Right Now Couriers \$20,300/mo = \$243,600/year
- FasTrack Courier Inc. \$22,220/mo = \$266,640/year

Upon review of the written RFPs by 4 reviewers, Right Now Couriers scored higher than FasTrack Courier Inc in most categories and higher overall based on their delivery experience and completion of the RFP. Right Now Couriers has a long and stable relationship with NBCLS and confidence is high in their ability to perform. Right Now Couriers also came in as the lower of the two bids.

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Recommendation

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

The contract term shall be from **July 1, 2024 to June 30, 2025**, with an option to continue for **Four (4) additional years** in one-year increments by mutual consent of the NLS and Vendor. The contract includes a maximum of three percent (3%) annual CPI increase and a fuel surcharge fee if the California average price of unleaded fuel exceeds \$5.50 price per gallon. 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 an NLS prerogative, not a contractual right.

NBCLS may consider awarding a contract to either Right Now Couriers or FasTrack Courier Inc.

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To: NBCLS Board of Directors
From: Crystal Duran, Board Chair
Subject: Consideration of Revised 2024 Retiree Health Insurance
Date: June 4, 2024

Background

At the June 9, 2023 meeting, the NBCLS Board approved a \$6,060 annually for the retiree health care and prescription costs for 2024. The monthly reimbursement cap is based on actual costs.

Since that time, the retiree is noting that her out-of-pocket prescription costs have increased significantly, and it has been verified that the monthly health care premium will increase 11.7% commencing in July.

The actual monthly health care costs for July – December 2024 are estimated to be \$4,776 for six months. The current retiree will be compensated \$3,030 for January – June 2024, but the remaining six (6) months of \$3,030 for July-December 2024 is considerably lower than these costs.

Based on this, and acknowledging that the Board has already approved a budget for FY 2023-24, the Board may consider increasing the monthly cap for July 2024 to December 2024 for an additional \$1,746, for a revised total annual maximum of \$7,806.

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. NBCLS may consider an increase of the monthly reimbursement to cover increased cost to retiree in the 2024 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 2024, with the retiree choosing the health plan during open enrollment and with NBCLS reimbursing the retiree monthly up to a specific amount for the plan, and that said retiree may elect to cover dependents at their own expense.

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RESOLUTION # 543

Calendar Year 2024: July 1 – December 31, 2024

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 the Board will determine how much the System will pay toward the monthly premium for the retiree during that calendar year.

And it is further resolved that NBCLS will increase the monthly reimbursement to cover increased cost to retiree in the 2024 calendar year.

And it is further resolved that the Board of Directors will continue offer the currently covered retiree health insurance for calendar 2024, with the retiree choosing the health plan during open enrollment and with NBCLS reimbursing the retiree monthly up to a specific amount for the plan, and that said retiree may elect to cover dependents at their own expense.

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 4, 2024

Attested:

Signed _____

Crystal Duran, Chair, NBCLS Board of Directors

Signature _____

Jacquie Brinkley, NLS System Coordinator

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To: NBCLS Board of Directors
From: Crystal Duran, Board Chair
Subject: 2025 Retiree Health Insurance
Date: June 4, 2024

Background

Since 2014, the Board of Directors has 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 Board approved continuation of payment of the retiree health insurance with the following provisions:

The retiree will select their own plan in open enrollment and provide the NorthNet (NLS) Fiscal Administrator 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 with a cap identified by the Board, and the retiree's medical reimbursement claims to be inclusive of prescription costs and other medically related out-of-pocket expenses. The NLS Fiscal Administrator will be authorized to establish the payment structure with the retiree. Ongoing coverage of retiree health benefits will continue to be reviewed annually by the NBCLS Board, and costs for coverage incurred by NBCLS will be shared among NBCLS members using the cost-sharing formula approved at the Board meeting.

Activities and Considerations

In May 2023, the Board approved \$6,060 annually for the retiree health care and prescription costs for 2024. The retiree is noting that her annual out-of-pocket prescription costs are increasing considerably, and the health care costs are rising over 3%. The retiree notes that some of the costs increase twice annually.

Based on this, the Board may consider approving \$11,311 a total of annually for the retiree health care and prescription costs for 2025. The monthly reimbursement will be based on actual costs.

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

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(b) If so, it will determine how much the System will pay toward the monthly premium for the retiree during that calendar year. NBCLS may consider an increase of the monthly reimbursement to cover increased cost to retiree in the 2025 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 2025, with the retiree choosing the health plan during open enrollment and with NBCLS reimbursing the retiree monthly up to a specific amount for the plan, and that said retiree may elect to cover dependents at their own expense.

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RESOLUTION # 544 Calendar Year 2025

It is resolved by the Board of Directors of the North Bay Cooperative Library system to annually determine if it will provide retiree medical reimbursement costs, including prescription costs and other medically related out-of-pocket expenses for the upcoming calendar year.

And it is further resolved that if the Board of Directors determines that it will provide retiree health medical reimbursement costs, including prescription costs and other medically related out-of-pocket expenses 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 4, 2024

Attested:

Signed _____

Crystal Duran, Chair, NBCLS Board of Directors

Signature _____

Jacque Brinkley, NLS System Coordinator

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To: NBCLS Board of Directors
From: Andrew Yon, PLP Controller
Subject: FY24-25 NBCLS CalPERS Prepayment Cost Share and Approval of Budget
Date: June 4, 2024

At the March 5, 2024 meeting, the NBCLS Board approved the FY2024-25 CalPERS Annual Unfunded Liability discounted Pre-Payment Option of \$114,618 to be paid in full by July 31, 2024. NorthNet Library System Accounting will mail out the CalPERS cost-share invoices to member libraries on July 1st requesting that payment be made no later than July 25, 2024.

The FY2024-25 budget includes the \$114,618 CalPERS prepayment amount; the \$11,256 retiree medical costs comprised of an additional \$1,746 of funds for July to December 2024 increasing the approved Year 2024 annual medical reimbursement cap from \$6,060 to \$7,806 and the proposed Year 2025 six (6) months medical reimbursement of \$4,830 for January 2025 to June 2025, and \$350 for the annual GASB 68 Valuation Report fee. For additional information, please refer to Attachments 3 and 4.

Below is the cost share formula for the \$126,244.

CalPERS Annual Unfunded Accrued Liability Distribution

FY2024-25 UAL,Medical Costs & GASB
\$126,244

Library	FY23/24 CSL Certified Population	FY22/23 Operating Expenditure	50% Base on Population	50% Based on Budget Size	Total UAL,Medical Costs & GASB*
Belvedere-Tiburon	10,843	\$ 3,066,137	\$ 467	\$ 1,711	\$ 2,178
Benicia	26,180	\$ 2,552,169	\$ 1,128	\$ 1,424	\$ 2,551
Lake County	66,800	\$ 1,649,580	\$ 2,877	\$ 920	\$ 3,798
Larkspur	12,571	\$ 930,304	\$ 542	\$ 519	\$ 1,060
Marin	136,930	\$ 18,238,898	\$ 5,898	\$ 10,175	\$ 16,073
Mendocino	89,164	\$ 4,541,246	\$ 3,841	\$ 2,533	\$ 6,374
Mill Valley	13,664	\$ 3,019,737	\$ 589	\$ 1,685	\$ 2,273
Napa	129,282	\$ 9,985,743	\$ 5,569	\$ 5,571	\$ 11,139
San Anselmo	12,405	\$ 1,142,479	\$ 534	\$ 637	\$ 1,172
San Rafael	59,681	\$ 4,406,824	\$ 2,571	\$ 2,458	\$ 5,029
Sausalito	6,865	\$ 966,253	\$ 296	\$ 539	\$ 835
Solano	417,569	\$ 23,878,598	\$ 17,986	\$ 13,321	\$ 31,307
Sonoma	478,174	\$ 37,680,792	\$ 20,596	\$ 21,021	\$ 41,617
St.Helena	5,355	\$ 1,088,792	\$ 231	\$ 607	\$ 838
Total	1,465,483	\$ 113,147,552	\$ 63,122	\$ 63,122	\$ 126,244

* July 1, 2024, \$114,618 (Prepayment Amount Due 7/31/24), Retiree Medical Costs \$11,256, GASB Report Fee \$350

Recommendation:

It is recommended that the Board of Directors adopt the FY 2024-25 budget.

NorthNet Library System
North Bay Cooperative Library System
FY 2024-25 Proposed Budget

North Bay Cooperative Library System (921)

<u>GL Acct</u>	<u>Revenue</u>	Adopted FY 23/24	Proposed FY 24/25	Note
3000	Budgeted Fund Balance	\$ -	\$ -	NBCLS Fund Balance
3674	Reimbursement-Member Libraries	64,128	126,224	Libraries CalPERS Cost Share Distribution
	TOTAL REVENUE	\$ 64,128	\$ 126,224	96.83%
	<u>Expenditure</u>			
4448	Reimbursable-Retiree Benefits	\$ 64,128	\$ 126,224	CalPERS Prepay UAL \$114,618, Retiree Medical \$11,256/Yr and GASB 68 Report \$350
	TOTAL EXPENDITURE	\$ 87,910	\$ 126,224	43.58%

Note: CalPERS Unfunded Liability cost reflects the \$ 114,618 for lump-sum prepayment due by July 31, 2024 to CalPERS