

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
February 2, 2006

1. CONVENING:

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Belvedere-Tiburon Library, in Tiburon, California with Chair Carol Starr presiding. The meeting convened at 10:35 a.m.

ROLL CALL:

Carol Starr, Marin County Free Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Kathy Jansen, Lake County Library
Ann Cousineau, Solano County Library
Larry Hlavsa, St. Helena Public Library
Angela Brunton, Sonoma Developmental Center
Sara Loyster, San Anselmo Public Library
David Dodd, San Rafael Public Library
Anji Brenner, Mill Valley Public Library
Diane Smikahl, Benicia Public Library
Gregg Atkins, Dixon Public Library
Bonnie Thoreen, Napa Valley College Library
Jay Field, Solano Community College
Sandy Cooper, Sonoma County Library
Melanie Lightbody, Mendocino County Library

ABSENT:

Monique le Conge, Richmond Public Library
Susan Gilroy, Mitchell Memorial Library, Travis AFB
Will Baty, Plover Library, Santa Rosa Jr. College
Nancy Sieck, Petaluma High School Library
Mary Richardson, Sausalito Public Library
Janet McCoy, Napa City-County Library
Frances Gordon, Larkspur Public Library

ALSO PRESENT:

Annette Milliron DeBacker, Administrator, North Bay Cooperative Library System

2. INTRODUCTIONS:

The Board introduced themselves to Sandy Cooper of Sonoma County Library and Melanie Lightbody of Mendocino County Library.

3. PUBLIC INVITED TO ADDRESS BOARD:

Ann Cousineau updated the Board on the Bond campaign and explained that it will be very similar to the last Prop. 14 campaign; very grassroots. She reported that each county will have a leader who will be responsible for bringing editorial stories to the newspaper, getting resolutions from city councils, Boards of Education, and talking to the community. The county leaders will huddle into regions coordinators; there will be 5 - 6 region coordinators. Melinda Cervantes of the Santa Clara County Public Library is the regional leader for North Bay. Discussion ensued. Godbe Associates conducted a poll last week and the numbers were not in the bond's favor. 56% responded definitely yes/probably yes, but on a statewide campaign, you need to discount ten points for the "probably yes", so the number must be counted as 46%. Phil Giarrizzo is the campaign consultant and has remarked that highways, education, and water are the top issues of interest for the public right now and that libraries are next to last with jails being last.

The County leaders for North Bay are as follows: Sandy Cooper for Sonoma County, Diane Smikahl for Solano County,

a group headed by the library commissioner for Napa and Carol Starr will be the primary contact for Marin County and David Dodd will work with her. A leader is needed for Mendocino County. It was noted that Steve Kline is the County leader for LA.

Ms. Cousineau reported that schools, children, and literacy programs all polled very well. Access for people with disabilities also polled well. The negative view of the ballot issue is that there is no clear plan and that grandkids would pay for the bonded indebtedness. Discussion ensued. Ms. Cousineau stated that the counterargument to the grandkids remark would be that libraries are providing services to the kids now. She further stated that \$96,000 plus an additional \$30,000 was raised from CLA, and \$5,000 was raised from the CLA luncheon, but that more fund raising was needed. Discussion ensued.

4. APPROVAL OF AGENDA:

The Agenda was approved by consensus.

5. APPROVAL OF 11/03/05 MINUTES:

Ms. Cousineau noted that a correction should be made to the 11/03/05 minutes on page 3 under **Item #8 - NBCLS/NSCLS Planning Retreat Report** "Ms. Cousineau reported that the total grant was \$145,000, plus \$50,000 for Tutor.com from the State Library for a total of \$225,000. The operating budget was \$30,000 but she was not sure of the licensing fee cost. It was..." A Motion to approve the minutes as revised was made by Ann Cousineau and seconded by Bonnie Thoreen. The Motion passed unanimously.

6. APPROVAL OF CONSENT CALENDAR:

A Motion to approve the Consent Calendar including the December 31, 2005 Financial Statement and a Revised FY 2005/06 Budget was made by Gregg Atkins and seconded by Ann Cousineau. The Motion passed unanimously.

7. CORRESPONDENCE

Ms. Milliron reported that NBC received a letter from Susan Hildreth regarding the CLSA forum in response to the letter that NBC and NSC, thanking the Systems for being proactive.

8. AUDIT FOR FY 2004/05:

NBC learned, through this audit, that a post retirement employee benefits liability study needs to be conducted. A new Federal regulation relating to accounting standards was passed recently that stipulates post-retirement benefits must be reported on the financial statement. She noted that this does not have to be reported on the balance sheet until 2008, but Ms. Milliron explained that the auditor suggested North Bay have the liability study done now in order to know what to expect. The auditor also recommended North Bay institute a health saving planning for new hires. She noted that approximately 50% of the group present has some level of coverage in retirement. Discussion ensued. A Motion to approve a liability study for retirees was made by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously. This item will be added to the agenda for the next Board meeting in May 2006. A Motion to approve the audit for fiscal year 2004/05 was made by Bonnie Thoreen and seconded by Angie Brunton. The Motion passed unanimously.

9. ADMINISTRATOR REPORT

A. NSCLS UPDATE

Ms. Milliron reported that personnel issues at North State continue to consume a large portion of her time. She noted that health insurance seems to be a major issue at this time. Ms. Milliron noted that she is currently conducting a health insurance survey for retirees in North State. Ms. Milliron reported that it was time to have a discussion with North State about the management contract for next year. She noted that she did not put a NSCLS increase in the 2006/07 budget, but last year's NSCLS contract renewal included a 10% increase. When asked, Ms. Milliron confirmed that the management of North State consumes fifty percent of her time. In the current contract, North State is charged for Ms. Milliron's time, but not for the database negotiation and administrative support that

they receive from Joe Cochrane and Kelli Logasa. Discussion ensued. A Motion to authorize Ms. Milliron to work with the Steering Committee in developing a figure to charge for staff overhead in the NSCLS and have the Steering Committee approve the contract amount for North State was made by Ann Cousineau and seconded by Bonnie Thoreen. The Motion passed unanimously.

B. REFERENCE PROGRAM REPORT

Ms. Milliron referred the Board to the Reference Coordinator's Report that was included in the Board packet. She complimented Joe Cochrane's skills as a database negotiator. She reported that Mr. Cochrane negotiated the Ebsco Automobile Repair Resource Center for 50% less than the Califa price. Discussion ensued. Ms. Milliron noted the Reference Activity Report for North Bay, which reported that NBC had answered 350 North Bay questions as of December 2005, which is a 6-month period. (This number does not include the 150 questions from Black Gold or 250 questions from Peninsula.) The number is down from the prior year, when North Bay had answered a total of 1045 questions in a 12-month period. Discussion ensued. Upon looking at the report, Ms. Milliron noted that some libraries weren't sending any reference questions to NBC. She offered to send Mr. Cochrane to any of those libraries to speak to the reference staff about NBC reference resources.

C. SUPERSEARCH PROGRAM REPORT

Ms. Milliron referred the Board to the SuperSearch Program Report that was included in the Board packet.

D. URSA 4.1

Ms. Milliron reported that URSA 4.1 worked well in the office when tested, but when it was brought to the training lab, it failed after 45 minutes. The executives at Sirsi/Dynix were surprised at the failure and are now realizing that they have a product that was promised and is not being delivered. Ms. Milliron noted that she is out of ideas on what to do; she has emailed, called and written to Sirsi/Dynix to no avail. Sonoma County and North Bay each are withholding \$35,000 in payment, but this has not prompted them to act any quicker. She noted that in the last 3 weeks, since the training lab failure, there has been more movement on the URSA 4.1 release than in the past seven months and is now receiving daily product updates from the URSA 4.1 Product Manager. She received an email yesterday, that the recent URSA 4.1 rebuild is ready for NBC to start running requests through, again. Ms. Milliron noted that for now, this can be tested from each library, but at some point, the group might need to get back together in another training lab environment to test everyone using the program at the same time. It was noted that a deadline needs to be set and the Sirsi/Dynix contract needs to be reviewed for breach. It was stated that an attorney should look at the contract and take money from the support charge/cost. Discussion was held regarding hiring Jim Barrentine to help move the project along. A Motion to authorize Ms. Milliron to work with the Steering Committee to review the Sirsi/Dynix contract was moved by Angie Brunton and seconded by Gregg Atkins. The Motion passed unanimously.

E. LSTA UPDATE

Ms. Milliron referred the Board to the Administrator's Notes document. There are two grants that were submitted with NBC listed as the Fiscal Agent. Discussion ensued.

10. MEMBERSHIP POLICY REVIEW:

The revised Membership Policy for New Members was discussed. A Motion to approve the document as revised was made by Bonnie Thoreen and seconded by Debbie Mazzolini. The Motion passed unanimously. Ms. Milliron will work with the Steering Committee regarding policy and costs.

A. SUPERSEARCH PARTICIPATION

Ms. Milliron reported that Richmond Public Library does want to continue their participation in SuperSearch once they move back to BALIS as they find the service valuable. Discussion ensued.

B. DATABASE LICENSING AGREEMENTS

This matter was discussed during the Reference Report.

C. INCREASE DELIVERY STOPS

Ms. Milliron reported that Dixon wants to increase their delivery from three days a week to five. NBC's unwritten policy on delivery is that when a library adds delivery for a branch, NBC will pay for delivery to one location and

then charge the individual library for the delivery to each of their branches. She stated that a policy needs to be written regarding this, as somewhere along the line, this practice has not been followed. When she started looking in to how the cost would change in adding Dixon, she revised the spreadsheet and at the last Board meeting, brought the handed out the cost sheet that showed delivery plus a 5% increase. After the meeting, Ms. Milliron had Kelli Logasa create a spreadsheet using the 2004/05 delivery statistics to break out what percentage each library should pay for delivery. David Dodd questioned the delivery cost for San Rafael and asked what formula was used to calculate the cost. Discussion ensued. Ms. Milliron noted that she was concerned about the original formula used when she calculated the delivery costs and will meet with Kelli Logasa to review the spreadsheet calculations. Ms. Milliron will work with the Steering Committee regarding policy and costs. Discussion ensued.

11. PRELIMINARY BUDGET FY 2006/07:

The proposed budget for FY 2006/07 was discussed. Ms. Milliron noted that the budget was very sparse. The MVLS Reference proposal, any other management contracts, or any other LSTA projects, other than the continuation of the Reach Out and Read Grant, were not included in the budget. \$100,000 will need to be rolled over from this year's budget and potentially \$13,000 will need to be taken from the trust account in order to balance the 06/07 budget. She noted this budget does include the increases in health insurance, which could be as high as 33%. Discussion ensued. A Motion to approve the 2006/07 budget was made by Ann Cousineau and seconded by Angie Brunton. The Motion passed unanimously.

12. STATE LIBRARY CLSA SERVICE FORUMS:

Ms. Milliron reported that there is no written report as yet from the last round of CLSA Service Forums. She noted that this item will most likely be on the May Directors Forum agenda. The issues from the last meeting were delivery and adequate funding. MVLS also brought up the ability to reform into larger, geographic units, without penalty as currently there is a penalty to do so. Ms. Starr noted that there was a big emphasis on resource sharing at the CLSA Service Forum. Discussion ensued.

Ms. Milliron reminded the Board that they were going to do a joint project with North State. She explained that NBC's current delivery provider, Sprint Courier Service, has expanded their service up through Eureka and Crescent City. They are regularly driving routes from Santa Rosa to Crescent City and back. Sprint contacted Ms. Milliron to explore the possibility of providing delivery service to Humboldt and Del Norte counties. Discussion ensued. It was noted that a long term goal of ILL with NSCLS might come out of this arrangement.

13. MVLS RFQ FOR SERVICES:

Ms. Milliron reported that NBC will be charging \$85 per reference question in this proposal. Currently, NBC is charging slightly less in the current Black Gold contract (\$70), which is due to NBC not initiating any price increases for the past four years. When the current reference contracts come up for renewal, the new cost for reference questions will be applied. Discussion ensued. A Motion to approve the RFP was moved by Bonnie Thoreen and seconded by Ann Cousineau. The Motion passed unanimously.

The possibility of a MVLS Administrative Services contract, similar to what NBC currently has with North State, was discussed. Ms. Starr noted that the Steering Committee had discussed this matter and thought that if NBC did contract with MVLS for administrative services, the Board should be willing to hire an assistant director, who would be stationed in Sacramento to serve both NSCLS and MVLS. Discussion ensued. Ms. Milliron will work with Steering Committee on a response if an Administrative RFP is issued.

14. SAB/TRUSTEE LUNCHEON PLANNING:

The SAB Luncheon was discussed. It was noted that an annual SAB luncheon is listed in North Bay's Plan of Service. The Board decided to move the SAB Luncheon to May 11th, if Napa Valley College has a room available that day, at their Upper Valley Campus in St. Helena. The Board's first choice for a speaker at the luncheon is Elaine Petrocelli, who owns a book store called Book Passage. Other possible speakers suggested were Debra Santana and Eleanor Coppola. Speaker fees were discussed. It was noted that lunch and mileage would also be included for the speaker.

15. BOARD MEMBER ITEMS:

Sara Loyster reported that San Anselmo Public Library lost their entire lower level, which included the library's workroom, offices, staff room and technical services. It was flooded with 3.5 feet of water after the last storm. She further reported that the library was closed for two weeks and that currently, a restoration company is working with the library. She noted that the library is constantly testing the air quality.

Gregg Atkins reported that Dixon Public Library had failed to purchase the desired property for building a new library. Since then, a new developer has arrived and wants to give Dixon a new library. He noted that the new location is a good site and that the talks are in a preliminary stage right now.

Ann Cousineau reported that Solano County's Proposition 14 building is on schedule. The City of Fairfield has set up a Webcam so everyone can see it being built. Discussion ensued.

Diane Smikahl reported that Benicia Public Library is offering a new service, downloadable audio books and has adjusted their library hours of operation.

Bonnie Thoreen reported that Napa Valley College's new building plans are drawn and now needs to have a bond pass in order to build. She noted that the new library building is going to be a focal point of the campus.

Angie Brunton reported that Sonoma Development Center has a new Executive Director. She reported that Ron Schultz was dismissed at Sutter Health so currently there is no librarian for the hospital.

Sandy Cooper reported that Molly McDermott of Sonoma County Library has set a retirement date of Aug 1st, 2006.

Anji Brenner reported that Mill Valley has plans to redesign their reference desk

Kathy Jansen reported that Lake County Library has a new position and once it is filled, Upper Lake Library will expand their hours.

Melanie Lightbody reported that Mendocino County plans to build a new library and renovate another.

Debbie Mazzolini reported that Belvedere-Tiburon Public Library is currently in the process of doing a needs assessment for the development of a new library.

Larry Hlavsa reported that the city of St. Helena has purchased land south and east of library in order to build affordable housing. The City agreed to put two of the library trustees on the sub-committee that's doing the planning for the property, so the Library has a voice.

David Dodd reported that the city of San Rafael passed a general sales tax, which will help the library. San Rafael Public Library is currently recruiting for a bi-lingual librarian for their Pickleweed Branch. The Mayor of San Rafael publicly mentioned the possibility of a joint project with the library of Marin County, which is good step forward.

Carol Starr reported that Marin City Library's windows were installed upside down and backwards and has caused the windows to leak and cause water damage to the building. The library will move out of the building for 4 -6 months in the summer so it can be fixed. The Library hopes to move into the shopping center nearby. Litigation will probably be needed in order to get movement on the project. Ms. Starr reported that she conducted a one-hour workshop with the Marin County Board of Supervisors and they agreed to do a needs assessment and facilities management plan. Marin County is looking to have a bond act passed specifically for Marin County libraries.

16. ANNOUNCEMENTS:

Ms. Milliron reported that she will be on sick leave Feb. 6th – 20th.

17. NEXT MEETING:

The next Board meeting is scheduled for May 11, 2006 and will be held in St. Helena at the Upper Valley Campus of Napa Valley College.

18. ADJOURNMENT:

There being no further business, a motion to adjourn at 12:40 pm was made by Sara Loyster and seconded by David Dodd. The Motion carried unanimously.

Annette Milliron DeBacker
Clerk of the Board
February 2, 2006