

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**March 3, 2005**

- CONVENING:** The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Rohnert Park Branch of the Sonoma County Library, in Rohnert Park, California with Chair Larry Hlavsa presiding. The meeting convened at 10:35 a.m.
- ROLL CALL:** Larry Hlavsa, St. Helena Public Library  
Tom Trice, Sonoma County Public Library  
Bonnie Thoreen, Napa Valley College Library  
Jay Field, Solano Community College  
David Dodd, San Rafael Public Library  
Kathy Jansen, Lake County Library  
Angela Brunton, Sonoma Developmental Center  
Catherine Blumberg, Mill Valley Public Library  
Sara Loyster, San Anselmo Public Library  
Gregg Atkins, Dixon Public Library
- ABSENT:** Carol Starr, Marin County Free Library  
Janet McCoy, Napa City-County Library  
Daveta Cooper, Benicia Public Library  
Monique le Conge, Richmond Public Library  
Erika DeMille, Mendocino County Library  
Susan Gilroy, Mitchell Memorial Library, Travis AFB  
Mary Richardson, Sausalito Public Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Will Baty, Plover Library, Santa Rosa Jr. College  
Frances Gordon, Larkspur Public Library  
Nancy Sieck, Petaluma High School Library  
Ann Cousineau, Solano County Library
- ALSO PRESENT:** Annette Milliron DeBacker, North Bay Cooperative Library System
- INTRODUCTIONS:** Everyone introduced themselves to Jay Field, Vice President of Technology and Learning Resources at Solano Community College. He noted he is not a librarian, but that he is learning very quickly.
- PUBLIC INVITED TO ADDRESS BOARD:** No public was in attendance.
- APPROVAL OF AGENDA:** Approval of the agenda with the addition of items under Administrator's Report F. E-Rate Discussion, G. Rural Library Initiative Summit and H. Fiscal Agent Fee, moved by Bonnie Thoreen, seconded by Kathy Jansen. Approval was unanimous.
- APPROVAL OF 11/04/04 MINUTES:** A Motion to approve the Minutes of 11/02/04 as presented was made by Tom Trice, seconded by Angie Brunton. The Motion passed unanimously.
- APPROVAL OF CONSENT CALENDAR:** Approval of the Consent Calendar was moved by Tom Trice, seconded by Gregg Atkins. The Motion carried unanimously.

- CORRESPONDENCE:** Ms. Milliron-DeBacker reported that she had several items that the Board can request to review: Quarterly Report for the Treasurer through December 31, Annual Report for the Sonoma County Treasurer for 2003-2004, Membership Applications for CALTAC, Nomination paperwork for OCLC Membership Council.
- FY 2003/04 AUDIT:** Ms. Milliron-DeBacker reported that the reserve fund balance as of June 30, 2005 was \$363,205. Approval of the audit was moved by Cathy Blumberg, seconded by Angie Brunton. Approval was unanimous. Ms. Milliron-DeBacker noted that the two resolutions included in the Board packet are required in order to be in compliance with new tax code. Resolution 517 is to increase the dollar value of what NBCLS considers a fixed asset; from \$500, the current amount, to \$2,500. Resolution 517 to establish \$2,500 as the criteria amount for fixed assets was moved by Bonnie Thoreen, seconded by Angie Brunton. Approval was unanimous. Resolution 518 is to establish a depreciation method under GASB 34 was moved by Angie Brunton, seconded by Bonnie Thoreen. Approval was unanimous.
- LSTA PROJECTS REPORT:** Ms. Milliron-DeBacker reported that the LSTA Project is going well. She anticipates the continuation of databases for Small Business and Reach out and Read. NBCLS will possibly be the fiscal agent for a California Summer Reading program grant that uses the National Summer Reading theme. She noted that none of the NBCLS member libraries participated in the Small Business grant this year.
- NSCLS UPDATE & EVALUATION:** Ms. Milliron-DeBacker reported that she will be reviewing North State's 2005-2006 budget with them at their next Council meeting. She noted their budget is extremely tight and the Council will need to make some hard decisions. Both North Bay and North State need to conduct a survey to garner the thoughts of the Board and Council members, respectively, in regards to the sharing of their Administrator contract as well as getting some support for their services. The Steering Committee met last week and thought a discussion should be held during the Board meeting, after which Ms. Milliron-DeBacker could create a survey to send out to all of the membership to find out if it adversely affected any services received by the membership, thoughts about continuing the project. The Steering Committee also thought the NBC staff should be surveyed to determine if they felt any impact as well. She noted that NSCLS contract renewal negotiations need to start in mid - to late March. May 1 is the deadline for North State to notify NBCLS if they choose not to renew the contract, or if NBCLS opts not to renew the contract. Ms. Milliron-DeBacker stated that if everyone decides to renew the contract for another year, the Board and Council should hold a joint strategic planning meeting. Larry Hlavsa recommended a contract increase of 3 – 5 % and a review of the survey results. As all Board members present had no negative impact to report, Ms. Milliron-DeBacker was directed to survey the directors not present. Discussion on the benefits of continuing the NSCLS contract ensued. A special Board meeting will be scheduled if any negative survey results are received. Any final decisions regarding the contract can be addresses at that meeting as well, if needed.
- REFERENCE PROGRAM REPORT:** Ms. Milliron-DeBacker noted Joe Cochrane's Reference Program Report was included in the Board Packet. She has not heard from Black Gold as of yet, who has until either April 15<sup>th</sup> or May 1<sup>st</sup> to notify NBCLS if they wish to not to continue their reference contract. She noted that reference activity from Black Gold is down slightly, but they are definitely still using NBCLS for their reference questions.
- SUPERSEARCH PROGRAM REPORT:** Ms. Milliron-DeBacker referenced the SuperSearch Program Report included in the Board Packet. Discussion was held on the ILL six-month statistics. Ms. Milliron-DeBacker will attend the next ILL Committee meeting to discuss the correct way to complete the monthly ILL statistics form so all of the libraries will be consistent in their reporting. She reported that the Dynix support staff is still learning the nuances of URSA 4.0 software. The ILL Committee will have another look at URSA 4.0 at their next committee meeting on March 10<sup>th</sup>. The NBCLS Server, which had been experiencing problems, appears stable now after a Dynix "hacker" found a faulty CPU and recommended that it be removed. There currently is no firm timeline for the software transfer.

- CD/DVD MAINTENANCE NBCLS SERVICE PROGRAM Ms. Milliron-DeBacker reported that Sonoma County forwarded information to her about a CD/DVD maintenance as a possible service NBC could offer. St. Helena Library likes the simpler machine that does one disc at a time. It would be \$5.00 to repair a disk if sent out. Marin County has a bigger machine that handles approximately 50 disks. Ms. Milliron-DeBacker will speak with Carol Starr about the possibility of members contracting for service.
- E-RATE DISCUSSION: Ms. Milliron-DeBacker reported that NBC will lose a large amount of money as of Jan. 1<sup>st</sup>, 2006 because of a change in how California Teleconnect Funds are applied. She stated that libraries must apply for the E-rate to get a full CA Teleconnect Fund discount. Discussion ensued. Libraries unsure of how to divide service should speak with their account representative to identify any qualifying line costs. Ms. Milliron-DeBacker will invite the SBC representatives to speak at the June Board Meeting. She will also invite Jim Rosachi from the Sonoma County Library to June's meeting as Sonoma County Library is applying for the e-rate for circulation telecommunication connections. She noted there are two consultants that have done numerous projects in California and can help the libraries apply for the e-rate. She has requested their names and will forward that information to the directors as soon as she receives it. Discussion ensued.
- RURAL LIBRARY INITIATIVE SUMMIT: As the person who manages the Rural Library Initiative program for North State, Ms. Milliron-DeBacker received an invitation to attend a meeting to plan the next Rural Library Initiative grant. It will be held in Sacramento on April 19<sup>th</sup>. The State Library is paying two people for all travel expenses and the overnight stay. Ms. Milliron-DeBacker recommended that Erika DeMille or Kathy Jansen attend with her. She will speak with them to see if one is available.
- FISCAL AGENT FEE: NBCLS may become the fiscal agent for the Federal allocation for Homework Help database licensing in Congressional District 7. Congressman George Miller is seeking funding similar to what Duke Cunningham did for San Diego. See article online at [http://www.tutor.com/press/PR\\_01092004.htm](http://www.tutor.com/press/PR_01092004.htm). She noted the access could cause some problems as Miller's district crosses over Solano and Contra Costa counties, but doesn't include the entire county. She will check with Ann Cousineau to see if SNAP can use the tax code method of ID for patron record for access to databases.
- ADJOURN TO CLOSED SESSION: A Motion to enter the closed session was made by Bonnie Thoreen, and seconded by Kathy Jansen. . The motion passed unanimously.
- RECONVENE TO OPEN SESSION: Motion to reconvene to open session was made by Angie Brunton, and seconded by Bonnie Thoreen. Motion passed unanimously.
- PRELIMINARY BUDGET FY 2005/06: Ms. Milliron-DeBacker reported that the only increase in budget that is being passed on to members at this time is the 5% increase in delivery charges. The budget presumes the continuation of the North State and Black Gold contracts and the LSTA fiscal agent fees. She noted the budget does not include any staff salary increases, but does include a health insurance increase of 12%, as suggested by Sonoma County. There will also be a 4.5% increase for Workers' Compensation insurance. At a recent Steering Committee meeting, Carol Starr suggested consideration of annual membership dues increases. Ms. Milliron-DeBacker created a sample spreadsheet using the CPI for the Bay Area for the year. With a 2.2% increase, the increase would be \$220 for the highest paying member and the lowest increase would be \$14 for affiliate members. Gregg Atkins suggested NBC use the CPI for Bay Area for the yearly cost increase study but also review affiliate fee structures based on operating budgets and perform an analysis of fees based on the total operating budget. The base of services such as website and legislative information will be taken into account. A sub-committee consisting of Carol Starr, Larry Hlavsa, Gregg Atkins, Bonnie Thoreen and Jay Field will work with Ms. Milliron-DeBacker to bring a proposal to the next Board meeting in June that includes COLAs and a review of affiliate fees.

LSTA FY 2005/06  
GRANT PLANNING: Ms. Milliron-DeBacker reported that NBC will definitely be the fiscal agent some grants in the upcoming year.

Legislative Day is April 20<sup>th</sup>. Ms. Milliron-DeBacker with check with Ann Cousineau and Carol Starr about making appointments. Tom Trice will make appointments for Wes Chesbro and Noreen Evans. NBC will publish a schedule.

BOARD MEMBER  
ITEMS: Gregg Atkins reported that AB796, authored by Assemblywoman Lois Wolk is currently in the legislature. It is a permissive bill, asking permission to legally change the library's name to Dixon Public Library. The current law requires those people elected as School Board trustees to separately serve as the library trustees. He noted that the district is now bigger than the town. There is now a need to clearly distinguish between the school and the public library and a bond measure will be introduced to the voters of Dixon. There are two other districts that fall under this code as well; Vacaville and Coalinga are also under this arrangement.

Angie Brunton reported that both the Redwood Health Library and Napa State Hospital Library are currently not staffed.

Bonnie Thoreen reported that Napa Valley College Library is the recipient of a \$25,000 gift to create a Napa County History collection. She noted that no money will be spent on any wine history.

Tom Trice asked the Board how many of their libraries currently have wireless access. Dixon and Mill Valley have wireless access for the public. Dixon installed a separate digital service line (DSL). Mill Valley turns off their service at night. It was noted that in December, there was an article in the New York Times about Mill Valley providing wireless service to the public.

Larry Hlavsa reported that St. Helena was looking to reupholster some of their chairs and found out that there is a vocational program at Napa State Hospital. Six chairs were reupholstered for \$800. He has the contact information if anyone is interested. Mr. Hlavsa reported that St. Helena received a book return by mail a few months ago from San Diego. A couple had just returned from Munich and found a St. Helena library book on a hotel shelf in Munich.

ANNOUNCEMENTS: No announcements.

NEXT MEETING: Next meeting scheduled for June 2, 2005, at Solano County Library, Fairfield Branch.

ADJOURNMENT: There being no further business, a motion to adjourn at 12:50 pm was made by Angie Brunton and seconded by Jay Field.

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Annette Milliron DeBacker  
Clerk of the Board  
March 3, 2005