

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**March 4, 2004**

- CONVENING:** The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Napa Valley College, Upper Valley Campus, in St. Helena, California with Larry Hlavsa presiding. The meeting convened at 10:40 a.m.
- ROLL CALL:** Tom Trice, Sonoma County Public Library  
Carol Starr, Marin County Free Library  
Catherine Blumberg, Mill Valley Public Library  
Monique le Conge, Benicia Public Library  
Angela Brunton, Sonoma Developmental Center  
Ann Cousineau, Solano County Library  
Mary Richardson, Sausalito Public Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Sara Loyster, San Anselmo Public Library  
Elizabeth Tsai, Solano Community College  
Kathy Jansen, Lake County Library  
Janet McCoy, Napa City-County Library  
Stephanie Grohs, Napa Valley College Library  
Larry Hlavsa, St. Helena Public Library  
Kathy Haug, Richmond Public Library  
Gregg Atkins, Dixon Public Library  
Nancy Sieck, Petaluma High School Library  
Frances Gordon, Larkspur Public Library  
Robert Esteves, Califa
- ABSENT:** Susan Gilroy, Mitchell Memorial Library, Travis AFB  
Erika DeMille, Mendocino County Library  
Vaughn Stratford, San Rafael Public Library  
Adu Worku, Pacific Union College Library  
Sandra Rotenburg, Solano Community College  
Micca Gray, Plover Library, Santa Rosa Jr. College
- ALSO PRESENT:** Annette Milliron DeBacker, North Bay Cooperative Library System
- INTRODUCTIONS:** Tom Trice introduced Bonnie Thoreen, former Napa Valley College Dean of Instruction and NBCLS Board member, now Dean of the Upper Valley Campus, to the rest of the Board.
- PUBLIC INVITED TO ADDRESS BOARD:** No public was in attendance.
- APPROVAL OF AGENDA:** Approval of the Agenda was moved by Tom Trice, seconded by Carol Starr. Approval was unanimous.
- APPROVAL OF MINUTES OF 11/06/03:** A Motion to approve the Minutes of 11/06/03 as presented was made by Tom Trice and seconded by Carol Starr. The Motion passed unanimously.

APPROVAL OF           The Consent Calendar was moved for approval by Carol Starr and seconded by  
CONSENT CALENDAR: Gregg Atkins. The Motion carried unanimously.

CORRESPONDENCE:   Annette Milliron had promotional materials from the ALA Washington Office regarding copyright laws. She brought an Element K catalog that provided a list of online courses. The material for a Collaborative Summer Library Program was also discussed. Librarians Index to the Internet tip sheet and presentation information were made available. OCLC Member Council nominations and National Library Legislative Day were discussed.

CALIFA UPDATE:       Roberto Esteves, Califa Services Coordinator, delivered a PowerPoint presentation. He reported that Califa is in year one of three years of LSTA funding and noted that there are 205 members of Califa at this time, including special libraries. He noted that a full-time person is to be hired in June to manage vendor/member relations.

Roberto reviewed the following products and services currently available or under development with the Board:

**Under Development.** Pilots of master contracts for databases and services are underway. Gale and ProQuest are two agencies that will not give deeper discounts on current licenses, but will on new products. MCLS has turned over 34 master contracts to Califa to manage. Bro-Dart will give a 46% discount on trade publications; just identify your library as a Califa member when ordering. I-Team is offering 5% off equipment (copier, debit card and PC management solutions). Califa is working with SBC to establish a free Wi-Fi network opportunity for libraries. Califa is also working with OCLC Western to partner in a nine state master contract for databases offered by OCLC Western. Califa is seeking an NEH grant to continue the California Stories project.

**Currently Available.** California Preservation Network will meet with members for workshops and collection/building assessments. Califa is offering DuPage teleconferences at a discount; they are also offering tapes of the conferences for \$50. E-book collections are available at the following prices: Nolo/legal \$275-\$550; computers books \$550; business books \$550.

Califa is hoping for a Q3 offering of Overdrive (digital audio books) that, through the library, can download to a MP3 for the public. King City and San Jose will download audio books next month and offer to patrons next fiscal year.

Roberto reported that the Peninsula Library System (PLS) is running blogistics as a pilot and that NBC could also run a pilot. ABF is a warehouse in Santa Rosa that will hold materials for a group's shipment. He will check on how pricing is done on new books and donations in comparison to used books.

Califa's three appointed Board members have been selected, but there will be six other elected Board members as well. Debbie Mazzolini is running for one of the six. There are five categories: public academic, non-public academic, schools, public libraries, and specialty.

Annette asked the two associate member representatives that were present if they would have funds to use/purchase any Califa programs this year.

Nancy Sieck noted that school libraries current funding level is \$.64 per student and she has formed a Library Boosters Club.

Angie Brunton noted that Sonoma Developmental Center uses Bro-Dart.

A Motion to approve the purchase of a Califa membership for all NBC members, barring associate members, using funds from the Building Reserve Trust was made by Carol Starr and seconded by Ann Cousineau. The Motion carried unanimously.

CLOSED SESSION: A Motion to enter the closed session was made by Stephanie Grohs and seconded by Cathy Blumberg. The motion passed unanimously.

OPEN SESSION  
RECONVENED: Motion to reconvene back into open session was made by Nancy Sieck and seconded by Stephanie Grohs. Motion passed unanimously.

FY 2003/04 BUDGET -  
ADJUSTMENTS: Ms. Milliron noted this budget includes the salary increases that were recently approved and that it does take on an additional amount from the reserves. The salary increases will take a total of \$28,438 from the reserve, which currently holds approximately \$377,000. Motion to adopt the FY 2003/04 Budget adjustment as presented moved by Monique le Conge. Seconded by Angie Brunton. Motion passed unanimously.

FY 2004/05 BUDGET -  
PRELIMINARY: Ms. Milliron reported NBCLS was selected by the State Library as the fiscal agent for a statewide LTSA grant for a service to small businesses project of \$1 million. With the COLA increases this year and other costs going up as well, the preliminary budget showed a \$60,000 shortfall. This budget proposes using the \$59,000 from the grant. The grant is for 1 million dollars, but NBC will not see all of that money. There will be approximately \$400,000 given out as grants to individual libraries. The grant is to improve reference to small businesses. There will be 40 libraries selected and those libraries will receive grants of around \$5,000 to do collection improvement; libraries will also receive additional staff training. There will also be up to two statewide databases. Under discussion at the moment are Reference USA and the Gale Thompson RBS (Reference Business Suite). Joe Cochrane and Ms Milliron will discuss the database choices with Diane Paque. Four libraries will be targeted for grants of approximately \$50,000 to do a more in-depth collection development and to model the business community partnership, which there will be special training for as well. It is more efficient for the State to hand over the project to the library systems to run and typically, this type of grant is given to PLS or MVLS. NBC ran the Multi-State Conference for the Diane Paque this past January, which was extremely well received; representatives from 24 states attended. This demonstrated that NBC is more than capable of managing a grant.

The SuperSearch cost was held level in this budget with a slight increase and the delivery cost has increased 5% due to the cost of gasoline and insurances for our delivery company. The Steering Committed expressed concern that some libraries might not be able to take the proposed 15% dues increase. Ms. Milliron suggested using the Employee Benefit Trust Fund, which currently holds \$45,000 rather than a dues increase. This trust fund covers the sick leave and vacation pay-outs that NBC has to honor. It also has \$17,000 built into it to continue medical payments for six months if an employee is laid off; something NBC is required to do. Ms. Milliron proposes that the Board take the proposed fee increase of approximately \$10,000 out of the \$17,000 set aside for the medical payments in the Employee Benefit Trust.

Motion to adopt FY 2004/05 budget made by Stephanie Grohs and seconded by Nancy Sieck. Mill Valley cannot accept 15% increase; they would have to cut 7-9% in own shop and it would also mean a 9.6% cut at Richmond. A friendly amendment to use \$10,000 from the Employee Benefit Trust was made by Ann Cousineau and seconded by Carol Starr. Stephanie Grohs and Nancy Sieck accepted the Amendment. The Amendment and the Motion carried.

PATRIOT ACT -  
PRIVACY POLICY: Ms. Milliron reported that a staff member had inquired what NBC's policy was in regards to the Secret Service, etc., asking for information from NBC about its patrons. She asked the Board if they feel NBC needs to adopt a Privacy Policy and asked if they adopted one in their own libraries. Ms.

Milliron noted she has asked other library systems and none have adopted a policy, so she requested guidance from the Board on this matter. There is a procedural outline on the ALA website regarding what to do with law enforcement and search warrant inquiries. Mill Valley and Dixon libraries will send NBC copies of the Privacy Policies and Procedures they've adapted to their libraries. This policy will need to detail what types of information we collect and the length of time that we keep it.

It was noted that NBC has to keep records of all ILL transactions for three years in case the State wants to audit on ILL transactions and payments. Completed transactions are moved off of the website – once the transaction is completed, the patron's information is gone. While the question is in process, the patron's name is attached in a database. It was noted that one way to comply with the policy is to remove the patron name from any reference questions that NBC keeps as a resource in the database. NBC currently does not have a policy on how long reference information is kept; it is up to the discretion of the Reference Coordinator, Joe Cochrane. Once crafted, the Privacy Policy will be brought to the Board for review.

#### ADMINISTRATOR'S REPORT

Ms. Milliron reported the Library of California Board has not been meeting and that there has been numerous changes to the Board. Several people have been appointed to the Board but cannot travel because the Department of Finance has not authorized a budget for them travel so they have been unable to meet.

The Reference Coordinator's report is posted on the website.

The SuperSearch Manager's report is posted on the website. Ms. Milliron reported that there was a situation with Dynix. URSA users are very unhappy that for the past three years, Dynix has promised a new product. NBCLS has paid approximately \$120,000 in terms of maintenance and support for the product. Ms. Milliron noted although the users do receive excellent support, not a lot of support is required because it is a sturdy product and doesn't break that much. All the URSA users are putting pressure on the CEO to take care of this situation. The last monthly update didn't say anything about an update, so now a conference call is going to be arranged with the CEO to ask how the issue is being addressed. Ms. Milliron stressed the importance of the product being competitive. She noted that NBC is a really good customer and always pays the Dynix bill promptly when it's received in August. This year, NBC is going to switch from annual to monthly payment so we can have leverage if Dynix misses another deadline.

Ms. Milliron reported that she is having a hard time finding a place for SAB trustees and commissions luncheon. In the past, wineries have not charged NBC to use their facilities. Due to the downturn in the economy, the numerous wineries are now proposing a facilities rental fee. If NBC pays the \$300 fee for facilities use and for food, plus pay a speaker fee and speaker travel expenses, NBC would be spending a lot of money not budgeted. This meeting was targeted for April. Ms. Milliron asked the Board for recommendations. She noted that if NBC has to charge a \$25-\$30 fee to participants, many won't attend. It was recommended the luncheon be put off until the fall.

Ms. Milliron reported that she spent time discussing RFID with Jim Barrentine and Diane Mayo at PLA and their advice was that RFID is a terrific technology but it is still too soon. Jim suggested that NBC apply for a grant to IMLS to have a summit to get vendors and librarians together to talk about standards and interoperability. Information on Libramation was handed out; a great product but very expensive. This product is used for self-check out of books and can also be used for library security.

Different vendors are offering different technology for the cross-reading of tagging; the software isn't universal at this point and the vendors have to resolve this issue. The advice is if you are remodeling or planning a new building, include space for this technology. It requires space for belts to move things around; any new changes in your building, you should be preparing for RFID as well.

Other than that, libraries should wait and see or apply for the grant to do the summit. The geographical area for the grant can either be for a statewide project or exclusive for NBC. Tom Trice asked if Califa might be interested in being the applicant for the summit and pulling it all together on statewide basis and therefore having more clout with IMLS. Ms. Milliron will speak with Roberto regarding this; Tom Trice is willing to serve on committee to plan the summit. She will ask Califa to do the application for Northern California if not for all of California.

Ms. Milliron noted that the success of the Multi-State Conference helped NBCLS secure a greater role as fiscal agent for future LSTA grants.

ASCLA is considering offering element K training at a discount if you purchase the password for \$70 per password, you can log onto the site and take courses. If ASCLA decides not to pursue this, then NBCLS will ask Califa to look into. The Board requested that Ms. Milliron find out more information.

Ms. Milliron brought to the Board literature on a pre-packaged Summer Reading Program. She noted that Travis AFB, Marin County and Napa City-County are already going to participate in the program this year. The program comes pre-packaged. You pay a little bit for the manuals and then purchase your support materials from Upstart. The advantage to this is a greater discount in purchasing this program on a group-wide basis. This program also comes with numerous activities, including some in Spanish, which is a huge resource to this area. Ms. Milliron will get any libraries who are interested in touch with Stephanie Stokes, who is spearheading the effort for the entire State to get a purchasing arrangement. Stephanie is putting in a grant for next year for this program and if the grant is awarded, NBC will be the fiscal agent. Each library will need to purchase participation individually unless Stephanie receives the grant next year.

**BOARD MEMBER**

Marin County signed a lease to move the South Novato branch library to Hamilton, the old Air Force Base which has been converted into housing for Novato. The library, technical services and MARINet will all reside together in one of the airplane hangars that have been remodeled. May is the target date. The area was meant to be a corporate business park but due to vacancies, opened up to other types of businesses. The YMCA will also be located in one of the hangars. Marin County hired a real estate attorney outside of the county attorney to help negotiate the deal.

Sonoma County turned on encrypted wireless access in 3 libraries and will be rolling it out in 8 more libraries within the next few weeks. The first all staff development day in four years is being held a week from this Friday (March 12). All 165 employees will be bussed to the San Francisco main library for the day. Janet McCoy mentioned a CLA program about staff development.

The Library Boosters at Petaluma High School are holding a huge fund raiser at the Girl & Fig Restaurant in Petaluma. It's \$20 per person.

Richmond held interviews for library director on February 18 and has narrowed it down to two candidates. A group of local people have started a "Save Richmond Library" Committee and they are meeting every week. The Committee is attending City Council meetings and to Town Hall meetings to keep the library visible.

St. Helena is buying plasma screens. They are also checking out digital cameras to kids for the summer reading program and will hold a session on the winning photos September.

**NEXT MEETING:**

Next meeting scheduled for June 3, 2004; the location will be announced at a later date.

**ADJOURNMENT:**

There being no further business, a motion to adjourn at 12:25 pm was made by Gregg Atkins and seconded by Tom Trice.

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Annette Milliron DeBacker  
Clerk of the Board  
March 4, 2004