

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**STEERING COMMITTEE MEETING**  
**March 4, 2010**

**1. CONVENING:**

The North Bay Cooperative Library System (NBCLS) Steering Committee met this date at the Vallejo Center, Solano Community College in Vallejo with Chair Diane Smikahl presiding. The meeting convened at 9:58 a.m.

**ROLL CALL:**

<b>PRESENT</b>	<b>ABSENT</b>	<b>MEMBER LIBRARY</b>	<b>REPRESENTATIVE</b>
X		Benicia Public Library	Diane Smikahl, Chair
X		Napa City-County Library	Danis Kreimeier, Vice-Chair
X		Dixon Public Library	Gregg Atkins
	X	Marin County Free Library	Gail Haar
	X	Napa Valley College Library	Bonnie Thoreen
X		San Rafael Public Library	David Dodd
X		St. Helena Public Library	Jennifer Baker
X		Solano Community College Library	Sandra Rotenberg
X		Mendocino county Library	John Bishop
X		Lake County Library	Susan Clayton
X		NLS System Headquarters – Exec. Dir.	Annette Milliron
X		NLS System Headquarters – Asst. Dir.	Patty Hector
X		NLS System Headquarters – Admin. Asst.	Kelli Logasa

**2. INTRODUCTIONS:**

No introductions were necessary.

**3. PUBLIC INVITED TO ADDRESS THE COUNCIL**

No public were present.

**4. APPROVAL OF THE AGENDA**

A Motion to approve the agenda was moved by Gregg Atkins and seconded by Danis Kreimeier. The Motion passed unanimously.

**5. FY 2008/2009 AUDIT**

Ms. Milliron advised the Steering Committee that the audit includes a letter from the auditor that is required by law that states North Bay Cooperative Library System (NBCLS) does not have a CPA on staff. Discussion ensued. A Motion to recommend the approval of the FY 2008/09 Audit to the Board of Directors was moved by Danis Kreimeier and seconded by Gregg Atkins. The Motion passed unanimously. Ms. Milliron reported that NBCLS ended the fiscal year with more assets than it began with. As of 7/1/08, the system's reserve fund balance was \$456,000 and as of 6/30/09, the fund balance was \$548,000. She noted that \$121,022 was transferred to NorthNet Library System; \$100,000 for NLS start-up costs and \$21,022 for the NLS membership fee. Discussion ensued.

**6. NBCLS FY 2009/2010 BUDGET ADJUSTMENT**

Ms Milliron advised the Steering Committee that the payment of \$21,022 for the NLS membership fee was listed in the operational asset transfer column in the budget and she would like that amount to be reflected in the membership fees. Ms. Milliron noted that revenue and expenditures did not change. A Motion to adjust the 2009/10 budget to reflect moving \$21,022 from the operational asset transfer column to the membership fee was moved by Gregg Atkins and seconded by Danis Kreimeier. The Motion passed unanimously.

Discussion was held on the NBCLS PERS account. A Motion to explore the cost of closing the NBCLS PERS accounts and setting up a NorthNet PERS account was moved by Danis Kreimeier and seconded by Gregg Atkins. The Motion passed unanimously.

**7. NLS PROPOSED FY 2010/2011 BUDGET**

NorthNet Library membership fees were discussed. Last year, NBCLS paid \$21,022, MVLS paid \$18,800 and NSCLS paid \$3,400. The NLS Steering Committee reviewed the three system's budgets and aggregated the number to determine the percentages for each system. The NBCLS percentage was 48.62%, MVLS was 43.48% and NSCLS was 7.9%. The NLS Steering Committee is proposing the same membership fee for 2010/11. They have requested that the 2010/11 budget be held flat and Ms. Milliron noted that the proposed NBCLS budget is set to accommodate that amount. NBCLS has set aside \$150,000 in reserves for its retiree funding liability but the 2010/11 budget would still require a transfer from reserves to cover the membership fee amount. Discussion ensued. A Motion to approve the NLS proposed budget for 2010/11 was moved by Danis Kreimeier and seconded by Gregg Atkins. The Motion passed unanimously.

**8. ADJOURN**

There being no further business, the meeting was adjourned at 10:29 a.m.

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Annette Milliron DeBacker  
Clerk of the Board  
March 4, 2010