

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**April 3, 2008**

**1. CONVENING:**

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Napa Branch of the Napa City-County Library in Napa, California with Chair Sandy Cooper presiding. The meeting convened at 10:11 a.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
	X	Belvedere-Tiburon Library	Deborah Mazzolini
X		Benicia Public Library	Diane Smikahl
X		Dixon Public Library	Gregg Atkins
X		Lake County Library	Kathleen Jansen
	X	Larkspur Public Library	Frances Gordon
	X	Marin County Free Library	Gail Haar
X		Mendocino County Library	Melanie Lightbody
X		Mill Valley Public Library	Anji Brenner
X		Napa City-County Library	Danis Kremerier
X		Napa Valley College Library	Bonnie Thoreen
	X	Petaluma High School Library	Nancy Sieck
X		St. Helena Public Library	Jennifer Baker
	X	San Anselmo Public Library	Sara Loyster
X		San Rafael Public Library	David Dodd
	X	SRJC – Plover Library	Will Baty
	X	Sausalito Public Library	Mary Richardson
	X	Solano Community College Library	Jay Field
X		Solano County Library	Ann Cousineau
X		Sonoma County Library	Sandy Cooper
	X	Sonoma Developmental Center	Vacant
	X	Travis Air Force Base – Mitchell Memorial Library	Vacant
X		Lake County Library	Susan Clayton
X		Solano Community College Library	Erin Duane
X		NBCLS/MVLS System Headquarters – Exec. Dir.	Annette Milliron
X		NBCLS/MVLS System Headquarters – Asst. Dir.	Patty Hector
X		NBCLS/MVLS System Headquarters – Secretary	Kelli Logasa

**2. INTRODUCTIONS:**

The Board introduced themselves to Erin Duane, a library representative from Solano Community College and to Susan Clayton, the new Assistant Library Director at Lake County Library and welcomed them to the Board meeting.

**3. PUBLIC INVITED TO ADDRESS BOARD:**

None.

**4. APPROVAL OF AGENDA:**

A Motion to approve the agenda was made by Gregg Atkins and seconded by Kathy Jansen. The Motion passed unanimously.

**5. APPROVAL OF 2/0708 MINUTES:**

A Motion to approve the February 7, 2008 minutes was made by Ann Cousineau and seconded by Gregg Atkins. The

Motion passed unanimously.

**6. APPROVAL OF CONSENT CALENDAR:**

No motion was needed. No action was necessary.

**7. CORRESPONDENCE:**

No correspondence.

**8. PRELIMINARY BUDGET 2008/09:**

Ann Cousineau reported that the budget sub-committee met on March 5<sup>th</sup> and reviewed the proposed 2008/09 budget. Part of their goal was to not use money from the reserves to balance the budget. Upon reviewing the budget, the committee honed in on the reference component and the three reference positions which focus on all aspects of reference. During the last Board meeting, it was approximated that NBCLC does 1,000 reference questions per year. That figure included questions from the PLS, MVLS, Black Gold and NSCLS reference contracts. NBCLS spends \$240,000 on the total reference component which equates to \$240 per question. NBCLS is projecting approximately \$5,500 in revenue from the reference contracts based on current activity. PLS and Black Gold use is significantly lower than projected. The Budget Committee recommends the Librarian I and Library Tech IV positions be eliminated and the employees in those positions be laid off. The savings for the two salaries and benefits would equal \$140,000. NBCLS will have a one-time cost of \$12,000 for medical benefits for the laid off staff. It was recommended that the Reference Coordinator position remain in the budget with the assumption that the position could handle 1,000 reference questions a year as well conduct the database negotiation that are required of that position. NBCLS will continue to use stringers to cover vacation/sick. Stringers are paid \$70/question and NBCLS charges \$90/question. Discussion ensued. The question breakdown is as follows: from July 1, 2007 to February 29, 2008, NBCLCS had 311 questions, MVLS sent 107, NSCLS sent 94, Black Gold sent 28 and PLS sent 94. NBC receives \$94,055 in reference money from the State. If NBC farmed out 500 reference questions to MCLS at \$90/question, it would only cost NBC \$45,000. Discussion ensued.

It was noted that approximately 20% of reference requests are for sheet music and that NBCLS might want to ask InfoPeople to hold a workshop to train member library staff on how to locate sheet music. It was suggested that NBCLS might contract with LAPL for this type of reference.

David Dodd asked why NBCLS maintained a \$500,000 cash reserve. Ms. Milliron explained that according to the NBC MOU, the system is required to pay for retirees' health insurance for life. As part of the FY 2007/08 audit, NBCLS will arrange to have an actuarial study done for to get a projected cost. Discussion ensued.

Ms. Milliron reported that since contracting with NBCLS for reference question handling, MVLS and NSCLS have redirected their reference money the following ways:

MVLS purchased a \$26,000 shared database, spent \$37,000 on staff training for their library staff by contracting with InfoPeople and allotted a minimum of \$1,000 to each public library to use individually for library staff training. Ms. Milliron reported that MVLS would be willing to partner with NBCLS on these workshops and try to select a middle ground location for both systems. Danis Kreimeier discussed using Graniquis (sp) as a workshop training tool. NSCLS purchased \$56,000 in electronic materials. Both systems are spending only CLSA funds on reference activities. No local funds are being added.

Ms. Kreimeier asked NBCLS was receiving less reference questions as a result of the training the systems are receiving through workshops, etc. Ms. Milliron reported that she felt this was the case and that the training has been going on for 1 ½ to 2 years.

It was noted that the budget really sparked the discussion on need to lay off system staff but that the Board does need to look long term at where NBC is going. NBCLS is overstaffed in reference and that by having a budget shortfall, the Board was forced to take action. This would have eventually happened anyway, but it was noted that if the State does change reference, it wouldn't put NBC in a worse position. Diane Smikahl noted that this was the Board's chance to do something and Bonnie Thoreen observed that some changes probably should have been made a while back. Kathy

Jansen reminded the Board that there is a human aspect to this and that real people are going to be laid off. The Board agreed that the reference component appeared top heavy in the overall equation. It was noted that with the reduction in reference staff, the question turnaround time may be affected. The Board stressed that any change to system reference should be invisible to the patron. Discussion ensued.

The duties of the two reference positions in the proposed layoff were discussed. The Librarian I is 50% SuperSearch manager and 50% reference and it was noted that that employee could be retained as a part-time employee if SuperSearch wasn't eliminated. If a new ILL product is purchased, a consultant/trainer will be needed to train library staff. A Network Administrator could offer training and support plus assistance with new projects. It was noted that one of the staff members in the proposed layoff does have the skills to do training. Discussion ensued.

The committee also reviewed the SuperSearch cost and recommends that the program be dropped. NBCLS and its members have been paying for SuperSearch for years and no new product has been delivered. Ms. Milliron noted that there is already \$41,000 in the equipment reserves for a new ILL product and another \$20,000 will also be placed in it this year. Discussion was held on the implications for local library staff if SuperSearch is dropped.

The sub-committee also recommended that NBCLS look for a new headquarters space. The current location is 1400 sq. ft. and Ms. Milliron was directed to look for office space of at least 2000 sq. ft. She reported that the current price for office space is \$1.66/sq. ft. and that is full service. It was noted that more space in the current location will become available with the two reference positions being eliminated.

Ms. Cousineau also noted that as the merge with MVLS approaches, the Board should review its role of system headquarters. The Board agreed that they should review what other system headquarters offer to their libraries with the thought that MVLS will be merging next fiscal year and NSCLS might merge as well. Patty Hector suggested to the sub-committee that the small rural libraries might like to contract for IT services. Consultant services for members, strategic, space planning, etc., would also be another area of interest. A training facilitator was also suggested. Ms. Milliron reported that she had made preliminary arrangements with Jeanne Goodrich to conduct a desk audit of system headquarters. Sandy Cooper reported Ms. Goodrich is also working with Sonoma County Library and that she has talked with Ms. Goodrich about determining what her internal staff are really doing; what type of reference questions they are answering as opposed to what is being reported. Discussion ensued.

Ms. Milliron passed out a new budget that was based on the sub-committee's proposed changes. The Board discussed the Budget Sub-committee's recommendations.

1<sup>st</sup> recommendation - SuperSearch It was noted that the libraries do get some benefit from it. The resource sharing convocation is being held on April 17<sup>th</sup> and the Board can put off making any decision regarding SuperSearch until after the convocation. SuperSearch costs were discussed. Solano, Sonoma, Napa and Marin are the biggest contributors to the SuperSearch fees. Solano and Sonoma Counties pay \$50,000 while Marin County and Napa City County pay \$15,000. That money could go towards the purchase of a new ILL product. Ms. Jansen reported that Lake County would be willing to continue to pay toward the reserve for a new product but it would need to be introduced sooner rather than later. Ms. Milliron noted that \$89,000 of SuperSearch money was placed in the equipment reserve line item in the budget.

2<sup>nd</sup> recommendation – space for NBCLS headquarters Ms. Milliron reported that the lease is up in December 2008 and that since NBCLS has been in the current location for 13 years, she might ask if the lease could be changed to year to year. One thing to think about as NBC merges with other systems, is the headquarters location. It was noted that as things become more virtual, it really doesn't matter where the system headquarters is located. Ms. Milliron spoke with a realtor regarding a similar amount of office space for maybe \$1.50/sq ft., full service and they stated that there wasn't a lot available right now. The realtor suggested that NBCLS might be able sub-let office space. It was suggested that the office could move closer to a freeway exit and should have a meeting space. If the two reference positions are laid off, that office could be used for a meeting room and/or additional office space. There is no savings to be had moving system headquarters or remaining in the current location.

3<sup>rd</sup> recommendation – desk audit with Jeanne Goodrich Ms. Goodrich will perform the desk audit for \$2,500, which will include her travel expenses. She will review the five system positions and will review the three reference positions first. This will give the new Account Clerk and the Administrative Assistant time to perform their new job duties before auditing their new jobs. It was noted that the new Account Clerk also has records management experience. It was asked

if NBCLS needs more knowledgeable business staff with a robust financial capability if we merge with two other systems. Discussion ensued. The Board agreed with the Budget Sub-committee's recommendation to have Annette Milliron move forward to hire Jeanne Goodrich to perform the job audit.

It was noted that the System is in a time of transition and the Board needs to work with new partners to change assumptions of what the System should do and where we want to move it.

A Motion to adopt the proposed budget was moved by Bonnie Thoreen and seconded by Kathy Jansen. The Motion passed unanimously.

In summation, NBCLS will proceed with the lay off of the Librarian I and Library Tech IV positions, will revisit SuperSearch after the resource sharing convocation in April, and will place the moving of system headquarters on hold.

Bonnie Thoreen thanked the Budget sub-committee and stated that they made the Board's job easier in making decisions as the sub-committee did all of the hard work.

#### **9. JOINT STEERING COMMITTEE MEETING:**

Ms. Milliron reported that NBCLS is paying for an attorney and that at their last Council meeting, MVLS voted to merge with NBCLS and contribute up to \$25,000 to hire a consultant to help move the process along. MVLS recommended we contract with Liz Gibson to help write a strategic plan but she's not available. The State Library informed NBCLS that we have until July to get this process in place as the State Board is meeting in August. Ms. Milliron has contacted the attorney, sent all JPA materials and communicated what the Systems would like to accomplish. The initial response from the attorney is that NBCLS should stay a JPA and then libraries could join via contract. After much discussion, the NSCLS Council voted to contribute up to \$15,000. NSCLS may need one more year before they are ready to merge. It was noted that for them to merge, more concrete concepts might need to be presented to them before they commit.

In August, the State Board will need a letter with a resolution from each of the governing councils stating their wish to merge effective July 1, 2009. Ms. Milliron will check with Tom Anderson to find out if the resolution should come from each Council or from each library's governing board. She noted that Tom Anderson said there might be some State money available to help with attorney and consultant fees for the merger.

It was noted that the system needs to hire a "nuts and bolts" type of consultant that is knowledgeable of each system's various issues. It was recommended that Ms. Milliron speak with Jeanne Goodrich as she is detail oriented, can think strategically, knows California library systems and has worked with various NBC directors. She also has worked for PLS. Ms. Milliron will check with Ms. Goodrich to see if she is available. She will also check with the State Library to see if they know of anyone that they could recommend. Colleen Foster, the former director of Stockton-San Joaquin County was also noted as a possibility.

Ms. Milliron stated that the systems are making progress and that money has been allocated. The next joint steering committee meeting will be held in Redding on May 16<sup>th</sup>. A block of rooms has been reserved at the Oxford Suites in Redding. The State will reimburse participants for mileage, meals and room.

#### **10. RESOURCE SHARING CONVOCATION:**

Ms. Milliron reported that Triple I will attend the convocation but that TLC/CARL is vacillating because they don't really have a product to demonstrate and wouldn't be able to say when they could deliver it. OCLC, Sirsi and Autographics have each donated \$500 to help underwrite the workshop expenses. Open Source vendors were not invited to the convocation as Ms. Milliron felt the group would like to view products that are well established and working. Discussion ensued.

#### **11. BOARD MEMBER ITEMS:**

Bonnie Thoreen reported that Napa Valley College is experiencing budget problems. She noted that it won't affect this year, but will definitely affect next year. The library is expecting the bid for their new library building to come in May

8<sup>th</sup> and they are in the process of purchasing chairs.

Diane Smikahl reported that Benicia Public Library will experience a 1% budget cut for this year. The City of Benicia has asked all of its departments to limit their spending so she is being conservative. New structural defects have been found in the new library building but Ms. Smikahl has not received a full report as of yet. She reminded the Board that CLA Legislative Day in Sacramento is April 16<sup>th</sup> and that information including position papers can be found on CLA's website.

Erin Duane reported that Solano Community College will be hiring adjunct librarians next semester to teach a library research class. They will also be looking for additional librarian instructors.

Jennifer Baker reported that she successfully negotiated a new salary structure for part-time librarians at St. Helena Public Library. The library is still in negotiations with the architect. Ms. Baker reported that she will be attending a workshop for Evergreen in Texas the week of resource convocation and that she might have something to report on when she returns.

Mel Lightbody reported that Mendocino County Library needs to cut \$300,000 from their budget next year. She noted that her library ranked 167 out of 181 libraries for having the lowest staffing levels.

Gregg Atkins reported that Dixon Public Library is actually looking at a slight budget increase for next year. He noted that his main concern right now is the Dixon School District, which is in poor financial shape. They are having to close schools and lay off school librarians staff. Dixon Public Library is assisting with the training of parent volunteers so they can help in the school libraries.

Ann Cousineau reported that the City of Vallejo is also experiencing financial problems and their \$400,000 contribution to the Solano County Library will be cut. This will most definitely affect their library hours and services at the JFK Branch. She stated that Solano County is opening their first public school library June 25<sup>th</sup> in Suisun. Solano County Library is done with building for a while. It was mentioned that some construction bids are coming in much lower than originally projected.

Patty Hector reported that she attended the PLA conference.

Anji Brenner reported that Mill Valley has a "status quo budget" but was told not to ask for much. She is concerned about the following year. The library is currently spending their refinanced bond money and are reviewing plans with the architects and discussing colors, etc. Ms. Brenner informed the Board that she attended an orientation on the Brown Act and that under the Brown Act, you are unable to change an agenda within 72 hours of posting unless it's an emergency that needs to be acted on before the next Board meeting. Discussion ensued.

David Dodd reported that all of the departments for the City of San Rafael were asked to prepare a budget with a 5% cut scenario. The San Rafael Public Library is at the tail end of their retrofit so the library has been painted, new windows and a HVAC system were installed. The HVAC system is still not working correctly. Mr. Dodd reported that MariNET is in talks with a potential new partner; the Dominican College, who is contemplating joining as a contract partner.

Sandy Cooper reported that she fortunately is not having to deal with the mandated cuts from the County of Sonoma since the library is a JPA. She noted that the County doesn't know how to project property tax so the library budget currently only has a COLA in it. The library does have reserves so they are moving ahead with purchasing the self-check equipment for their branches, which in turn has spurred a mass weeding project. The library still plans on upgrading their branches as well and are starting to conduct design standards.

Kathy Jansen reported that her deputy director started two weeks ago and she has already noticed a difference. The Lake County Library had the TBR cuts in their budget this year and next year, so the library's budget shouldn't be too bad. Ms. Jansen reported that two of the branches in Lakeport have wireless internet.

## **12. ANNOUNCEMENTS:**

None.

**13. NEXT MEETING:**

The next meeting will be held on May 1, 2008 at the Napa Valley College Library in St. Helena. Bonnie Thoreen will also be making lunch reservation with the Napa Valley College Restaurant. Ms. Milliron reminded the Board that they had decided at their last meeting not to hold the SAB and Trustees luncheon this year. The June 5, 2008 meeting will be held at the Petaluma Branch of the Sonoma County Library

**14. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 12:15 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
April 3, 2008