

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
June 2, 2005

CONVENING: The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Fairfield Branch of the Solano County Library, in Fairfield, California with Chair Larry Hlavsa presiding. The meeting convened at 10:40 a.m.

ROLL CALL: Larry Hlavsa, St. Helena Public Library
Gregg Atkins, Dixon Public Library
Janet McCoy, Napa City-County Library
Bonnie Thoreen, Napa Valley College Library
Angela Brunton, Sonoma Developmental Center
Ann Cousineau, Solano County Library
David Dodd, San Rafael Public Library
Mary Richardson, Sausalito Public Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Catherine Blumberg, Mill Valley Public Library
Carol Starr, Marin County Free Library
Sara Loyster, San Anselmo Public Library

ABSENT: Tom Trice, Sonoma County Library
Daveta Cooper, Benicia Public Library
Monique le Conge, Richmond Public Library
Susan Gilroy, Mitchell Memorial Library, Travis AFB
Jay Field, Solano Community College
Kathy Jansen, Lake County Library
Will Baty, Plover Library, Santa Rosa Jr. College
Frances Gordon, Larkspur Public Library
Nancy Sieck, Petaluma High School Library

ALSO PRESENT: Annette Milliron DeBacker, North Bay Cooperative Library System
Jim Rosaschi, Sonoma County Public Library
Donna Corbeil, Solano County Library
Anji Brenner, Mill Valley Public Library
Jeff Davis, SBC Presenter
Jackie Siminitius, SBC Library Advocate

2. INTRODUCTIONS: The Board introduced themselves to Jeff Davis, SBC representative, Jackie Siminitius, SBC Library Advocate, Donna Corbeil from Solano County, and Anji Brenner, who will soon be the Acting Director at Mill Valley Library.

3. PUBLIC INVITED TO ADDRESS BOARD: No public was in attendance.

4. APPROVAL OF AGENDA: Ms. Milliron noted that the PLS Reference Contract should be added to the agenda under Item #12. A Motion to approve the agenda as amended was made by Bonnie Thoreen and seconded by Carol Starr. The Motion passed unanimously.

5. APPROVAL OF A Motion to approve the Minutes of 03/03/05 as presented was made by Gregg Atkins and

03/03/05 MINUTES: seconded by Bonnie Thoreen. The Motion passed unanimously.

**6. APPROVAL OF
CONSENT
CALENDAR:**

Ms. Milliron noted that there was a revision to the FY 2004/05 budget that was included in the Board Packet. She stated that at year end, the State tends to move LSTA grant monies around which resulted in an adjustment to the NBC FY 2004/05 budget. Ms. Milliron passed out the revised budget. A Motion to approve the Consent Calendar as presented with the addition of the revised FY 2004/05 Budget was made by Ann Cousineau and seconded by Carol Starr. The Motion passed unanimously.

7. CORRESPONDENCE: Ms. Milliron-DeBacker passed around the correspondence. A guide to the CA library training clearinghouse from Infopeople and brochures, the quarterly report from the Treasurer; NBC is earning 2.4% after fees and a letter from OCLC about World Cat.

**8. E-RATE
DISCUSSION:**

Ms. Milliron briefly summarized the discussion about E-rate and California Teleconnect Fund from the March Board meeting. The result of that discussion was to invite Jim Rosaschi, head of technical services at Sonoma County Library, and representatives from SBC to the June Board meeting to continue the discussion.

Jim Rosaschi informed the Board that he has worked for Sonoma County Library (SCL) since 1982. He has worked with both Jeff Davis and Jackie Siminitius on E-rate. He noted that Jackie Siminitius is an active advocate for schools and libraries in California and is a great resource to use. He reported that the SCL has been receiving E-Rate discounts for the past 8 years. There are three types of E-Rate money; Internet service, internal connections (equipment), phone service. Libraries are required to filter content in order to receive the Internet Service and Internal Connections discounts. Phone lines and tariff service do not require filtering. Mr. Rosaschi noted that SCL had decided many years ago not to filter their internet service and chose to forgo the E-Rate discount. Therefore, SCL only receives a discount for tariff services; the phone lines and the network circuits/service to the branches. Mr. Rosaschi reported that SCL receives \$30,000/year for 120 various items on their phone bill. He noted that he can go online and download the SCL phone bill into a spreadsheet and review the discounts on each line item. The cost to SCL is approximately 60 hours of staff time annually out of the \$30,000 received from the E-Rate program. Form 470 needs to be completed to begin the E-Rate discount process. This form, which takes about 4 hours to complete, will get you in the queue for the program; essentially it "holds" your place in line. Form 471 is the next form to complete; for a library system the size of SCL, it will require about 30 hours to complete as you will need to list all circuits and lines in the system, as well as list what discount the library anticipates. SBC will provide the library with a grid that lists all of the library's circuits, along with the monthly costs and how much the library anticipates paying. This grid is acceptable for the libraries to submit as their estimated costs for certification. The final process is the Form 486, which is when all numbers are certified together and seals your discount rate. Mr. Rosaschi stressed that libraries should never budget with E-Rate in mind. In order for libraries to be eligible, they are required to identify the poverty level of every school in every district in the County and then identify the school that is closest to their library branch. He noted that start-up of this program can entail about 60 hours of staff time; but does not believe it cost SCL \$30,000 to get E-Rate started. He further noted the library has experienced a net gain through this program each year it has participated. He noted that Mary Lasika is the SBC E-rate Specialist that can assist anyone with questions.

Jackie Siminitius, SBC Library Advocate, reported that her research shows that the rural parts of the State is not taking advantage of the E-Rate program. She spoke with Susan Hildreth about the growing gap between rural and urban networks and discussed that she would like to focus on a rural high speed network as a goal for a few years down the road. Ms. Siminitius understands the filtering issue and emphasized that there are three buckets of money available through the program. The easiest one to apply for is telecommunications, which the libraries,

as opposed to the schools, are more likely to apply for due to the simplicity. Also, a technology plan isn't required for the telecommunications application, although a plan is highly recommended. Ms. Siminitius informed the Board that SBC representatives cannot assist companies with writing their plan, but consultants are available and valuable in the E-Rate application process. The consultants can perform some of the legwork of determining the location of the library's line and completing some of the forms. She noted that training is available on the E-Rate process with Mary Lasika, the SBC E-Rate Specialist. She noted that the libraries need to also think about a regional plan to help pull all of the little networks together. Ms. Siminitius suggested that starting a network first with the NBCLS area could possibly expand to the North State area. The new rules for the California Teleconnect fund requires an E-Rate application or knowledge of what the E-Rate discount would be in order to receive any CA Teleconnect money. She noted since NBC is rural, there is another grant available; the Department of Agriculture Rural Utility Service. This grant would provide an opportunity to acquire equipment. Grants are also available through the Department of Agriculture for distance learning and telemedicine in rural parts of America. Ms. Siminitius noted there is also LSTA money as a rural grant. She recommended putting something in the RLI grant in a couple of years; maybe include rural health service organizations and formulate a plan on how to tie them to rural libraries.

Jeff Davis discussed his position and stressed that he considers himself an advocate for libraries as well. He highly recommended that the libraries think about consultants for completing the E-Rate paperwork. He noted that part of the process contains specific timelines and deadlines for submitting E-Rate paperwork; very similar to IRS rules. Ms. Siminitius noted that the Form 470 should be submitted by September in order to be safe.

Jim Rosaschi informed the Board that he is willing to work on this project. He suggested NBC bring in a consultant for writing the technology plan. The technology plan must be certified by the State Library. It was noted that a parent agency may not be eligible. A consultant will help identify how to make the application work. Mr. Rosaschi will supply a copy of the Sonoma County E-Rate application to Ms. Milliron as an example to be distributed.

Ms. Siminitius will ask Mary Lasika if video conferencing is covered by CIPA. Mr. Davis noted that the California Teleconnect Fund (CTF), also called DAS (Discounted Advance Service), provides a 50% discount right at the start. Discussion ensued.

Carol Starr noted that MARINet discounts go to the local libraries not the Marinnet System. High speed networks and filters were discussed. It was asked if the E-Rate is 0, will a library still receive CTF money. Ms. Siminitius noted that the library should receive CTF at 50%. She will put out a call for consultants on the CLA list and with Califa. She will send names of known consultants to Ms. Milliron. The E-Rate 101 training is available via webcast. Ms. Siminitius is currently studying best practices for E-Rate. It was noted that two regions have a piece of the E-Rate application and that SJVLS has a good example of the regional application and practice. Ms. Siminitius will check to see if a library does nothing, will they lose CTF. Janet McCoy asked for more information about Freedom link wireless networking. It was noted that in the third category, a consortia can get a different discount qualification from Schools and Library Corporations. It was noted that the CTF is a one-time process. Once you get a circuit on the CTF program, it's there as opposed to the E-Rate process which is annual.

Carol Starr recommended that the Board schedule a tutorial and hold a discussion in early July. Everyone will be encouraged to attend the tutorial and continue the E-Rate discussion.

The meeting convened to break at 11:20 a.m.

During the break Ann Cousineau offered an update on the Library Bond campaign. The bonds are scheduled for the ballot in June 2006. She noted that bond campaign help is

needed. If you are interested in helping the campaign, please contact Ms. Cousineau at home with questions at acousineau@sbc.com. She reported that everyone that has been funded or is planning to ask for building funds is on the finance committee.

The meeting reconvened at 11:35 a.m.

9. ADMINISTRATOR REPORT:

A. LSTA PROJECTS UPDATE:

Ms. Milliron reported that there will be some funding for the Small Business in a Box, which NBC will continue to manage for the extension of the databases. Susan Hildreth has the figures; she just needs to decide what length of time she wants to continue funding the databases. Then a grant will be written and NBC will be the fiscal agent.

Reach Out and Read has been extended for another year and NBC will continue to be the fiscal agent for this grant.

Ms. Milliron reported that the State sponsored Summer Reading Program is not going to be given solely to one system. The California Library Association is going to be the fiscal agent for that grant, which is \$50,000.

B. NSCLS UPDATE:

Ms. Milliron reported that North State has extended the NBC contract for one more year. She noted that there is a \$7,000 increase in the renewal due to the amount of time she's needed to spend at North State over the last year. She informed that Board that she anticipates this to be a long term relationship.

Ms. Milliron reported that Susan Hildreth will call a spring meeting to discuss the CLSA System and how to make it more effective and efficient without new funds. Ms. Milliron anticipates that some regulations may be changed as a result of this meeting. Discussion ensued.

Ms. Milliron reported that at the Steering Committee meeting earlier that morning, the Committee discussed the NBC Board and the North State Council coming together to hold a joint session to talk about moving forward together. Discussion was held on whether to meet with the North State Council in the fall, prior to the State Spring summit meeting on systems, in order to discuss what the two systems would like to see as an outcome of that meeting. Or, wait until after the spring meeting and then get together with the Council and discuss what they should be doing. Ms. Cousineau suggested that the NBC Board be proactive and meet with the North State Council prior to the spring meeting. Any ideas that arise from that joint meeting can then be brought to the spring summit meeting on systems. Discussion ensued. It was decided the NBC Board will meet with the North State Council in October. The October meeting will be held somewhere along Hwy 5, possibly in Red Bluff or Redding. Ms. Milliron will check in those two areas for a meeting room. It was suggested that Joan Frye Williams could facilitate the meeting. A two member planning committee, consisting of Bonnie Thoreen and Gregg Atkins will be formed.

C. REFERENCE PROGRAM REPORT:

Ms. Milliron referred the Board to the Reference Program Report that was included in the Board packet. She reported that Mr. Cochrane is seeking two candidates to attend the Guadalajara Book Fair this year. She asked the Council to direct any interested parties to Mr. Cochrane. The trip is Thanksgiving weekend, but the application process is started in July.

D. SUPERSEARCH PROGRAM REPORT:

Ms. Milliron referred the Board to the SuperSearch Program Report that was included in the Board packet. She reported that NBC was still waiting for URSA 4.0 to be released. NBC will be the first customer to demo the software. She noted that she is appreciative that the company is holding off on releasing the product until the bugs are worked out. Discussion ensued.

Ms. Milliron handed out a revised copy of the 2004/05 Delivery Report. She noted that there was an error on the Delivery Report included in the Board packet.

Ms. Milliron reported that due to financial problems, Black Gold is not going to continue their support contract with Dynix and have asked NBC to visit their location and hold a training on URSA "tricks of the trade". Black Gold will pay for the expenses for Ms. Milliron and Ann Amman to come and work with their staff for a two-day training.

**10. ADJOURN TO
CLOSED SESSION:**

A Motion to enter the closed session was made by Bonnie Thoreen and seconded by Carol Starr. The Motion passed unanimously.

**11. RECONVENE TO
OPEN SESSION:**

Motion to reconvene to open session was made by Carol Starr and seconded by Bonnie Thoreen. The Motion passed unanimously. It was noted that there was nothing to report from the closed session.

**12. NSCLS MGMT
& BGCLS
REFERENCE
CONTRACTS:**

The North State contract renewal was discussed earlier in the meeting. Ms. Milliron reported that the Black Gold System is going to continue their reference contract with NBC. Their contract guarantees a minimum of \$7,500 annually. She noted that they actually spend about \$20,000 annually because they purchase their questions at \$75 per question. The contract guarantees a minimum of 100 questions and then Black Gold is billed quarterly for whatever is beyond that 100.

Ms. Milliron reported that North Bay is looking at taking over the handling of PLS' reference questions. She explained that PLS has experienced a lot of change in their reference staff and are now reviewing their reference program for possible changes such as focusing on training. PLS contacted Ms. Milliron and agreed to purchase 500 questions over a 6-month period or longer, which would mean another contract for NBC worth \$37,500. Ms. Milliron and Mr. Cochrane are currently discussing how to approach the increased workload. She noted that a part-time person may need to be hired to alleviate Ann Amman's daily duties and routines, such as URSA maintenance and staff hand-holding issues. Ms. Amman can be kept in the background for her expertise and more of her hours will be added toward the reference budget. Ms. Milliron noted that, as discussed at past Board meetings, once NBC is on the new URSA system, she would like move a portion of Ms. Amman's position to a lower level one such as a Library Associate level. Discussion ensued. Ms. Milliron anticipates that she will receive the PLS paper contract in the mail today.

A Motion to approve the NSCLS and BGCLS contracts and authorize Ms. Milliron to negotiate and execute a contract for PLS was made by Ann Cousineau and seconded by Angie Brunton. The Motion was approved unanimously.

**13. PLAN OF
FY SERVICE 2005/06:**

Ms. Milliron reported there were no big changes to the FY 2005/06 Plan of Service. A Motion to approve the FY 2005/06 Plan of Service was made by Angie Brunton and seconded by Bonnie Thoreen. The Motion was approved unanimously.

**14. DUES STRUCTURE
FOR FY 2005/06:**

Ms. Milliron reported that she was unable to meet with the sub-committee, Jay Field, Bonnie Thoreen, Gregg Atkins, Larry Hlavsa and Carol Starr, due to some issues at North State. She did send some information to the sub-committee and scheduled a conference call for Wednesday. She asked the Board to review the information she had to date and possibly have the sub-committee meet further to review the data. The dues structure for colleges was discussed. Ms. Milliron pointed out, for example, that Mountain Valley Library System uses the number of students to determine what they charge their non-public libraries; NBC

currently uses budget size. Discussion ensued. A Motion to approve the dues increase as presented was made by Ann Cousineau and seconded by Debbie Mazzolini. The Motion passed unanimously.

Ms. Milliron reported that Monique le Conge informed her that Richmond Public Library is moving back to BALIS as the library's main membership. The change won't take place until July 1, 2006 as the library will need to go through the State to change her membership listing. Ms. le Conge stated that is was not because of bad service from NBC but because of morale. Ms. le Conge would like to remain as a member of SuperSearch, which NBC currently doesn't have as an option, so Ms. Milliron noted the Board will need to look at a fee structure for this service as well as review affiliate dues structure.

**15. BUDGET FY
2005/06:**

Ms. Milliron referred the Board members to the budget that was included in their Board packet. She noted that the money from the North State was in the budget, but the amount needs to be increased. The money from the PLS contract will also need to be added as well. Ms. Milliron noted that the budget must be into the County by June 30th. She asked the Board to allow her to make technical adjustments when approving the budget so she can make the two changes she mentioned. A Motion to approve the FY 2005/06 budget, with authorization for Ms. Milliron to make technical adjustments, was made by Angie Brunton and seconded by Bonnie Thoreen. The Motion was approved unanimously.

**16. CHAIR/VICE-
FOR FY CHAIR
2005/06:**

Mr. Hlavsya reported that a new Chair needs to be elected for the 2005/06 year and that Carol Starr has volunteered for that position. Ms. Starr reported that her Board of Supervisors had asked her to get more involved in the community in various different ways; one of which was for her to apply for a non-profit year long leadership position that meets the 1st Thursday of every month. She has not been told if she's been accepted into that position as of yet. Ms. Starr stated that she is willing to accept the Chair position but asked if the Board meeting dates could be changed to the second Thursday of the month. Discussion ensued. Precedent dictates that the NBC Chair find their Vice-Chair, so Ms. Starr asked if there were any volunteers. Gregg Atkins will check his commitments for the year and let Ms. Starr know if he can serve. Discussion ensued. A Motion to elect Carol Starr as Chair for 2005/06 was made by Bonnie Thoreen and seconded by Sara Loyster. The Motion passed unanimously.

**17. MEETING
SCHEDULE FOR
FY 2005/06:**

The Board decided on the following 2005/06 meeting schedule: September 8, 2005 at the Petaluma Branch of the Sonoma County Library, November 10, 2005 at the Napa Valley College Campus in St. Helena, February 9, 2006 at Belvedere –Tiburon Public Library and May 11, 2006 at the Fairfield Branch of the Solano County Library.

**18. BOARD MEMBER
ITEMS:**

Carol Starr reported that Marin County Library stopped being a Federal Depository as of April 30th and are in the process of throwing away the items they no longer need. She further reported that Patricia Harper was hired as the Administrative Librarian and will start August 19th.

Cathy Blumberg reported that she is retiring and that this is her last NBC Board meeting. She will be on vacation over the summer, so Anji Brenner will be the Acting Library Director.

Ann Cousineau reported that Solano County Library currently has an issue with internet filtering at the library. The Board of Supervisors want the filtering; patrons don't. She noted that this issue has been in the news.

Angie Brunton reported that she has been with the State for 33 years and she only has 2 more years to go. She noted that Larry Hlavsya had done a fantastic job as Board Chair and the Board agreed.

ANNOUNCEMENTS: No announcements.

NEXT MEETING: Next meeting scheduled for September 8, 2005 at the Petaluma Branch of the Sonoma County Library.

ADJOURNMENT: There being no further business, a motion to adjourn at 1:03 pm was made by Cathy Blumberg and seconded by Angie Brunton. The Motion carried unanimously.

Larry Hlavsa
President of the Board
June 2, 2005

Annette Milliron DeBacker
Clerk of the Board
June 2, 2005