

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**June 3, 2004**

- CONVENING:** The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Solano County Library, Fairfield Civic Center Branch, in Fairfield, California with Chair Erika DeMille presiding. The meeting convened at 10:35 a.m.
- ROLL CALL:** Gregg Atkins, Dixon Public Library  
Erika DeMille, Mendocino County Library  
Catherine Blumberg, Mill Valley Public Library  
Carol Starr, Marin County Free Library  
Ann Cousineau, Solano County Library  
Sara Loyster, San Anselmo Public Library  
Angela Brunton, Sonoma Developmental Center  
Elizabeth Tsai, Solano Community College  
Lynnea Kleinschmidt, Richmond Public Library  
Larry Hlavsa, St. Helena Public Library  
Janet McCoy, Napa City-County Library
- ABSENT:** Susan Gilroy, Mitchell Memorial Library, Travis AFB  
Vaughn Stratford, San Rafael Public Library  
Tom Trice, Sonoma County Public Library  
Monique le Conge, Benicia Public Library  
Mary Richardson, Sausalito Public Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Micca Gray, Plover Library, Santa Rosa Jr. College  
Kathy Jansen, Lake County Library  
Bonnie Thoreen, Napa Valley College Library  
Nancy Sieck, Petaluma High School Library  
Frances Gordon, Larkspur Public Library
- ALSO PRESENT:** Annette Milliron DeBacker, North Bay Cooperative Library System
- INTRODUCTIONS:** The Board introduced themselves to Lynne Kleinschmidt, the representative from Richmond Public Library.
- PUBLIC INVITED TO ADDRESS BOARD:** No public was in attendance.
- APPROVAL OF AGENDA:** Approval of the Agenda was moved by Angie Brunton, seconded by Ann Cousineau. Approval was unanimous.
- APPROVAL OF MINUTES OF 11/06/03:** A Motion to approve the Minutes of 03/04/04 as presented was made by Ann Cousineau, and seconded by Angie Brunton. The Motion passed unanimously.
- APPROVAL OF CONSENT CALENDAR:** The Consent Calendar containing the April 30, 2004 financial statements and a revised FY 2003/04 Budget was moved for approval by Ann Cousineau and seconded by Gregg Atkins. The Motion carried unanimously.

CORRESPONDENCE: No correspondence.

PLAN OF SERVICE: Carol Starr offered a correction in the reference service section to change online reference programs from "24/7 and Q and A Café" to "Ask Now". She further suggested a revision of the SAB activities to simplify the responsibilities of the SAB with the hope of recruiting more volunteers. It was noted that funding is not available to support much activity. A Motion to approve the Plan of Service as revised was made by Cathy Blumberg and seconded by Angie Brunton. The Motion carried unanimously.

The local contributions of FY 2002/2003 were discussed. Annette Milliron DeBacker explained that in 1988, LSTA monies were used to fund the administration of the systems; then that money was taken away and the systems were allowed to take 25% out of each program; for example, reference money, communication delivery, etc. to fund administration. For NBCLS, that amounts to \$45,000 a year.

NORTH STATE CLS  
MANAGEMENT  
PROPOSAL

Annette Milliron DeBacker reported that the North State Library System Administrator is retiring. She noted that this was the second administrator to retire in the last four years. North State has been recruiting for someone to take that position and they are offering \$80,000 for a one-year contract for someone to manage the system. Annette explained that in the 90's, BALIS lost their system director through a resignation and were seeking management services. At that time, NBCLS put together a management proposal; PLS ultimately won the contract. Annette has talked with North State recently regarding a potential management contract for administrative services. She pulled some of the language from the BALIS proposal to use in the North State proposal. She laid out the goals and some of the services NBCLS would provide without listing a price, just to see if the proposal would look interesting to their counsel; and their counsel is interested and would now like to talk about more detail and price. The pricing structure and clerical needs were discussed. It was noted that NBCLS would not do the reference function for North State; Joe Cochrane would just handle the database negotiations. Annette reported that the question handling can be reassigned to stringers that are already in the NBCLS budget. North State's service area was discussed. It was noted that most of their meetings are held in Redding, Red Bluff or Chico. The incoming chair is from Eureka, so some meetings may be held there as well. A contract could be issued to Joe for extra hours rather than give extra pay for current hours. Larry Hlavsa noted that he saw more disadvantages than advantages. He noted that it appeared Annette would be out of the office for approximately 700 hours; Annette noted that approximately 200 hours would be more realistic. Carol Starr spoke of the advantages of NBCLS pursuing this contract. Ann Cousineau recommended that NBCLS contract with NSCLS, and then develop a compensation package for Joe and Annette. Sara Loyster asked if Joe could be sent to the NSCLS meetings. It was noted that this would be good for the Reference Committee. Ann Cousineau moved to direct Annette to continue exploring management contract with North State at \$60,000 for one year. Seconded by Carol Starr. Motion passed unanimously.

Ann Cousineau stated that \$60,000 may not be enough for the pilot project. Gregg Atkins noted that both systems need to have evaluation tools.

BUDGET 2004/2005: Motion to adopt the 2004/2005 budget was made by Angie Brunton and seconded by Sara Loyster. Motion passed unanimously.

The discontinuation of Pacific Union College's contract was discussed. The Marin County Office of Education contract was also discussed.

ELECTION OFFICERS  
FOR FY 2004/2005:

Erika DeMille noted that she was the current Board Chair and that Larry Hlavsa is the oncoming chair. Larry reported that he will be soliciting for Steering Committee volunteers in June as well as soliciting for a chair-elect who will then be elected at the September meeting. Motion to elect Larry

Hlavsa as Board Chair for 2004/2005 made by Ann Cousineau. Seconded by Cathy Blumberg. Motion passed unanimously.

MEETING SCHEDULE FOR FY 2004/05: The meeting schedule for FY 2004/2005 was discussed. The tentative schedule is as follows:  
September 2, 2004: Napa Valley College, Upper Valley Campus to include a luncheon with the System Advisory Board and a Speaker. It was suggested that the new State librarian be the SAB speaker. November 4, 2004: Benicia Public Library. March 3, 2005: Sonoma County Library, Rohnert Park Branch. June 2, 2005: Solano County Library, Fairfield Civic Center Branch.

A motion to accept the dates as listed was made by Angie Brunton and seconded by Gregg Atkins. The motion was unanimous. Annette Milliron DeBacker will confirm the dates and locations with the libraries noted.

ADMINISTRATOR REPORT: Annette asked if there were any questions regarding the Reference Coordinator's Report and noted that the SuperSearch report was available as well. She referred the Board to the fourth quarter delivery stats report and noted that delivery went up 9%. She asked the Board to review the report and let her know if there appeared to be any discrepancies.

Annette highly recommended the OCLC publication *Pattern Recognition* as informative research on the role of libraries in the future.

Ann Cousineau requested a one page sheet on the element K training programs.

BOARD MEMBER ITEMS: Janet McCoy reported that the Napa City-County library is using a movie licensing company. She further reported that the main library is being remodeled and that the American Canyon branch suffered a broken pipe in the ceiling. Luckily, there was only structural damage; no computers or materials were harmed.

Larry Hlavsa reported that Envisionware is in use with SNAP. He noted that printing has dropped significantly now that there is a charge.

Gregg Atkins noted that the Dixon Public Library is using Envisionware and PC Management. He noted that the library is looking for property; the piece they had been looking at was bought. The buyer is hoping to build a five-story building and is contemplating housing the library on the first floor. The building would be located in the new civic center area. The library would be paid for with a facilities impact fee, which would raise an estimated \$5 million.

Erika DeMille reported that Mendocino had CALTAC training. Local issues were addressed and the job descriptions will be rewritten for the Board. Point Arena Friends of the Library bought a building and hope to open in September. The library will supply Dynix, staff and books. Friends also purchased more computers and books and have given them to the County. Fort Bragg Friends raised \$350,000 to renovate their building.

Cathy Blumberg reported that Mill Valley's budget won't be out until June 22.

Carol Starr reported that Debra Doyle did the CALTAC training in March for all Marin County Libraries. Joan Frye Williams facilitated. She noted that the library is hoping for a sales tax measure to help the library. She further reported that this Saturday, June 5, the newly relocated South Novato Branch will open at a renovated airplane hangar at Hamilton Field.

Ann Cousineau stated that she would give a tour of the Fairfield Civic Center Branch, which opened this past November. She reported that the Vacaville Town Square building will be finished this month and will open in August.

Sara Loyster reported that San Anselmo had a \$1 million shortfall this year and are looking at increasing a municipal services tax.

Elizabeth Tsai noted there still was no supervisor for the Solano County Community College Library. The Associate Vice President of Technology and Learning Resources position has been reclassified to a vice president position and will report directly to the President as a management position. The library hopes to hire someone this summer and have them in place by September. They are looking for a candidate who is knowledgeable in high-tech, college libraries and management, as the position will manage 12 people.

Lynnea Kleinschmidt reported that the Richmond Public Library director position has been taken out of the budget. She further reported that Richmond is in their third week of operation after laying off all part-time staff; all staff are now shelving books. The Bookmobile is still operating, but two branches are closed. Literacy is back in the library and the library is now open 24 hours/week with 27 staff members. Lynnea noted that there was another learning resource, in addition to element k training. [www.learnit.com](http://www.learnit.com) has corporate cards where you can purchase a set number of hours of training for DreamWeaver and Quark, etc. The training is not offered via the internet; you would need to attend the training at one of their facilities. It was noted that the Library is a separate department of the city and that Kathy Haug will continue as acting manager. The City is looking at a parcel tax.

ANNOUNCEMENTS: Erika DeMille thanked the Board for her past year as Board Chair and the Board thanked Erika for her service.

NEXT MEETING: Next meeting scheduled for September 2, 2004 at Napa Valley College; Upper Valley Campus.

ADJOURNMENT: There being no further business, a motion to adjourn at 12:05 pm was made by Ann Cousineau and seconded by Angie Brunton.

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Annette Milliron DeBacker  
Clerk of the Board  
June 3, 2004