

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**June 5, 2008**

**1. CONVENING:**

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Sonoma Valley Regional Branch of Sonoma County Library in Sonoma, California with Chair Sandy Cooper presiding. The meeting convened at 10:05 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		Galecia Group - Consultant	Lori Ayre
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 Lori Ayre.

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

None.

**4. APPROVAL OF AGENDA:**

A Motion to approve the agenda was moved by Ann Cousineau and seconded by Diane Smikahl. The Motion passed unanimously

**5. APPROVAL OF 5/01/08 MINUTES:**

A Motion to approve the May 1, 2008 minutes was moved by Gregg Atkins and seconded by Ann Cousineau. The Motion passed unanimously.

#### **6. APPROVAL OF CONSENT CALENDAR:**

The statement of expenditure and revenue for April 30, 2008 is in the packet. A Motion to approve the consent calendar was moved by Ann Cousineau and seconded by David Dodd. The Motion passed unanimously

#### **7. CORRESPONDENCE: ADMINISTRATOR'S REPORT:**

No correspondence.

#### **8. OPEN SOURCE PROJECTS REPORT:**

After the resource sharing convocation in April, the Board decided the best course for NBCLS was to stay with SuperSearch for one more year while exploring other ILS options, one of which is Open Source. Lori Ayre of Galecia Group presented information on Open Source to the Board. Ms. Ayre defined Open Source for the directors. She explained that there currently are two popular open source systems – Evergreen, which is used by Georgia for the statewide ILS platform – Pines and Koha. Acquisitions, circulation, lending, OPAC and system administration tools are all things that need to be in place in order for the libraries to be able to interface with the vendors and library patrons. She noted that there currently is not an open source resource sharing product available and that most ILS software is proprietary. Discussion ensued. In order to move forward, the libraries need to agree to move to Open Source. Ms. Ayre noted that it was prudent for NBCLS to stay with SuperSearch for the next year as there is a lot of activity right now with libraries and open source software.

Ms. Ayre reported that the State Library is also interested in Open Source and there is a potential of an LSTA grant with an approximate 2-year run that would be used for raising awareness of Open Source and empowering libraries with information about open source. Libraries would be advised of the potential changes in their staffing models and various support options if they moved to Open Source. Ms. Ayre suggested that through the grant, a lab could be set up at PLS where libraries can come and demo Evergreen and Koha. She is waiting to hear if the grant will be funded. If it does, then Galecia Group will start rolling out some programs.

Ms. Ayre reported that she is moderating an ALA program on Open Source called Wide Open Options. The program will be on Saturday, June 28 from 1:30 p.m. to 5:30 p.m. Evergreen and Koha users will be present as well as a few others. Discussion ensued.

The Board directed Ms. Milliron to write a letter of support for the LSTA PLS Open Source grant to the State Library.

The Board will continue the discussion on Open Source at their next Board meeting in September. Directors who attend any ALA demonstrations or programs can report. The Board invited Ms. Ayre to attend the next Board meeting in September to further discuss Open Source developments. Ms. Cousineau suggested that the directors bring their systems staff with them to the September meeting as well. Discussion ensued.

Ms. Ayre reported that King County, who is moving forward with Evergreen, is also interested in partnering with other libraries. PLS is interested in partnering and are currently testing Evergreen. Ms. Ayre noted that she will be returning to King County in two weeks. The Board decided to wait until after September's Board meeting before deciding if NBCLS would like to partner with King County. Gregg Atkins noted that with the impending merger, this might not be the best time to partner with any other libraries. The Steering Committee members of MVLS and NSCLS should be included in the discussion as well before any decisions are made. He recommended a technology working group be formed with representatives from all three systems. Discussion ensued.

Ms. Milliron noted that if NBCLS wants to continue to work with Lori Ayre in this venue, the system will need to create a Scope of Work and write a contract as Ms. Ayre's time should be considered as a consultant. Ms. Milliron will write it up and Gregg and David will review.

#### **9. REQUEST FROM ANN DUBELL FOR LEAVE WITHOUT PAY:**

Ms. Milliron reported that Ann Dubell, the Library Technician in the Reference Program requested leave without pay (LWOP) to be with her dying mother. The request is from May 6<sup>th</sup> to June 6<sup>th</sup>. The SEIU MOU states that LWOP may

be granted by the system director with the approval of the NBCLS Board. Ms. Milliron noted that this is old language that has not been updated. She will mark this section of the MOU and the wording for this section can be revised when the MOU is up for renewal in 2010. NBCLS is not covered by FMLA. Discussion ensued.

A Motion to approve Ann Dubell's request for leave without pay was moved by Ann Cousineau and seconded by Diane Smikahl. The Motion carried unanimously.

## **10. ADMINISTRATOR'S REPORT:**

### **A. MVLS UPDATE**

Ms. Milliron reported that MVLS was very supportive of NBC's decision to reduce their reference program staffing. They appreciate that NBCLS must protect its reserves to cover retiree benefits and unexpected expenses. They viewed the decision as a sign of good fiscal management. The contract for administrative and reference services for FY 2008/09 was approved for renewal. A copy of the contract was included in the meeting packet. The MVLS Council will meet on Friday, June 6<sup>th</sup> to make the formal motion to request consolidation with North Bay and North State into a mega regional system. Overdrive has approached MVLS and North State with a proposal to establish a shared downloadable audio and e-book collection. Sacramento Public Library is not included in the proposal as they have their own platform and collection. However, Overdrive is willing to establish a reciprocal connection to allow borrowing of both collections by all NSCLS and MVLS users. Both systems are interested in reviewing the proposal in detail after ALA since ALA presents an opportunity to explore what other vendors may offer.

After the resource sharing convocation, MVLS expressed an interest in another Autographics demonstration. Discussion ensued. Ms. Milliron will let the NBCLS directors that are interested in attending that demonstration know once it has been scheduled.

A Motion to approve the administrative and reference services contract for FY 2008/09 with MVLS was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously.

### **B. NSCLS UPDATE**

NSCLS approved the renewal of the administrative and reference services contract with North Bay for FY 2008/09. The delivery service will be contracted with Sprint Courier effective July 1<sup>st</sup>. The Council will meet on June 9<sup>th</sup> to make the formal motion to request consolidation with North Bay and MVLS into a mega regional system.

A Motion to approve the administrative and reference services contract for FY 2008/09 with NSCLS was moved by Ann Cousineau and seconded by David Dodd. The Motion passed unanimously.

### **C. REFERENCE COORDINATOR'S REPORT**

The Reference Coordinator did not submit a report for this meeting packet. Joe Cochrane has been involved in negotiations for the renewal of the NSCLS and MVLS databases. Additionally, MVLS is expanding its collection of Gale e-books. The cell phone policy from Solano is included in the packet as many directors wanted a copy.

Mr. Cochrane advised Ms. Milliron that he has applied for a position at another library. If that comes to fruition, Ms. Milliron suggested that the Reference Coordinator position be kept vacant while the system uses this opportunity to look what type of staffing NBCLS needs. Member library reference questions could be funneled to MCLS. Stringers could also be used. Discussion ensued. PLS and Black Gold would be advised to send their reference questions directly to MCLS as well. Further discussion ensued. The Board expressed their support of Ms. Milliron's idea to hold the position open and thought it was a good plan.

Database negotiations were discussed. It was noted that NBCLS could act as the member libraries' agent if using Califa or some other vendor when negotiating for databases.

Discussion was held on designating NBCLS to act on the member libraries behalf when renewing database licenses. Discussion ensued.

Ms. Milliron did not write a cell phone policy for NBCLS as Mr. Cochrane expressed that he preferred not to check

in with system headquarters via cell phone. Ms. Milliron stated that NBCLS will need to look into some type of policy for an employee cell phone allowance as both she and Patty Hector have seen an increase in the use of their personal cell phones, data lines and air time minutes for system business. Ms. Milliron will write a draft policy and place it on the agenda for September's meeting.

#### **D. SUPERSEARCH REPORT**

Ms. Milliron reported that NBCLS received the long awaited letter about the release of URSA 4.1. The letter was included in the packet. The letter indicates that NBCLS will be able to get Horizon working with 4.1. She noted that Lynne Williams has done a great job of keeping the CARL/SirsiDynix folks moving and testing the final two messages for the NCIP connection. Ms. Milliron spoke with Gail Wanner about a possible installation date for NBCLS and she indicated that Tampa Bay will receive the first installation. Once Tampa Bay is running and is stable, then NBCLS will be next on the list for the installation. Ms. Wanner stated that they hope to have NBCLS' software installed over the summer. Ms. Milliron reported that there will be a SIRSI/DYNIX Users group meeting at ALA.

#### **11. REFERENCE PROGRAM CHANGES ANNOUNCEMENT:**

Ms. Cooper apologized that she has not written the letter regarding the NBCLS reference program changes that was to be sent out to all NBCLS member libraries.

#### **12. SYSTEM CONSOLIDATION JOINT STEERING COMMITTEE MEETING:**

The meeting in Redding went very well considering the facilitator Maureen Sullivan wasn't able to attend in person due to a missed flight connection, but did participate via telephone. David Dodd, Bonnie Thoreen, and Ann Cousineau were a huge asset for helping to restructure the meeting in the facilitator's absence. Mr. Dodd did a great job of chairing the meeting and Ms. Thoreen's flip chart notes were excellent. Ms. Cousineau kept the meeting lively by asking the hard and important questions when the opportunity was presented. The notes from the meeting are included in the meeting packet. Discussion ensued. The notes reflect that the Steering Committees from each system will meet at least quarterly to move the process forward and will report back to their respective Board and/or Council on any progress made. However as NSCLS does not have a Steering Committee, it was decided that each system will have a minimum of three representatives that will attend the quarterly meetings and if anyone else from the system would like to attend, they are invited as well. Video and teleconferencing can be used for meetings. Representatives from each system are:

NBCLS - David Dodd, Melanie Lightbody, Diane Smikahl and Bonnie Thoreen

NSCLS - Margaret Miles, Marilyn Cochran, and Derek Wolfgram

MVLS - Darla Wegener, Bill Michael and Loren MccRory. Sandy Vella from UC Davis will also be invited to join the planning group.

Ms. Milliron will send out an email to the representatives of each system, asking what dates work for them for the next joint steering committee meeting. It was suggested that David Dodd take the lead with the first joint steering committee meeting.

The letter for the Library of CA Board stating NBCLS' intent to merge is included in the packet. The hold harmless language is not included at this time as Gerry Maginnity wasn't supportive of including the language when he spoke with Ms. Milliron. Discussion ensued. A Motion to send the letter to the Library of CA Board indicating NBCLS' intention to merge with MVLS and NSCLS was moved by Ann Cousineau and seconded by Bonnie Thoreen. The Motion passed unanimously.

Ms. Cousineau recommended that on the joint meeting minutes, it be indicated who attended via telephone.

#### **13. ELECTION OF FY 2008/09 OFFICERS:**

As is NBCLS standing practice, David Dodd will become the Chair of the Board for FY 2008/09 and Diane Smikahl has volunteered to serve as Vice-Chair. David Dodd will be appointing a Steering Committee over the summer.

A Motion for David Dodd to serve as Chair of the Board and Diane Smikahl to serve as Vice-Chair of the Board for FY 2008/09 was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously.

#### **14. MEETING DATES FOR FY 2008/09:**

The next meeting date will be September 11, 2008. Susan Hildreth is unable to attend the September meeting. It was suggested that Ms. Hildreth be invited to one of the joint system meetings.

Ms. Milliron noted that CLA is being held November 14 through 17 in San Jose and might be a good opportunity to meet with Ms. Hildreth. The afternoon of November 13<sup>th</sup> was suggested for a meeting and Ms. Milliron will work with CLA regarding the reservation of a meeting room.

September 11, 2008 will be held at the Cordelia Branch of the Solano County Library.

November 13, 2008 will be held at the CLA conference in San Jose.

December 4, 2008 will be held at the Petaluma Regional Branch of the Sonoma County Library.

February 5, 2009 will be held at the Napa City-County Library.

April 2, 2009 will be held either at the new Solano Community College library in Vallejo or at the Vallejo Branch of the Solano County Library.

May 7, 2009 will be held at the Upper Valley Campus of Napa Valley College.

#### **15. BOARD MEMBER ITEMS:**

Diane Smikahl reported that Benicia Public library's children's story line dial-a-story was hacked and an inappropriate story was recorded on it. The story was on the story line for ten hours before it was reported. Ms. Smikahl noted that the requirements for determining pass codes have been revised to make sure this does not happen again.

David Dodd reported that San Rafael Public Library's air conditioning system is finally working. The library will need to institute a 5% budget reduction cut for the FY 2008/09 year.

Gregg Atkins reported that Dixon Public Library had not experienced any budget cuts for the FY 2008/09. The library continues to explore downtown locations for a new library building rather than the park option. If a location is not found, the library definitely has the park option to fall back on. Mr. Atkins noted that Dixon's mayor is determined to see if there is a way to keep the library downtown.

Jay Field stated that there is no report for Solano Community College library.

Bonnie Thoreen reported that the bid for Napa Valley College's new building came in \$10 million dollars under budget. The college is considering giving the library some of that money for books. Discussion ensued.

Sara Loyster reported that San Anselmo Public Library is moving ahead with a library tax proposal for June's ballot. The library is currently polling the public.

Frances Gordon reported that Larkspur Public Library will not experience budget cuts for FY 2008/09.

Danis Kremeier reported that a community needs assessment was completed for Napa City-County Library and the two top needs were literacy and homework help. The library received a homework help grant and have chosen to go with tutor.com

Jennifer Baker reported that St. Helena Public Library also received a LSTA grant for homework help. Ms. Baker was invited to a library institute in North Carolina this summer. She noted that there are numerous library programs and activities going on in St. Helena this summer.

Gail Haar reported that Marin County Free Library had hired a bond attorney to help craft the language for the library bond. The attorney advised her that the bond was not phrased legally so the library is now back to square one. The library will need to structure itself differently and the building reconstruction has been postponed.

Ann Cousineau reported that she will find out Tuesday what will happen with the Vallejo Branch of the Solano County Library as she is taking her recommendation to the Board of Supervisors. The recommendation does include service

cuts. She noted that Board of Supervisors does have the option of making up the difference of the budget shortfall in some fashion or they could also direct Solano County Library to make up the difference. Discussion ensued. Ms. Cousineau reported that the first joint use public school library is opening at the end of June.

Sandy Cooper reported that at their last meeting, the Sonoma County Library Commission voted to transition the library to RFID tags. The library is also in the process of finishing the selection process for an architect. The library wants to modernize the library branch entry ways, rid the branches of the circulation desks and put in self-check stations. The first self check library will be the Rohnert Park branch. She noted that they have started the space planning process for the Petaluma branch.

**16. AN OPPORTUNITY FOR MEMBERS OF THE BOARD TO SHARE OR REQUEST INFORMATION:**

None.

**17. ANNOUNCEMENTS:**

None.

**18. NEXT MEETING:**

The next meeting will be held on Thursday, September 11, 2008 at the Cordelia Branch of the Solano County Library in Fairfield.

**19. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 11:58 a.m.

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Annette Milliron DeBacker  
Clerk of the Board  
June 5, 2008