

**NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
September 1, 2005**

1. CONVENING:

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Petaluma Branch of the Sonoma County Library, in Petaluma, California with Chair Carol Starr presiding. The meeting convened at 10:42 a.m.

ROLL CALL:

Carol Starr, Marin County Free Library
Sara Loyster, San Anselmo Public Library
David Dodd, San Rafael Public Library
Catherine Blumberg, Mill Valley Public Library
Anji Brenner, Mill Valley Public Library
Diane Smikahl, Benicia Public Library
Roger Pearson, Sonoma Public Library
Frances Gordon, Larkspur Public Library
Larry Hlavsa, St. Helena Public Library
Gregg Atkins, Dixon Public Library
Janet McCoy, Napa City-County Library
Jay Field, Solano Community College

ABSENT:

Tom Trice, Sonoma County Library
Monique le Conge, Richmond Public Library
Susan Gilroy, Mitchell Memorial Library, Travis AFB
Bonnie Thoreen, Napa Valley College Library
Angela Brunton, Sonoma Developmental Center
Ann Cousineau, Solano County Library
Kathy Jansen, Lake County Library
Will Baty, Plover Library, Santa Rosa Jr. College
Nancy Sieck, Petaluma High School Library
Mary Richardson, Sausalito Public Library
Debbie Mazzolini, Belvedere-Tiburon Public Library

ALSO PRESENT:

Annette Milliron DeBacker, Administrator, North Bay Cooperative Library System
Kelli Logasa, Secretary, North Bay Cooperative Library System

2. INTRODUCTIONS:

The Board reacquainted each other with the names of themselves and the libraries they represent.

3. PUBLIC INVITED TO ADDRESS BOARD:

No public was in attendance.

4. APPROVAL OF AGENDA:

The Agenda was approved by consensus.

5. APPROVAL OF 06/02/05 MINUTES:

Ms. Starr noted that a correction should be made to the 6/2/05 minutes on page five under Item #11 - Reconvene to Open Session "The Motion passed unanimously. It was noted that there was nothing to report from the closed session." A Motion made to approve minutes as corrected was made by Sara Loyster and seconded by David Dodd. The Motion passed unanimously.

6. APPROVAL OF CONSENT CALENDAR:

A Motion to approve the Consent Calendar was made by Gregg Atkins and seconded by Janet McCoy. The Motion passed unanimously.

7. CORRESPONDENCE

Ms. Milliron-DeBacker reported that a Professor at UC Davis, who has a passion for crossword puzzles, had written a book. The Professor had used NBC for a 2nd level (peer to peer) reference question; NBC uses Barbara Lakeish as a stringer. In the forward of the book, he wrote a thank you to North Bay and actually named Ann DuBell in the thank you. The book was passed around for the Board to read the forward.

Ms. Milliron passed around the PERS 15th annual training seminar manual.

Ms. Milliron also passed around the PERS Annual Report Pooled Plan booklet. She noted it contains actuarial reports and information on rate stabilization. It also explains how to read your annual report as well.

8. E-RATE DISCUSSION:

Jackie Siminitius conducted a workshop at the Belvedere-Tiburon Public Library in July to talk about the E-Rate process. The Marin County libraries are going to attempt to do it. Ms. Starr asked for the names of known E-rate consultants from Ms. Siminitius. Ms. Milliron noted that there are two consortia consultants: one in Central Valley and one in Sacramento. Ms. Milliron will check to see if there are any located in the Bay Area. She will also find out what the fee is for the consultants. Per the last Board meeting, Jim Rosachi from Sonoma County Library was supposed to supply a copy of Sonoma County's E-Rate application, but was unable to before leaving on vacation. Ms. Milliron stated that she would contact him and ask for a copy. It was noted that part of the E-Rate process contains specific timelines and deadlines for submitting paperwork, very similar to IRS rules and that Ms. Siminitius had stressed that Form 470, which needs to be completed to begin the E-Rate discount process, should be submitted by September in order to be safe. 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. Discussion ensued. Mr. Atkins reported that Dixon Public Library is considering making an E-Rate application. Ms. McCoy reported that Napa City-County Library is currently participating in the E-Rate program.

9. ADMINISTRATOR REPORT

A. LSTA PROJECTS UPDATE

Ms. Milliron reported that the Small Business in a Box grant was funded for database access for another full year. She noted that NBC has received several worthwhile grants that will underwrite some of NBC's costs. Ms. Milliron explained that typically, a System would receive 10% of the grant for being the Fiscal Agent, but this year, the State cut that percentage to 5%. She further explained that with a continuation grant, the State may feel that a large portion of the grant work was done in the first year, so they will cut your fiscal fee. Ms. Milliron noted that the State has done this with PLS and MCLS as well.

Ms. Milliron reported that Reach Out and Read has been funded and is back online for another year.

Ms. Milliron reported that NBC is eligible for three Rural Initiative Workshops this year. The Board will need to choose the workshops. She explained that NBC will need to hold the hands-on workshops at the libraries that have computer labs, but that she had been cautioned that NBC should hold one of the meeting workshops at one of NBC's more rural location. The Rural Initiative Workshop topics were discussed. Ms. Starr reported that she had consulted with her staff about the topics and they voted for the following: #8, #19 and #22. Sara Loyster of San Anselmo and Frances Gordon of Larkspur both said their staff liked #16. Ms. Milliron advised that Joe Cochrane had recommended the following for meeting room workshops: #16, #14 and #13. For computer labs, he recommended #4, #7 and #13. Mr. Dodd noted that #25 was of interest to his staff. Ms. Loyster noted that #2 was a good workshop as well. Ms. Starr stated that Marin County had paid a trainer to teach the Survival Spanish workshop and 30 employees attended. The Board voted on the topics and chose the following: Meeting Room Workshops #16 – Oil on the Waters: Practical Techniques for Calming Difficult Library Users and #25 Survival Spanish for Library Staff and Computer Lab Workshop #13 – Increase Your Computer Competency: Practical Tips and Tricks. Discussion was held on suburban libraries with rural branches. The Willits Branch was noted as being a good meeting facility in a rural area. Mr. Pearson recommended the Healdsburg Branch of the Sonoma County Library as a rural location for the meeting workshop as it is in a nice area and is easily accessible up Highway 101.

B. NSCLS UPDATE

Ms. Milliron reported that North State had money left over from the Rural Initiative and decided to revamp their website. She has been teleconferencing with Lori Bowen-Ayre regarding the revision and updating of the website. The web page will be modeled after the NBC web page; it will contain a membership directory as well as various program manuals. Ms. Milliron noted that personnel issues at North State continue to be astounding. PERS medical incapacitation policies were discussed.

C. REFERENCE PROGRAM REPORT

Ms. Milliron referred the Board to the Annual and Quarterly Reference Program Reports that were included in the Board packet.

D. SUPERSEARCH PROGRAM REPORT

Ms. Milliron referred the Board to the Annual and Quarterly SuperSearch Program Reports that were included in the Board packet.

Ms. Milliron advised the Board that URSA 4.0 is now on version 4.1. She reported that NBC is continuing with the beta testing and that "bugs" are still cropping up. Changes to the program were supposed to be shown to Ms. Milliron yesterday; but in making the changes, a new problem arose. She advised the Board that she has slated the second week in September to start training a few ILL staff volunteers from Marin and Sonoma County libraries as well as NBC staff. Ms. Milliron noted that if ILL staff likes what they see, then the new program can probably go live in October or November of this year. Discussion ensued. In terms of switching over to the new version, currently patrons can have 10 active items at one time; this will cut back to 5. There are 3,000 requests currently "in process" in the URSA. NBC staff will change the "need by" date on the requests as Ms. Milliron does not want to migrate any active requests to the new system. This may require North Bay to cancel the request in URSA 2.0 and re-enter it into 4.1. NBC does not plan to roll out the new URSA release until it works properly and is accessible to all NBC members.

It was reported that in late July, the systems attended an OCLC training about the State Library. State Librarian Susan Hildreth wants library records to appear within any type of Internet search through Open World Cat. In order to make this happen, she had to license First Search for all of the public libraries in the State and then she had to do a batch load of records that were not loaded in OCLC. The State will allow the libraries to do their first load of records for free, and then the libraries will be required to maintain their catalogs through OCLC at 7 cents/record. If the libraries have a shared catalog, all of the jurisdictions will still only be charged 7 cents. The State is also going to put together a flat subscription rate for cataloging to make it affordable for libraries to maintain their records.

Discussion ensued.

The State's ILL Final Report was passed out to the Board. The Mendocino and Lake County ILL payments were discussed. Mr. Dodd asked why their reimbursements were so high since both are small libraries. It was explained that their collections are not weeded out so they have more older items to lend. Dixon Public Library is similar to this as well.

10. ADJOURN TO CLOSED SESSION:

A Motion to convene to closed session was made by David Dodd and seconded by Roger Pearson. The Motion passed unanimously. The meeting adjourned to closed session at 11:47 a.m.

11. RECONVENE TO OPEN SESSION:

Motion to reconvene to open session was made by Roger Pearson and seconded by Gregg Atkins. The Motion passed unanimously. The meeting reconvened to open session at 11:54 a.m. The Board agreed to accept the negotiated agreement with the Union.

12. ANNUAL REPORT FY 2004/05:

A. REFERENCE STATISTICS

Ms. Milliron referenced the Reference Reports that were included in the Board packet. She informed that Board that the number one, most requested reference item at the North State and North Bay Systems is sheet music. Discussion ensued.

B. ILL STATISTICS

Ms. Milliron referenced the FY 04/05 annual ILL Statistics Report that was included in the Board packet. Ms. Loyster asked why the Out-of-System Borrowing numbers were lower on Page 4 of the annual ILL Statistics for FY 04/05. Ms. Milliron explained that the numbers were lower due to libraries finding what they needed within their own collections.

It was noted that the SAB luncheon will be scheduled for the Spring of 2006.

C. DELIVERY STATISTICS

Ms. Milliron referenced the FY 04/05 annual Delivery Statistics Report that was included in the Board packet. She reported that Frank of Sprint Delivery had contacted her and requested a fuel surcharge be added to the current annual contract. The gas surcharge will fluctuate month to month based on the increase and decrease in gasoline prices. She noted that the current contract was put together with gas being \$2.50/gallon. Frank estimated that it would be an increase of \$500-600/month. Sprint Delivery has dedicated trucks and vans for NBC and will be able to determine how much more NBC will need to pay based on the vehicles mileage. Ms. Milliron stated there was a little room in the budget under Administration - Special Department expenses from which NBC could pay this gas surcharge as this money isn't allocated. She informed the Board that the current delivery contract is \$140,000 annually. Gregg Atkins suggested that the Board approve a temporary fuel surcharge of up to 10% of the total delivery contract and then at next Board meeting, review the mileage history supplied by Sprint Delivery. Roger Pearson noted that he would like to see this gas surcharge executed in a more formal way, such as an amendment to the contract using standard language, rather than just by Sprint Delivery contacting Ms. Milliron via the telephone. Discussion ensued. A Motion to approve a temporary fuel surcharge of up to 10% of the total delivery contract with the Board reviewing the delivery mileage history at the next Board meeting was made Gregg Atkins and seconded by Sara Loyster. The Motion passed with member Roger Pearson abstaining.

D. CLSA REPORTS

Ms. Milliron referenced the Annual Report that was included in the Board packet. Discussion ensued.

13. NBCLS/NSCLS PLANNING RETREAT:

Ms. Starr referred the Board to the tentative agenda included in the Board packet. She noted that Board members from both groups collaborated on this agenda. The purpose of the meeting is to discuss how the two systems inter-relate prior to the State holding their meeting on melding system services and programs. The meeting is set for Willows on October 28. Joan Frye-Williams will be the meeting facilitator. Ms. Frye-Williams recommended that the group start out looking at the needs on the local level, then talk about how the System can fill those needs and then how to present the Systems' needs to the State. Each group will review their goals, issues, and challenges so each knows where the other stands. Ms. Starr clarified with the Steering Committee this morning what NBC history she, as the speaker at the meeting for NBC, would provide. NBC will also share its goals and successes, such as: great reference system, negotiating databases, ILL – generating revenue for our members – TBR. NBC is a multi-type system. Historically, went from an operation that cataloged with a large number of employees to an organization with a small number of employees but maintains huge work. NBC will also share its issues, such as: if NBC folded, what would happen to the employees in retirement and challenges, such as: succession planning. Discussion ensued.

Mr. Atkins expressed his concern that Ms. Frye-Williams tends to start meetings in a negative light (libraries are dead as we know them, etc.) He noted that she tends to think way ahead of where most library directors are thinking. Ms. Milliron will speak to Ms. Frye-Williams about the starting tone of the meeting.

The following directors stated that they plan to attend the NBCLS/NSCLS Planning Retreat in October: Diane Smikhal, Janet McCoy, Larry Hlavsa, Gregg Atkins, Carol Starr, Sara Loyster, Anji Brenner and Annette Milliron.

14. DUES STRUCTURE FOR FY 2006/07:

Ms. Milliron discussed Monique le Conge's letter to NBC stating Richmond Public Library's intent to return to BALIS as of June 2006. The employee morale issue noted in the letter was discussed. It was noted that Richmond will pay several times the amount they pay in NBC for membership in BALIS. Ms. Milliron noted that Richmond does want to continue to participate in SuperSearch so a new dues structure just for the SuperSearch program will need to be compiled; possibly as an Associate fee. The fee would be for cost recovery; the cost of SuperSearch and delivery. The fees would be used for associates who will be for jurisdictions out of the system. The cost of delivering to Richmond, with them being the single touch point, would also have to be built in to the dues structure. Ms. Milliron related a conversation held between herself and Cathy Sanford, the head of technical services for Contra Costa County library, who had stated that her county would like to participate in the North Bay SuperSearch program as well. Diana Paque, who is currently working at JFK University, has also inferred that she also would like to participate in SuperSearch; Ms. Paque could potentially bring in Diablo College as well. Discussion ensued. Discussion ensued. Ms. Starr posed the question if NBC really wants to let libraries participate solely in the SuperSearch program but not become members. She noted that the dues structure study should determine what NBC stands to lose, monetarily, once Richmond is no longer a member. Ms. Starr recommended that NBC implement an annual 2% cost of living increase, such as the one-time increase that was done this past fiscal year. Ms. Starr asked the Board for volunteers to form a sub-committee to act as a sounding board for Ms. Milliron, who would perform a large portion of the work for the new dues structure. Larry Hlavsa and Gregg Atkins agreed to be on the sub-committee to act as a sounding board for Ms. Milliron. It was noted that this study should be done by January so the interested Systems can build the SuperSearch fee in their budget for the upcoming year. Discussion ensued. Ms. Starr expressed her wish that SSU would come back; the loss of their collection was felt through the System. Mr. Pearson noted that he recently read the Jim Rosachi report to the Sonoma County Board regarding the State University System no longer allowing the public libraries to participate in their Internet connection; the State had decided that the libraries did not qualify as a "sufficient educational system".

15. RESOLUTIONS FOR RETIRING LIBRARY DIRECTORS CATHY BLUMBERG AND TOM TRICE:

Ms. Milliron passed out to the Board two resolutions regarding the retirement of Directors Cathy Blumberg and Tom

Trice. A Motion to pass the two resolutions was made by Janet McCoy and seconded by Jay Field. The Motion passed unanimously.

16. BOARD ITEMS:

Gregg Atkins reported that Dixon Public Library is close to reaching an agreement for property and a new building. He further reported that the new building would include retail stores and residential units on the second floor of the building.

No other Board members had any items to report.

17. ANNOUNCEMENTS:

No announcements were made.

18. NEXT MEETING:

The next Board meeting is scheduled for November 3, 2005 and will be held at the Upper Valley Campus of the Napa Valley College in St. Helena.

19. ADJOURNMENT:

There being no further business, a motion to adjourn at 12:33 pm was made by Sara Loyster and seconded by Larry Hlavsa. The Motion carried unanimously.

Carol Starr
President of the Board
September 1, 2005

Annette Milliron DeBacker
Clerk of the Board
September 1, 2005