

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**September 2, 2004**

- CONVENING:** The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Napa Valley College, Upper Valley Campus in St. Helena, California with Chair Larry Hlavsa presiding. The meeting convened at 10:35 a.m.
- ROLL CALL:** Larry Hlavsa, St. Helena Public Library  
Carol Starr, Marin County Free Library  
Janet McCoy, Napa City-County Library  
Kathy Haug, Richmond Public Library  
Ann Cousineau, Solano County Library  
Kathy Jansen, Lake County Library  
Tom Trice, Sonoma County Public Library  
Nancy Sieck, Petaluma High School Library  
Sara Loyster, San Anselmo Public Library  
Bonnie Thoreen, Napa Valley College Library  
Catherine Blumberg, Mill Valley Public Library  
Monique le Conge, Benicia Public Library  
Angela Brunton, Sonoma Developmental Center
- ABSENT:** Gregg Atkins, Dixon Public Library  
Erika DeMille, Mendocino County Library  
Elizabeth Tsai, Solano Community College  
Susan Gilroy, Mitchell Memorial Library, Travis AFB  
Kathy Noguchi, San Rafael Public Library  
Mary Richardson, Sausalito Public Library  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Will Baty, Plover Library, Santa Rosa Jr. College  
Frances Gordon, Larkspur Public Library
- ALSO PRESENT:** Annette Milliron DeBacker, North Bay Cooperative Library System
- INTRODUCTIONS:** The Board introduced themselves to Roberto Esteves and Anthony Costa, representatives of Califa, as well as the two Board members from Benicia Public Library.
- PUBLIC INVITED TO ADDRESS BOARD:** No public was in attendance.
- APPROVAL OF AGENDA:** Approval of the Agenda with the addition of three items under the Administrator's Report: E – Discovery Station, F – October Meeting with SEIU, G – Bond Bill, was moved by Cathy Blumberg, seconded by Monique le Conge. Approval was unanimous.
- APPROVAL OF 06/03/04 MINUTES:** A Motion to approve the Minutes of 06/03/04 as presented was made by Ann Cousineau, and seconded by Kathy Jansen. The Motion passed unanimously.
- APPROVAL OF CONSENT CALENDAR:** Approval of the Consent Calendar was moved by Carol Starr and seconded by Monique le Conge. The Motion carried unanimously.

- CORRESPONDENCE:** Mrs. Milliron-DeBacker passed a packet around to the Board. Board members were asked to initial the sheet if they wished to have a copy of the packet.
- AUDITOR'S PROPOSAL FOR FY 2003/04 AUDIT:** Mrs. Milliron-DeBacker noted that the pricing for the audit had gone up this year by approximately \$1,100.00. This is due to new regulations that the federal government has adopted that will require more time from the Auditor. NBCLS will also be required to set up an Assets Depreciation List. Approval of the Auditor's proposal was moved by Ann Cousineau and seconded by Carol Starr. The motion carried unanimously.
- Susan Hildreth, the new California State Librarian (and former NBCLS Board Member) was introduced to the Board.
- NORTH STATE CLS MANAGEMENT PROPOSAL** Mrs. Milliron-DeBacker reported that the Steering Committee reviewed the contract for the North State Cooperative management proposal and had made one change. In the "Compensation" section, the sentence "reimbursement for mileage will be invoiced monthly" was removed because it was restated down in the payment schedule. It was noted that the Steering Committee recommends approval of the contract with the noted change. A motion to approve the North State CLS contract was made by Tom Trice. Seconded by Ann Cousineau. Motion passed unanimously.
- CONVENE TO CLOSED SESSION – PERSONNEL SALARIES:** A motion to move into Closed Session to discuss personnel salaries was made by Cathy Blumberg and seconded by Monique le Conge. Motion passed unanimously.
- RECONVENE TO OPEN SESSION:** A motion to move back into Open Session was made by Ann Cousineau and seconded by Carol Starr. Motion passed unanimously.
- BUDGET FY 2004/2005:** Mrs. Milliron-DeBacker reported the Steering Committee's recommendation was to adopt the budget with one adjustment; to rework the salary schedule and move \$8,000 down to the 7000 line, which is *Special Department Expense*, which will be done over a series of programs. The budget also contains a 3 percent increase for Marathon Delivery services. Marathon has not seen any relief since gas prices and workers' compensation costs have not gone down. NBC can pay the increase this year without touching any reserves because of the income NBC is receiving from the management grant and the LSTA partnership fees. Marathon had asked for a five percent increase in March and the Board had approved it. This increase will need to be looked at again next year. Mrs. Milliron-DeBacker noted that Marathon does a really good job for NBC. A motion to accept the FY 2004/2005 Budget with the salary line reworked to create contingency funds moved to line 7000 – Special Department Expense was made by Carol Starr and seconded by Angie Brunton. Motion passed unanimously.
- ELECTION OF VICE-CHAIR FOR FY 2004/05:** A motion for Carol Starr to be the Vice-Chair for FY was made by Ann Cousineau and seconded by 2004/2005 Angie Brunton. The Steering Committee Members remain the same, except Janet McCoy has joined the Committee for 2004/2005.
- ANNUAL REPORT:** Mrs. Milliron-DeBacker reported the Steering Committee recommended adoption of the Annual Report. She commended NBCLS for the 2003/2004 ILL numbers that were received from the State. The NBC libraries are the top people in the State at 1.6 million dollars. Mrs. Milliron-DeBacker stated this demonstrates that the sharing of systems and tying them together with the URSA product is really working and is showing a great service to the community. This also affects delivery, which

does continue to grow. ILL increased by about 25 percent with the help of Dixon, who made SuperSearch public this year. Deliveries increased by 9 percent and reference questions were up by about 60 more than last year. Overall, all systems are experiencing that the number of reference questions is going down while the difficulty of the questions being sent on for additional research is much, much more difficult. There may be fewer questions, but it still takes about the same amount of staff time. A motion to adopt the Annual Report was made by Bonnie Thoreen and seconded by Angie Brunton. Motion passed unanimously.

STATE LIBRARY  
UPDATE:

Susan Hildreth reported that she has only been in office since August 2 and therefore might not have much news to share. The Proposition 14 application review is going on intensively and they are about two-thirds through the application review. They are doing it by the numbers, so whomever submitted their application early, it's been reviewed. They are very close to announcing a date for the Proposition 14 Board meeting. Two of the legislator's terms are up November 30, so there will definitely be a meeting before then.

Ms. Hildreth noted that it was timely that delivery was discussed earlier in the meeting. The Board for the LOC program that is currently in hiatus is meeting in October. This meeting will be an opportune time to review CLSA and possibly shift resources that are going to reference to delivery.

Ms. Hildreth stated that she does not plan on attending many system meetings, but did want to attend this meeting, particularly since she is an "alumni". She asked the Board to tell their colleagues that if they have any ideas about CLSA or other resource sharing programs, let her know. Or Annette, as she will be attending the meeting in October as well.

Ms. Hildreth discussed the California Performance Review, which is a series of recommendations put together by a commission that Governor Schwarzenegger put together to streamline State government. The document is approximately 2500 pages. There are some conflicting recommendations in the report regarding the State Library. One of the recommendations that she feels fairly good about specifically moves the State Library intact, with all of it's functions together, into an educational workforce and training agency, which would become a new Department of Education with some other agencies in there as well. Ms. Hildreth discussed the history of the State Library and stated there would be some advantages to being in a larger agency as a unique department. The State Library could get more attention. There is another part of the report that proposes that California history and preservation be pulled out of the State Library to create a cultural resources agency, which is in conflict with other parts of the report, so she doesn't think that idea will go anywhere. There is an issue at the State about trying to focus museum interest, library interest, cultural and historical; interests that are currently in the Parks Department, which isn't really set up to handle. Discussion ensued on this matter. Ms. Hildreth speculated that the future a Cultural Resources Department that includes the State Library and the State Archives might be developed.

Ms. Hildreth further discussed the California Performance Review. She stated that it was suggested that the Bond Act Board be integrated with a larger Board that would ultimately approve all the different bond act projects. The California Performance Review is still being reviewed so she assumes that the current Proposition 14 Bond Act Board will meet, make the decisions and be done before any reorganization decisions are made in regard to the Board.

CALIFA PROGRAM  
UPDATE:

Roberto Esteves presented the Califa website. He reported that there is an open Califa site that anyone can view and a closed site, which only members can view. The two sites were discussed.

Roberto reported that Califa is working their own database contracts as well consortia alliances. Califa has started a concierge service. Libraries can call Califa and they will find the cheapest product for them.

Roberto discussed Califa's statewide programs. He referred the Board members to a hand-out he had brought and noted that registration can be done online for the workshops. Roberto noted that the

deadline is closed for the National Library Week program, which is \$1,000 for the program. If libraries are interested and had not applied as of yet, they can pull up the application online and then call Roberto directly and he will walk them through the application.

ADMINISTRATOR'S  
REPORT:

The Reference Coordinator's report was noted. Mrs. Milliron-DeBacker reported that Steve Coffman and his family has moved to Sonoma County. NBCLS is partnering with BALIS, PLS (the old GGLN group) and are hiring Steve to conduct workshops sometime in late October in each of the five system locations to talk about reference, both at the local level and at the System level, the future of reference and what changes are in the horizon. She noted that it is going to be a really exciting workshop. She would like to see a representative from each library at the workshop; possibly the director and someone from the reference staff, if possible. The meeting for NBCLS will most likely be held the last week of October. Carol Starr noted that no one from Marin County libraries will be able to attend if it's held on October 29.

SuperSearch statistics were noted. Mrs. Milliron-DeBacker reported that she recently had returned from Utah, where she had viewed the new URSA software. She stated that it was very exciting. The goal of the company is to start beta testing by the end of September, with migration starting near the end of November or definitely by Christmas. NBC is a beta site so staff will be able to play with it. NBC will migrate the library profiles over, but not the requests. NBC will be running two systems for a short period of time, as there is too great of a risk to move an active request. In November, the Board will need to discuss how this program will affect the System in the future, as the new software has improved features. There will be regional training sessions on the new software. Gale Wanner will come out and work with the staff as well. NBC staff are currently doing web training to get them ready for the beta testing. As reciprocal borrowing will be available through the new software, this also will need to be discussed by the Board.

Mrs. Milliron-DeBacker referenced the Summer Reading Program information in the board packet. She stated that the libraries need to decide which program they want to use. The MCLS program has asked that NBC coordinate all the orders. There is a Childrens' Meeting at the end of September and this will be discussed.

Mrs. Milliron-DeBacker referenced the element K sample contract and sample of classes that was in the board packet. If there is interest, she will bring the information back and make it an agenda item. She will also forward the information to Califa, as the Board noted that it seems to be a Califa item.

Mrs. Milliron-DeBacker referenced the Discovery Station information that was included in the correspondence passed around earlier. It is a single p.c. box that can accommodate up to ten screens with the keyboards attached for \$400 a year. It is a networked station that is internet capable. Discovery Station provides all of the hardware except the screens. They do all of the maintenance and the hardware and software support. They market themselves to under-funded libraries and ask that the libraries commit to three-year contract. She noted that she came across their information at the North State System. She will also forward this information to Califa. Mrs. Milliron-DeBacker reported that there was an article in the June edition of *Computers in Libraries* about a company that purchased the Discovery Station and did an evaluation of how it went to install it. Copies will be sent to any interested Board members.

Mrs. Milliron-DeBacker reported that SEIU will be contacting her soon to set up a meeting date or October. She would like to have some of the Board members work with her to review the Reference Coordinator job description in preparation for the meeting. Tom Trice and Carol Starr volunteered to help.

BOARD MEMBER  
ITEMS:

Carol Starr reported that the South Novato library has re-opened and it is doing well. They currently are working on print management.

Kathy Haug reported that Richmond Public Library is expecting to have a Library Director soon.

She noted that the library might also be restored as a department but that is not confirmed.

Ann Cousineau reported that she is on the task force for the next Bond Bill. A strategy meeting was held yesterday. The next Bond Bill SP 1161 has passed through the legislature and is now on the governor's desk. Governor Schwarzenegger has until September 30 to sign or veto the bill and there is no guarantee that he will wait until then to do that. Ann stated that it is unclear what the governor will do and that the libraries need to flood his office with letters. The letters can be sent via fax or U.S. mail. It was noted there have been problems with the governor's fax number, so not to give up if their letter doesn't go through the first time. If any libraries have any new immigrants in the community who can talk about how the library has made a difference to them would really have an impact with the governor. Discussion ensued. The NBCLS Board will send a letter of support for the Bond Bill.

Ann Cousineau reported that S.N.A.P. has renewed their contract with TLC Carl for three years, with two one-year options. The Vacaville Library district just took possession of their building downtown. Once a carpeting problem is resolved, the library will move into the building.

Kathy Jansen reported that Lake County was doing okay this year and did not suffer any budget cuts. Their two frozen positions are being restored to the Library and the book budget is better. The Upper Lake Library branch is having air conditioning installed.

Tom Trice reported that Tech Logic has a mobile demo van and it will be in Santa Rosa tomorrow, Friday, September 3. He invited everyone to come and take a look. He reported that Sonoma County Library's ALL staff day at the San Francisco Public Library a few months ago went well. He stated that Susan Hildreth, former director of San Francisco Public Library, and her staff made all 160 of his employees feel very welcome and that it was a wonderful day.

Nancy Sieck reported that a fundraiser held last spring for Petaluma High School library raised \$6,000. She stated that another fundraiser was going to be held in October.

Sara Loyster reported that San Anselmo's book budget had been hit hard. Friends of the Library raised money and the community is rallying around the library.

Bonnie Thoreen reported that her position of Napa Valley College director will be advertised next week. Hopefully the position will be filled within the library. Bonnie reported that Napa Valley College is trying to build their cookbook collection, which will be built from donations. She asked any libraries who had been donated cookbooks and would like to pass them on, to please do so.

Catherine Blumberg reported that Mill Valley's part-time budget as well as their book budget had been hit, but that their hours open are still intact.

Monique le Conge reported that Benicia Public Library will be closed all day on Friday, October 8 for staff training.

Larry Hlavska reported that St. Helena sponsored a video workshop for teens this summer. They produced a seven minute video called "Poncho's Big Break". Two more workshops will be held in the future; one for teens and one for adults. Larry further reported that they received 1,200 entries for their digital photography contest for kids during summer reading. A professional photographer and artist from San Francisco, a friend of Larry's, will be the judge. The library is maintaining their relationship with the relatively new St. Helena Historical Society, which Larry was involved in forming two years ago. The library recently acquired 100,000 negatives from 1979 to 2001 from the St. Helena Star, which the Society was planning to discard. A local resident found 500 copies of a newspaper that only one issue existed in the library, the St. Helena Sentinel, which dates from 1894 to 1913. Monique le Conge noted that Benicia holds a two-day Teen Film Festival every year in September and that the St. Helena teens could enter their video. The winning film is then shown in the park.

ANNOUNCEMENTS: No announcements.

NEXT MEETING: Next meeting scheduled for November 4, 2004 at Benicia Public Library.

ADJOURNMENT: There being no further business, a motion to adjourn at 12:35 pm was made by Carol Starr and seconded by Ann Cousineau.

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Annette Milliron DeBacker  
Clerk of the Board  
September 2, 2004