

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
September 7, 2006

1. CONVENING:

The Steering Committee 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 Gregg Atkins presiding. The meeting convened at 10:40 a.m.

ROLL CALL:

Gregg Atkins, Dixon Public Library
Carol Starr, Marin County Free Library
Sandy Cooper, Sonoma County Library
Ann Cousineau, Solano County Library
Larry Hlavsa, St. Helena Public Library
Angela Brunton, Sonoma Developmental Center
David Dodd, San Rafael Public Library
Anji Brenner, Mill Valley Public Library
Diane Smikahl, Benicia Public Library
Bonnie Thoreen, Napa Valley College Library

ABSENT:

Monique le Conge, Richmond Public Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Kathy Jansen, Lake County Library
Mary Richardson, Sausalito Public Library
Janet McCoy, Napa City-County Library
Sara Loyster, San Anselmo Public Library
Jay Field, Solano Community College
Melanie Lightbody, Mendocino County Library
Susan Gilroy, Mitchell Memorial Library, Travis AFB
Will Baty, Plover Library, Santa Rosa Jr. College
Nancy Sieck, Petaluma High School Library
Frances Gordon, Larkspur Public Library

ALSO PRESENT:

Loren MccRory, Steering Committee Chair, Mountain Valley Library System.
Annette Milliron DeBacker, Administrator, North Bay Cooperative Library System
Kelli Logasa, Secretary, North Bay Cooperative Library System

2. INTRODUCTIONS:

The Board introduced themselves to Loren MccRory, Chair of the Mountain Valley Library System's Steering Committee. Mr. Atkins noted that he had attended the MVLS Steering Committee meeting in August.

3. PUBLIC INVITED TO ADDRESS BOARD:

None.

4. APPROVAL OF AGENDA:

A Motion to approve the agenda was made by Bonnie Thoreen and seconded by Angela Brunton. The Motion passed unanimously.

5. APPROVAL OF 05/11/06 MINUTES:

Ms. Cousineau noted several corrections needed to be made to the 05/11/06 minutes. On page three, item C, first paragraph "Ms. Cousineau noted that NBC is working with CARL to try...should read "Ms. Cousineau noted that SNAP is working with CARL to try..." On page five, number 13, first paragraph "Sandy Cooper of Sonoma Public Library has agreed to serve as Vice-Chair for 2006/07 and Chair for 2007/06." should read "Sandy Cooper of Sonoma Public Library has agreed to serve as Vice-Chair for 2006/07 and Chair for 2007/08." On page five, number 14, second paragraph "as the architect went out to view how race floors were installed." Should read "as the architect went out to view how raised floors were installed." A Motion to approve the minutes as corrected was made by Bonnie Thoreen and seconded by Ann Cousineau. The Motion passed unanimously.

6. APPROVAL OF CONSENT CALENDAR:

A Motion to approve the Consent Calendar was made by Ann Cousineau and seconded by Angela Brunton. The Motion passed unanimously.

7. CORRESPONDENCE

Ms. Milliron passed around the correspondence folder that contained the Fourth Quarter Report from the Sonoma County Treasurer. NBC received 4.1% in interest after fees. She noted this was much improved over last year's 2.3%

8. ADMINISTRATOR REPORT

A. NSCLS UPDATE

Ms. Milliron reported that the North State Council was holding their quarterly meeting tomorrow in Eureka. She reported that North State did not use \$45,000 of their Rural Library Initiative grant, which provides training opportunities for all rural libraries, not just in North State. North State has administered this grant for several years. Not wanting to see the \$45,000 revert to the State, Ms. Milliron asked the State Library to let North State use the left over funds to automate two North State libraries, Modoc County Library and Orland Free Library, which are currently not automated. Her request was approved this week. She has also asked Siskiyou County to host Modoc County's catalog on their server and asked Tehama County Library to host Orland Free Library's catalog on their server; all libraries have agreed. The ultimate goal being that hopefully, within one year, the four libraries will let their patrons view each other's catalogs. Ms Milliron noted that being able to use this money for automation may redeem NBC in the eyes of the North State Council for increasing the cost of the administration contract by getting the \$45,000 back for them.

Ms. Milliron reported that she has a delivery proposal for the North State Council and is not sure how it's going to be received. Sprint Courier Service is looking to expand their route and loop all three systems into their delivery routes; North State, MVLS and NBC. Discussion ensued. Ms. Milliron noted that this proposal would take North State's oldest van out of circulation and lighten the load for the new lead driver whose current position was recently created. She noted that the State Library is sending her to delivery symposium in Colorado. When she returns, she hopes to explore using UPS and other delivery options in North State and move away from using drivers. She noted that it might cost slightly more but stressed that some of North State's delivery routes are over 9 hours a day for delivery to libraries once a week. Ms. Milliron spoke with Susan Hildreth about NSCLS not having a reference coordinator currently and were reluctant to recruit since they weren't sure of the future of reference. Ms. Hildreth recommended that North State use a contract approach since she hopes to roll out a new system reference model in June 2007; realistically it may start in January 2008. Ms Milliron will speak with North State about the salary savings gained from not filling the reference coordinator position. She noted the Council will probably want to spend the surplus money on databases.

Ms. Milliron reported that the City of Redding is meeting today regarding the Shasta County Library and will decide to either accept or reject the management contract proposed by LSSI. The current director of Shasta County Library, Carolyn Chambers, has intimated that she thinks the City will probably accept the contract and she will most likely retire with her years of service with the County. Discussion ensued. All of the current Shasta County library staff will be laid off and the backroom activities will be handled in Riverside. LSSI is proposing to increase the library's hours of public service from 40 hours to 60 hours a week, for \$100,000 less than it currently costs. Discussion ensued.

B. MVLS UPDATE

Ms. Milliron reported that she and Gregg Atkins attended the MVLS Steering Committee meeting in August. Discussion was held on how to spend their training money. MVLS has quite a bit of their CLSA money and plan to survey their member libraries to see what training topics are of greatest interest. The Leadership training offered by InfoPeople was discussed. MVLS is holding their Children's and Reference committee meetings in October and NBC will be represented at both. NBC will see what can be done to help those committees in their program areas.

Ms. Milliron reported that MVLS is looking at CalCat for their ILL utility. But, while in the process of setting up their catalogs to use with CalCat, they are now questioning the use of CalCat as their utility and are asking about URSA. This matter needs to be discussed at the next MVLS Administrative meeting. She noted that MVLS reviewed URSA approximately three years ago; a demonstration was held but the Board found the pricing was cost prohibitive. She noted the pricing structure is different now and would be more affordable for MVLS. Ms. Milliron reported that URSA 4.0 is working currently but only with Horizon systems. Discussion ensued.

Ms. Milliron reported that she has been very busy with MVLS. She is preparing for their annual audit, writing their annual report and trying to figure out the financial aspects of MVLS. She noted that Mark Parker has been a great resource. There are a few more items to remove from the office in Sacramento; once empty, the space will revert back to Sacramento Public Library.

Ms. Milliron reported that issues with MVLS delivery have settled down; there were a few bumps in the beginning. Sprint Courier Service is looking at Colusa County Library for the touch point to connect NSCLS and MVLS. Dixon Public Library is currently the touch point that connects NBCLS with MVLS.

Loren MccRory noted that MVLS linking up with URSA is definitely something the MVLS Board would like to review. She asked Ms. Milliron if there would be an URSA presentation at the next MVLS Board meeting and if an URSA representative or Ms. Milliron would present. Ms. Milliron noted that Mark Parker is currently reviewing the agenda for the meeting and needs to determine the time that he is willing to allot for the URSA presentation. Discussion ensued.

C. REFERENCE PROGRAM REPORT

Ms. Milliron referred the Board to the Reference Coordinator's Report that was included in the Board packet.

D. SUPERSEARCH PROGRAM REPORT

Ms. Milliron referred the Board to the SuperSearch Program Report that was included in the Board packet. She reported that she and Ann Amman recently traveled to Solano Community College to train their staff and the Travis AFB staff on URSA. She stated that it was a great experience because of the enthusiasm from the staff, who hadn't really used the product before. She did explain to the Travis staff that currently they can connect to URSA as a borrowing library but not as a lender because of restrictions on the military server that they use. If Travis had their own dedicated server/connection, they would be able to conduct both functions on URSA..

E. URSA 4.1

Ms. Milliron reported that Tampa Bay Library Consortia has gone live with URSA 4.1. She has read listserv feedback and also talked with the director and top program manager for Tampa Bay Library. They are happy with product but not happy with some of the bugs that still need to be worked out. Tampa Bay Library didn't feel that they were getting a speedy response with the "bugs" that were cropping out so a representative from SIRSI/DYNIX went to Florida to meet with them and now are satisfied. Ms. Milliron noted that Tampa Bay Library Consortia is a much larger group than NBCLS. They also broker ILL for other libraries within Florida. Discussion ensued. NBC's next ILL meeting will be held in late October and Ms. Milliron hopes to have more good news to pass on at that time. Ann Amman is coordinating an URSA conference call and will ask various ILL library staff to participate.

F. LSTA UPDATE

Ms. Milliron reported that all four grants were funded for 2006/07. At the upcoming Children's Committee meeting, Lynn LoPresto, the consultant working on the Nutrition Literacy Grant, is going to do a presentation and ask for feedback from the Children's librarians. She would like to have things ready to go for National Nutrition Month in March 2007. Ms. Milliron noted that numerous legislation has been passed regarding the teaching of nutrition. A core

collection will be built and housed at Marin County Free library and will be used as a model for other libraries. Ms. Milliron believes that this grant will return as a target grant held at the State level.

G. REPORT ON CLSA SYSTEM CONSOLIDATION MEETING

PLS, MOBAC, BALIS and Silicon Valley called this meeting. A LSTA grant was put together for this meeting and Maureen Sullivan was hired to facilitate. Sandy Cooper, Annette Milliron, Gregg Atkins, Patty Hector of Del Norte County/NSCLS and Mark Parker/MVLS attended. All the systems were represented except for MOBAC – their people had complications and couldn't make it. The Fish Bowl technique used at the meeting was discussed. The meeting started with typical topics then progressed to "**what would be the most meaningful thing for the people of California**" and the focus turned to service. It was also asked if the systems were trying to fix something that's not necessarily broken. Ms. Milliron noted that after the meeting, she realized that they might not be ready to move forward. She noted that NBCLS, MVLS and NSCLS need to sit down and have a discussion on service. She asked the Board for ideas on how the three systems could come together and identify a service that would move us forward as a single or unified system. The project might have a small, one time expense, but should be low cost. The systems would keep in mind the smaller libraries in North State who don't have any money. It was noted that it would be pointless to do a joint one time project that can't be continued due to lack of funds. Ms. Milliron noted that one project possibility would be to have a staff person that is totally focused on rural programs and areas and offers a level of expertise that those libraries can't afford to hire. Carol Starr suggested an annual leadership training to inspire staff and bring everyone together to bond held possibly in Sacramento or Chico. David Dodd suggested an annual orientation on how things work. Gregg Atkins suggested that the project commit to a multi-year timeline to show continuity. Sandy Cooper referred to her comments from the August Steering Committee meeting notes when she stated that she thought the main advantage of the merger would be the time and money saved on administrative staff time and gained on staff time for services. She noted that she's not sure there is a vision for the systems in California and how they work with the State Library and support the library systems. The more rural area library systems are crucial; such as North State, Mendocino County, Lake County and some parts of MVLS. She noted the library systems configuration might have made sense in the 60's, but might no longer make sense now. Mr. Atkins said it was interesting to watch the four systems try and work things out.

At the meeting, Susan Hildreth stated that she is willing to seek additional funding from CLSA for certain components such as delivery costs and that there is support from the State Library to continue to explore different areas. Discussion ensued. Loren MccRory noted that she feels if the systems need to focus on one thing, it would be delivery. Ms. Milliron was given the authority by the Steering Committee to write a letter on their behalf to Susan Hildreth stating that they are encouraged to hear that she is thinking about delivery programs. Ms. Milliron spoke with Ms. Hildreth who asked her to hold off on writing the letter until after they attend the delivery symposium in Denver as the current environment is not right to ask for delivery money from the State. Ms. Hildreth will let Ms. Milliron know when she should write the letter. Discussion ensued.

David Dodd reported that Google launched a newspaper database that charges \$2.75 - \$3 per use. The possibility of negotiating with Google for library patrons use rather than buying a blanket database was discussed. Ms. Milliron noted that as a group, NBC spent \$295,500 last year on licensed databases. Discussion ensued.

Bonnie Thoreen noted that she would like to hold a system meeting on databases and have a facilitator. Ms. Milliron noted that currently, NSCLS spends \$26,500 annually on databases. Discussion ensued.

Mr. Atkins stated that Ms. Milliron will discuss the joint project idea with NSCLS at their meeting tomorrow and will also discuss the matter with MVLS again to see if the systems want to look at this issue and sub-issues together as three systems. Discussion ensued.

9. ANNUAL REPORT 2005/06:

A. REFERENCE STATISTICS

Ms. Milliron reported that music is usually the top requested reference topic but this year, business took the top spot. She informed the Board that NBC was looking for a business stringer and asked the directors for recommendations of likely candidates.

B. DELIVERY STATISTICS

C. ILL STATISTICS

D. CLSA REPORT

Discussion was held on the SAB section of the annual CLSA report. It was noted that NBC is not meeting the State's requirements in that area as the current SAB members do not contribute anything to the process. It was stressed that NBC should not make the situation sound better than it really is and that if there is ever a time when there's a movement to remove the SAB requirement from the library system's requirements, that NBC should be able to point to the annual CLSA report document to show that it hasn't been working. It was noted that NBC's responses on the report could be worded differently to better reflect the situation. It was further noted that under the Children's Services section, the responses should include more examples of what NBC actually did during the prior year. Discussion ensued. Mr. Atkins stated that what he was hearing from the Board was a request for more description to be included in the plan responses. Ann Cousineau stated that she felt it was NBC's responsibility to answer the questions fully and if NBC ever wanted to look back to see what we did in prior years, she doesn't we could really tell by looking at the past annual reports. It was noted that the various NBC committees should be providing information to Ms. Milliron in their monthly reports throughout the year that then can be placed into the annual report. More discussion ensued.

10. NBCLS STAFFING FOR 2006/07:

A. RECOMMENDATION TO ESTABLISH NEW POSITIONS OF EXECUTIVE DIRECTOR AND ASSISTANT SYSTEM DIRECTOR

Mr. Atkins reported that in the Spring of 2006, the Board bestowed the Steering Committee with several responsibilities; help NBC better organize itself to handle the additional responsibilities taken on with the North State contract and also finalize the MVLS contract. The Committee's first action was to establish two new positions within North Bay; Executive Director and Assistant System Director. The NBC job descriptions were modeled on the ones from the four systems who have a similar arrangement in the Bay Area – PLS, MOBAC, BALIS and Silicon Valley Library System. Jeannie Goodrich was hired by those Systems to develop the job description and Ms. Milliron use them as an example for NBC. The Steering Committee reviewed the job descriptions and would like to pass their recommendation to the Board that they be adopted. A Motion to adopt the Executive Director and Assistant System Director job descriptions was moved by Ann Cousineau and seconded by Angela Brunton. The Motion passed unanimously.

The current and proposed NBC organizational charts were passed out and discussed. David Dodd asked for clarification regarding the Library IV position; Ms. Milliron noted that there was an error on the chart and that the position should be listed as a Library Tech position, which would explain why a Librarian III is supervising a IV. It was noted that the Board did not need to approve the revised organizational chart; just the two new positions. Discussion ensued. It will be reported at the November Board meeting that the administrator position has been deleted from the system. After reviewing the proposed organization, the Board recommended that the Administrative Assistant and Secretary positions not report to the new Assistant System Director position, but continue to report to the Executive Director position. Ms. Milliron concurred. A Motion to establish the two new positions of Executive Director and Assistant System Director with the job descriptions as noted was made by Ann Cousineau and seconded by Angela Brunton. The Motion passed unanimously.

B. RECOMMENDATION TO ESTABLISH SALARY RANGES

The revised budget for FY 2006/07 were discussed. Mr. Atkins discussed the surplus money that can be used for the salaries for the two positions. Discussion ensued. He reported that the Steering Committee had reviewed numerous salary schedules from other systems and found that it was not easy to compare other salaries across the board as each system compiles their salaries differently. Sonoma County's salary schedule was also reviewed. Using a compilation of salary schedules, the Steering Committee came up with the recommended salary schedule. Mr. Atkins passed out the recommended salary schedule and stated that the Steering Committee. was comfortable in recommending the salary ranges to the Board as being the appropriate ranges for the two positions. Ms. Milliron explained that the figures in this salary schedule were used to compute the cost included in the revised budget for FY 2006/07. Discussion ensued. A handout of the current salary structure from NBC, MCLS and PLS for the Administrator and Reference Coordinator positions was handed out. It was noted that the projected salaries for the

two new positions were calculated with the belief that there would be an approximate salary savings of \$20,000 if the current Reference Coordinator stepped into the new assistant director position. The Reference Coordinator has since declined the position so this salary savings will not be realized. Discussion ensued. The Assistant Director position will be recruited from the outside. Discussion was held on where the new person would be located at the NBC offices.

Ms. Thoreen and Ms. Cousineau noted that they believed the starting salary for the assistant position was low. Ms. Starr concurred. It was noted that recruitment for the position was not going to be easy and that the Board needed to narrow the gap between the assistant and the director. It was decided that the salary ranges would be adopted and that they could always be modified at a later meeting. Ms. Cooper and Mr. Atkins will review the Assistant System Director salary schedule and bring back their revisions.

A Motion to establish the salary ranges as presented for the new positions of Executive Director and Assistant System Director was made by Carol Starr and seconded by Sandy Cooper. The Motion passed unanimously.

11. MOVE TO CLOSED SESSION:

The meeting moved to closed session at 12:17 p.m.

12. REPORT OF CLOSED SESSION ACTIVITIES:

The meeting reconvened to open session at 12:20 p.m. Mr. Atkins reported that the Board adopted the recommendation to appoint Ms. Milliron to the Executive Director position, placing her on Step 4 of the salary scale, effective July 1, 2006.

It was noted that Solano County Library pays their assistant directors 20% less than the Executive Director. It was recommended that the NBC assistant system director salary scales be changed to reflect this. Discussion ensued. The starting salary for the position would now be approximately \$87,000. A Motion was made for the Board to direct the Steering Committee to adjust the assistant system director salary scale prior to Ms. Milliron having to advertise and recruit for the position by Ann Cousineau and seconded by Angie Brunton. The Motion passed unanimously.

13. REVISED BUDGET FY 2006/07:

Ms. Milliron reported that she had placed the surplus money in the budget under Line 7000-Special Department Expenditures. She explained that she places the money there so it jumps out at the Board and lets them know what they have to work with. \$30,000 should be moved from SuperSearch into the equipment reserve fund in case a new server, etc. is needed. Currently the equipment reserve has \$10-12,000. \$25,798 should be placed in Communication & Delivery to be used to offset fuel charges, and \$34,709 can be moved from Reference as the amount budgeted for stringers was doubled over last year. The reference funds will be placed in the building reserve. Ms. Milliron noted that the building reserve currently has \$500,000 but \$150,000 of that money is set aside as a contingency for retiree benefits. Ms. Milliron noted that there will also be some salary savings of about \$25,000 as the assistant system director position will probably not be filled until the first quarter of 2007. Mr. Atkins noted that the Steering Committee felt this year's surplus offered a real opportunity to help build on NBC's reserve. A Motion to move \$34,709 into the building reserve and \$30,836 into the equipment reserve was made by Bonnie Thoreen and seconded by Diane Smikahl. The Motion passed unanimously.

14. BOARD MEMBER ITEMS:

Bonnie Thoreen – Napa Valley College has no report.

Larry Hlavska reported that St. Helena Public Library opted to go with Useful OpenSource for their internet work stations. The stations were installed on July 4th and are working out well. Each workstation has an annual cost of \$450 to maintain. He noted that the library also went wireless. Discussion ensued.

Carol Starr reported that Marin County Free Library is in the process of finalizing a contract with Group 4 for the construction and remodeling of their branches, which are 35-40 years old. The library also hired a new electronic

services librarian.

Sandy Cooper – Sonoma County Library has no report

Diane Smikahl – Benicia Public Library has no report

David Dodd reported that San Rafael Public Library hired a new electronic services/teen librarian. He further reported that the HVAC and windows remodel was put off until Spring. The City Engineer reviewed the plans after they went out to bid and pulled them; therefore the Circulation Department will go without heat again this winter.

Anji Brenner of Mill Valley Public Library reported that she has been the official Director of the library for six weeks. She noted that she is fully supported by the City and still reports to the same person.

Angela Brunton reported that the Sonoma Developmental Center Library received a 10% increase in their budget, which provides an extra \$2,000. She noted that this was the first time the library received an increase in their budget in 18 years.

Ann Cousineau reported that Solano County Library and SNAP implemented an optical metropolitan network?? and went from T1 lines to fiber optic lines that offered ten megawatts. She noted the library thought this would offer much faster service but found that within the first month or two, the lines were almost maxed out at 90%. So, the library is now getting ready to increase to 20 megawatts. Discussion ensued.

Gregg Atkins reported that Dixon Public Library and the City of Dixon are participating in a joint study to look at building a park and library together in the same setting.. The school district also asked the library to see if they would like to provide library services to Dixon's new high school, which is currently being built. Discussion ensued. It was noted that Pickleweed Library is located in a community center and that Albany's library is as well, but Albany does not have playing fields around it. Santa Rosa is also looking at combining a library branch with a community center. It was noted that Suisun's new library is going to be located next to an elementary school, and be near a park with playing fields. The school district will own the Suisun building and the library will rent the space. All of the NBC libraries that have this type of arrangement will share their information with Mr. Atkins.

15. ANNOUNCEMENTS:

None.

16. NEXT MEETING:

The next meeting will be held on November 2, 2006 at the Petaluma Regional Branch.

17. ADJOURNMENT:

There being no further business, the meeting was adjourned at 12:46 pm.

Annette Milliron DeBacker
Clerk of the Board
September 7, 2006