

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**September 11, 2008**

**1. CONVENING:**

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Fairfield-Cordelia Branch of the Solano County Library in Fairfield, California with Chair David Dodd presiding. The meeting convened at 10:36 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	Susan Clayton
X		Larkspur Public Library	Frances Gordon
X		Marin County Free Library	Scott Bauer
X		Mendocino County Library	Melanie Lightbody
	X	Mill Valley Public Library	Anji Brenner
X		Napa City-County Library	Danis Kremeier
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	Erin Duane
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	Marie Ludwig
X		Belvedere-Tiburon Library – Assistant Director	Abbott Chambers
X		Benicia Public Library	Anita Falltrick
X		Galecia Group – Technology Consultant	Lori Ayre
X		Mendocino County Library – Assistant Director	John Bishop
X		MVLS - Yuba County Library - Director	Loren MccRory
X		Solano County Library – Technical Support	Lynne Williams
X		Sonoma County Library – Technical Support	Mike Dawe
X		State Library	Gerry Maginnity
X		NBCLS/MVLS System Headquarters – Exec. Dir.	Annette Milliron
X		NBCLS/MVLS System Headquarters – Asst. Dir.	Patty Hector
X		NBCLS/MVLS System Headquarters – Adm. Asst.	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 Mel Lightbody and seconded by Gregg Atkins. The Motion passed unanimously

**5. APPROVAL OF 6/05/08 MINUTES:**

A Motion to approve the June 5, 2008 minutes was moved by Diane Smikahl and seconded by Ann Cousineau. The Motion passed unanimously.

**6. APPROVAL OF CONSENT CALENDAR:**

The consent calendar contains Financial Statements for FY 2007/08, period ending June 30, 2008 and the Financial Statements for FY 2008/09, period ending July 1, 2008. It was noted that the date should read "7/31/08". A Motion to approve the consent calendar as corrected was moved by Jennifer Baker and seconded by Danis Kremeier. The Motion passed unanimously.

**7. CORRESPONDENCE:**

Ms. Milliron passed around the correspondence folder which included the following: Sonoma County Treasurer's Fourth Quarter Investment Report for 2007/08, External Peer Review letter for Larry Johnson, NBCLS auditor, National Library Legislative Day, May 11 & 12, 2009 flyer.

**8. OPEN SOURCE PROJECT REPORT:**

Ms. Milliron referred the Board to the LSTA grant proposal in the Board packet. As mentioned in her notes, the Board had been advised that PLS had planned to explore Open Source software and at the last NBC Board meeting, the Board also expressed an interest in pursuing Open Source. In June, Ms. Ayre had advised the Board that the State Library was interested in Open Source and that there was a potential of an LSTA grant which would be used to raise the awareness of Open Source as well as empower the libraries with information about open source. The State did not fund grant and Linda Crowe approached Rosario Garza and Ms. Milliron regarding the 10 systems self-funding the Open Source project for the next year. There is a meeting next Monday between the three system directors, Califa staff and Lori Ayre to discuss the possibility. Lori Ayre explained that the top layer of the project is for an integrated resource sharing system for all systems in the State of CA. Galecia wants to promote that idea and dispense information about the particulars, in order to start making resource sharing work better between libraries; region to region and statewide. Ms. Ayre noted that this project will also need to be tied into a good delivery system. It is important to determine at this stage, what can be done for a specific amount of money and then find out how much money can be given.

Mr. Atkins stated at the last Open Source presentation, the focus was on integrated library systems and that now it appears there's been a shift in focus with the suggestion to look at systems similar to what NBC currently has with SuperSearch. Ms. Ayre explained that wasn't the intent. The underlying integrated library systems don't "play" properly with the resource sharing tools, such as URSA. It's easy to do resource sharing if it's all on the same system, but that is not a viable option in California and Galecia is interested in exploring the options to see if some systems could change. Ms. Ayre noted that the systems need to decide what approach to take; there are several options, which will be multi-faceted. Mike Dawe of Sonoma County Library asked if Ms. Ayre would be recommending an off-shoot of an existing product or would she present an entirely new product. She explained noted that it would be more of a raising awareness and education about Open Source, then the setting up of a test site/playground/sandbox for the libraries to explore. Discussion ensued. Ms. Ayre suggested the creation and posting of white papers on the numerous benefits of Open Source for libraries to help explain why it's a perfect fit. Danis Kremeier suggested that there are two different groups that Galecia would need to address: one group is libraries that are afraid/not aware of Open Source and the second group are ready to play and would like a sandbox. She noted that both groups exist simultaneously and Galecia should address them simultaneously.

David Dodd asked why the State declined to fund the grant and Gerry Maginnity explained that it was much discussed but it was an extremely tight budget year and the State Library felt it wasn't quite ready yet to proceed. He noted that it always helps if the libraries are moving forward on a project and that the Public Library Directors forum is held every two years, and that Open Source would be one of the items on the forum agenda when it is held again. Ms. Ayre spoke with Linda Crowe and noted that the expectation of money donated by the systems would not be near the amount that was included in the grant. Mr. Dodd stated that the Board would need to discuss what level of funding they are

comfortable with and that the Board could grant authorization to the Steering Committee to decide how to proceed with a “not to exceed” level.

Lynne Williams of Solano County asked Ms. Ayre about the staffing level needs for the software; what skill set is required of staff and how do they attain it. Ms. Ayre explained that for smaller libraries who don’t want to “tweak” the program, most likely will save money moving to Open Source. But, most larger-sized libraries who move to Open Source do like to tweak the program and want more control over it so they do end up spending money. She noted that libraries don’t tend to move to Open Source to save money. Mel Lightbody asked how Open Source can equitably serve small rural libraries as well as large libraries and would a single shared system for smaller libraries be an option? Discussion ensued.

Gregg Atkins asked if Ms. Ayre or Linda Crowe had any sense of other funding sources available for the project. Ms. Ayre stated that she feels the State will get involved with the project next year. Also, King County has reason to believe that they will receive a fairly decent size grant from the Institute of Museum and Library Services (ILMS). PLS is considering partnering with them as well. There has been no interest from private corporations in the Silicon Valley regarding this project.

Abbott Chambers asked Ms. Ayre about Evergreen in Michigan. Ms. Ayre reported that it is a statewide implementation and that Massachusetts is also pursuing KOHA. She noted that more libraries are moving to KOHA and that there are several big projects connected to Evergreen. The State of Georgia project is well on it’s way and is now focusing on the delivery component. Ms. Ayre noted that there are several large library models on how to proceed with this as British Columbia, Santa Cruz and Salinas are all moving forward with their projects.

Scott Bauer noted that several ILS vendors aren’t willing to “play ball” with others and asked how Open Source will deal with this mindset. Ms. Ayre believes that in the end, it will be a peer pressure aspect that gets the vendors to cooperate; the non-cooperative vendors will need to work with others or they’ll lose their customers.

Ms. Milliron attended several ALA meetings regarding Open Source and asked Ms. Ayre about ILS providers and their due diligence; who will take responsibility for bugs in the software. Ms. Ayre explained there is a procedure for installing updates; the updates are sent to a central body where they are tested before becoming an “official” release. She noted that there would be a support contract with the vendor as well as the systems won’t be paying for licensing but will need to pay for a support contract. She noted that Open Source is a secure software because there are so many eyes on it.

Ms. Cousineau noted that she was still unsure what NBC would actually be committing to if the Board approved funds towards the project. She noted that the Board needs to have, in hand, what the ROI is, what is the benefit to libraries, what does it look like to the patrons as there is a whole customer service element that hasn’t even been addressed. Ms. Ayre noted that some of the white papers may be able to address those concerns. Ms. Ayre stated that since the grant was denied, she wants to move her ideas from being research oriented to action oriented. She read her list of action ideas for the next year that NBC, PLS and MCLS could explore. The list is attached to the minutes as Appendix A.

A Motion authorizing the Steering Committee to spend up to \$10,000 regarding the participation in the Open Source project pending a favorable review of a scope of project proposal, was moved by Mel Lightbody and seconded Sara Loyster. The Motion passed with one abstention by Bonnie Thoreen.

## **9. REFERENCE THINK TANK REPORT:**

Patty Hector and Jennifer Baker attended the two day Think Tank meeting. Ms. Hector handed out the materials from the Think Tank meeting to the Board and explained that each workgroup worked on a newspaper with three future trends. She explained that one of her group’s trends was that libraries would no longer be a part of a city or county government, as since they’re more about keeping information safe than getting it out to the public. What they didn’t discuss regarding this trend was how libraries would then be funded. Ms. Baker noted that it was very nebulous thinking with the purpose to guess what our world would look like in 20 years. It wasn’t until the last hour of the second day that libraries were discussed. The Think Tank attendees were comprised of different backgrounds; one attendee was a retired Imagineer from the Disney Company and discussion was held more on a global community rather than on just libraries. From here, the ideas generated by the Think Tank will be given over to “builders”, a select group

that will help focus on the issues. At this time, no one knows the identities of the builders. Gerry Maginnity handed out the trends that were discussed at the Think Tank meeting and Ms. Kreimeier asked if there were any plans to turn this into an InfoPeople workshop so the information can be disseminated to all levels of staff within the library. Mr. Maginnity noted that Holly Hinman from InfoPeople did attend the Think Tank meeting and that it was his understanding that this would happen. Discussion ensued. The trends list is attached to the minutes as Appendix B.

#### **10. NEWS FROM THE STATE LIBRARY:**

Gerry Maginnity reported that the State budget crisis was a serious issue and noted that Susan Hildreth hasn't been paid since July. The rest of the library employees have had their salaries reduced to minimum wage and that that battle is ongoing in the courts. The Library of California currently has no authority to dispense with LSTA or CLSA money. They do want to remodel the older State Library in Courts I building in downtown Sacramento; the money is there to remodel but they are unsure if the library can move prior to the start of construction as they have no authority to sign a contract. He noted that the potential remodel is exciting but that things are at a complete standstill.

Mr. Maginnity noted that the decision not to fund the literacy campaign for public libraries took everyone by surprise. This was a Republican proposal and did not come from the Governor so this enables the State Library to be able to react and they most likely will. He noted that the issue must have fallen off of someone's short list. Discussion ensued.

Mr. Maginnity reported that there will be a staffing change at the State Library. Ms. Hildreth is reassigning Bessie Condos to the Library Development Services Department and she will take over the ELF project. He further reported that Carla Lehn is working on a project called Get Involved which will engage community members to work as volunteers. The Public Library Center for the Book is moving from MCLS to LAPL as they offered the use of their branch in Korea Town. He noted that they have been at UCLA for the past ten years. The ASRL (Association for Small and Rural Libraries) conference will be held in California next week. During the Saturday of the conference, the State Library will hold its last tour of the Library in Courts I before it's closed for the 2-3 year remodel.

Mr. Maginnity stated that the State Library is going to try to do a better job of tracking library ballot issues and keep the systems informed of changes, etc.

Mr. Maginnity reported that the State Library is going to change directions on the California catalog and are no longer going to pay for public libraries access to the First Search through OCLC. They will phase that out and will look again at how resource sharing is being done in California. He noted that the State Library had to take a long hard look at LSTA this year and that there was extreme pressure from the Department of Finance to take the LSTA money from the public libraries to pay for the State Library's budget. He noted that they are withstanding the pressure.

#### **11. JOINT STEERING COMMITTEE NOW NAMED THE CONSOLIDATION TASK FORCE MEETING:**

Ms. Milliron reported that the Consolidation Task Force (CTF) is currently working on reviewing bylaws. The Bylaws subcommittee is comprised of Derek Wolfgram as Chair, Bill Michael and Diane Smikahl as co-Vice Chairs, Darla Wegener, and Bonnie Thoreen. Ms. Milliron is working on acquiring copies of the bylaws that are being drafted by PLS and MCLS so the subcommittee can use them as models. Both PLS and MCLS are having their library systems join the consolidated system as JPAs. Our group is leaning toward forming the mega-system as a JRA and Ms. Million is going to discuss with the attorney the advantages and disadvantages. Ms. Million will also speak with Linda Crowe and Rosario Garza regarding their reasoning with going as a JPA. The CTF is scheduled to meet again on October 17<sup>th</sup> in Mammoth Lakes. Hopefully, they will have the answers from the attorney by that date; if not, the meeting will be rescheduled.

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

##### **A. LIBRARY OF CA BOARD REPORT**

Ms. Milliron reported that the Library of CA Board was very supportive of the system's activity in trying to consolidate and were in awe of the geography of the area that the three northern California systems are trying to tackle. The Department of Finance still has to approve the proposed TBR and direct loan reimbursement levels and the Board will seek full funding of TBR. It was noted that it most likely won't be approved until after the budget has been approved. The State Library has prepared a budget change proposal (BCP) request but is unable to share

the request with the libraries until the budget is passed.

#### **B. NSCLS UPDATE**

Ms. Milliron reported that NSCLS issues take less time to deal with now that system operations have been moved to Santa Rosa. She noted that the system is still waiting for money from the State and that she will ask the NSCLS Council to place more money on deposit with NBC as their initial \$100,000 will be gone by the end of October as they currently spend \$25,000 per month and are holding the ARSL conference.

#### **C. MVLS UPDATE**

Ms. Milliron reported that the MVLS Council and Executive Committee are meeting tomorrow and have an Autographics demonstration scheduled prior to their meeting.

#### **D. REFERENCE PROGRAM JOB AUDIT**

Ms. Milliron referred the Board to the reference program job audit results in the Board packet. Discussion ensued. She noted that currently Joe Cochran spends 50% of his time on database negotiating for all three systems and stringers are also used. The system doesn't need to do anything financially at this time but she noted that Mr. Cochran has a lot of duties but not the same amount of hours so she and Ms. Hector will work with him to organize his responsibilities and duties within the time available. Ms. Milliron asked the Board if there was anything more they wanted Jeanne Goodrich to do for NBCLS or if she could end her work with us and bill NBCLS for the job audits. It was noted that Ms. Milliron could have Ms. Goodrich bill NBCLS. Ms. Milliron noted that it was a good report to have as a baseline. Moving forward, reference is short 1.25 FTEs but can be filled with stringers and referrals to MCLS at this time. Ms. Cousineau noted that she felt it was important that NBC continue to track the reference question activity and revisit the issue as needed. Discussion ensued.

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

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

#### **F. SUPERSEARCH PROGRAM/URSA**

Ms. Milliron reported that she will check in with Sirsi/Dynix next Thursday to verify that the program really did go into general release. She noted that she had been advised that the actual redesign won't be available until the end of 2008 and that they plan to take it back to a more web-based product. Mike Dawe noted that he has viewed the new release and that it appears more robust.

#### **G. LSTA UPDATE**

Ms. Milliron reported that Bessie Condos is returning to the Library Development Services Department at the State Library and the ELF grant has been placed on hold until she transfers over. She noted that there is a possibility that the grant may change in nature so the budget numbers may change as well.

Mr. Maginnity reported that there are some vacancies on the Library of CA Board and that there may not be enough members for a quorum. He stressed that it is imperative that the positions be filled and that anyone interested in serving on the Board can get information at the State's website.

### **13. ANNUAL REPORT 2007/08:**

Ms. Milliron referred the Board to the 2007/08 Annual Report that was included in the meeting packet. A Motion to approve the 2007/08 Annual Report was moved by Ann Cousineau and seconded by Jennifer Baker. The Motion passed unanimously.

### **14. REVISED BUDGET 2008/09:**

Ms. Milliron presented the revised 2008/09 budget. She noted that the changes were in the reference area. PLS is sending all of their reference questions to MCLS and the ELF grant is on hold. She took \$25,450 from the reserve money so the budget can balance as the County won't accept an unbalanced budget. The system place \$35,000 in reserves last year so we'll still be ahead approximately \$10,000. NBC applied to be the fiscal agent for the Carla Lehn – Get Involved grant but haven't heard back as of yet. A Motion to approve the revised 2008/09 budget was moved by Danis Kremeier and seconded by Diane Smikahl. The Motion passed unanimously.

**15. CELL PHONE ALLOWANCE POLICY:**

Ms. Milliron referred the Board to the cell phone allowance policy included in the meeting packet. She noted that that policy was crafted using language borrowed heavily from Solano County's policy. Discussion ensued. A Motion to approve the cell phone allowance policy was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously.

**16. BERGIN UNIVERSITY MEMBERSHIP:**

Bergin University Library contacted Ms. Milliron regarding joining NBCLS. The university is an outgrowth of the k-9 companions program and are a companion dog training institute that is now going for accreditation. One of the requirements of accreditation is that the school has a library. Ms. Milliron doesn't believe that the university receives public funds, which is one of the criteria of being a member of NBCLS. Mr. Maginnity stated that either the Library of CA act or regulations clearly defines what a library is, if NBC would like to use it. Discussion ensued. It was noted that as they don't appear to meet the NBC criteria, the issue doesn't need to be discussed unless Bergin University files an application.

**17. BOARD MEMBER ITEMS:**

Bonnie Thoreen, Napa Valley College Library – no report. Ms. Thoreen noted that it's nice to have a presence from the State Library at the Board meeting.

Gregg Atkins reported that it has not been announced publicly, but in the past three weeks, the Dixon Public Library has purchased three parcels of land adjacent to the Carnegie library. Therefore the library will be staying downtown and will not be moving to the park setting.

Jennifer Baker of St. Helena Public Library reported that she has been travelling quite a bit for the library; she attended ALA, went to North Carolina for a leadership institute and then attended the Think Tank meeting. She noted that the Library Foundation is finally off the ground and she will be requesting that the library board turn over the trust to the foundation. The library is also moving toward the construction phase for their library's remodel.

Danis Kremeier reported that the Napa City-County Library is completing their reorganizational study and will be hiring soon. She received notification on Friday that the library will be part of a Grand Jury investigation. She explained that each department within Napa County that has a new department head has received such a noticed and feels it will be a great opportunity to educate the jury on libraries.

Erin Duane reported that this is the pilot semester at Solano County Community College for integrating the library classes with the English classes. She noted that they are three weeks in and things are going well.

Abbott Chambers reported that the Belvedere-Tiburon Public Library will need to do a second EIR on the land that is between the library and the town hall before starting construction as there was a recommendation that the expansion be built on that space. This new EIR will take approximately 6-months and will cost another \$100,000. Mr. Chambers explained that the Tiburon town council and the city manager have interests in the project and want to make their downtown more pedestrian friendly. Discussion ensued.

Sara Loyster, San Anselmo Library – no report.

Scott Bauer reported that Marin County Free Library recently filled their West Marin vacancy with Bonnie White, a former employee who went to work for San Francisco and is now back.

Frances Gordon, Larkspur Public Library – no report.

Mel Lightbody reported that her big news was hiring her Assistant Director John Bishop for Mendocino County Library.

Ann Cousineau, Solano County Library – no report.

Diane Smikahl reported that Benicia Public Library continues to have facilities issues, the newest being the loading dock roof. They are also still working on getting the basement finished and LEED certified. The Legislative Committee is

watching the budget carefully and are considering revising Legislative Day and would like to get more people involved with that; they may do something at CLA.

David Dodd reported that the San Rafael Carnegie Library is turning 100 and the library plans to hold a centennial on Sunday, January 25<sup>th</sup>. The library staff will wear period costumes and there will be carriage rides. The library is also publishing a children's book at the same time that will be used in the local schools and taught in history class.

**18. ANNOUNCEMENTS:**

None.

**19. NEXT MEETINGS:**

The next NBCLS Steering Committee and Board meeting will be held on December 4<sup>th</sup> at the Petaluma Branch of the Sonoma County Public Library.

Ms. Milliron noted that on the Monday after the County Librarian meeting at CLA, she is trying to schedule a "get to know you" meeting for the directors of NBCLS, MVLS and NSCLS. Ms. Milliron will send out an email once it has been arranged.

**20. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 12:42 p.m.

---

Annette Milliron DeBacker  
Clerk of the Board  
September 11, 2008