

NORTH BAY COOPERATIVE LIBRARY SYSTEM
Board of Directors Meeting
November 4, 2004

- CONVENING:** The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Benicia Public Library, in Benicia, California with Chair Larry Hlavsa presiding. The meeting convened at 10:40 a.m.
- ROLL CALL:** Larry Hlavsa, St. Helena Public Library
Carol Starr, Marin County Free Library
Janet McCoy, Napa City-County Library
Daveta Cooper, Benicia Public Library
Tom Trice, Sonoma County Public Library
Sara Loyster, San Anselmo Public Library
Bonnie Thoreen, Napa Valley College Library
Catherine Blumberg, Mill Valley Public Library
Monique le Conge, Richmond Public Library
Angela Brunton, Sonoma Developmental Center
Kay Noguchi, San Rafael Public Library
David Dodd, San Rafael Public Library
- ABSENT:** Gregg Atkins, Dixon Public Library
Erika DeMille, Mendocino County Library
Jay Field, Solano Community College
Susan Gilroy, Mitchell Memorial Library, Travis AFB
Mary Richardson, Sausalito Public Library
Debbie Mazzolini, Belvedere-Tiburon Public Library
Will Baty, Plover Library, Santa Rosa Jr. College
Frances Gordon, Larkspur Public Library
Nancy Sieck, Petaluma High School Library
Ann Cousineau, Solano County Library
Kathy Jansen, Lake County Library
- ALSO PRESENT:** Annette Milliron DeBacker, North Bay Cooperative Library System
- INTRODUCTIONS:** Daveta Cooper, Acting Director of Benicia Public Library, David Dodd, Incoming San Rafael Library Director, and Kay Noguchi, Outgoing Interim San Rafael Library Director, introduced themselves to the Board.
- PUBLIC INVITED TO ADDRESS BOARD:** No public was in attendance.
- APPROVAL OF** Approval of the Agenda was moved by Angie Brunton, seconded by Bonnie Thoreen. Approval was unanimous.
- APPROVAL OF 09/02/04 MINUTES:** A Motion to approve the Minutes of 09/02/04 as presented was made by Carol Starr, seconded by Sara Loyster. The Motion passed unanimously.
- APPROVAL OF CONSENT CALENDAR:** Approval of the Consent Calendar was moved by Tom Trice, seconded by Monique le Conge. The Motion carried unanimously.

CORRESPONDENCE: Ms. Milliron-DeBacker reported that numerous vendors have contacted her and she has included their literature in the correspondence. Vendors and discounts were discussed. Ms. Milliron-DeBacker will forward the comments about the delay in the delivery of materials to the BWI representative.

FY 2003/04 AUDIT: Ms. Milliron-DeBacker reported that the 2003/04 audit was not completed in time for the November Board Meeting. This item will be placed on the February 2005 meeting agenda.

ADMINISTRATOR'S REPORT: Ms. Milliron-DeBacker reported that the TBR interest income in FY 2003/04 was \$7,239. Total interest for the year was just over \$15,000. She reported that the reimbursement rate has been lowered to 50% for next year. Several members are being required to start collecting TBR directly by their funding agencies. Ms. Noguchi asked about the incentive to keep TBR account at NBCLS. Mr. Hlavsa noted that St. Helena's Finance Director was concerned about expenditures that weren't in the TBR budget. The city wants to approve the spending. Ms. Milliron-DeBacker suggested that NBCLS would invoice members if members wanted to keep some money in a trust account. It was noted that a reduction of interest income at NBCLS due to this change may cause an increase in dues. Discussion ensued.

The upcoming Union contract negotiation was discussed. The contract states that the Union will contact NBCLS in October to set up a meeting date for negotiations. This has not happened. Further discussion ensued.

LIBRARY OF CA BOARD MEETING: Ms. Milliron-DeBacker reported that there are several new people on the Library of California Board and noted that they will probably meet annually. CLSA monies were discussed.

LSTA PROJECTS UPDATE: Ms. Milliron-DeBacker reported that the LSTA project was coming along very well. Several projects that did not spend their allocated money recently informed the State Library at a very late hour that there was money available. She explained that the State needs to find places to spend this money by 11/15, or they will need to return it to the Federal government, who would then permanently lower the California allocation of LSTA money. Of that available money, NBCLS received a \$100,000 augmentation on the *Business in a Box* grant for 2003/04. She noted that this may result in an adjustment to the 2004/2005 allocation. The NBCLS budget will be adjusted once Ms. Milliron-DeBacker determines if NBCLS is allowed to keep the entire allocation or if part of it will be backed out of the 2004/2005 payout. She will update the Board at the February 2005 meeting. She noted that NSCLS also received an augmentation of \$34,000 to their Rural Library Initiative grant.

The *Business in a Box* grant was discussed. Ms. Milliron-DeBacker noted that Joe Cochrane has spent about 155 hours on the project, while Kelli Logasa has spent approximately 40 hours. Administrative hours and monies were built into this project.

NSCLS UPDATE: Ms. Milliron-DeBacker reported that North State is currently involved in a lawsuit which involves their delivery van and that the matter is taking up a lot of time. She is going to make recommendations to North State regarding their delivery services. Due to the geographical area of their System, it won't be feasible for just one vendor to deliver. The Listen-In Program was discussed. NSCLS is eager to share their audio collection with North Bay, but the program is not automated as of yet; it is still on a "paper" system. Ms. Milliron-DeBacker will work with NSCLS on this matter. The ILL Committee will be advised that the resources is available but the program will not be announced to the general public.

REFERENCE PROGRAM REPORT: Ms. Milliron-DeBacker noted that the Reference Program Report was included in the Board Packet. She noted that there will be a trip to Guadalajara again; one person will be going this year. The Reference Question submittal form on the NBCLS website was discussed.

SUPERSEARCH PROGRAM REPORT: Ms. Milliron-DeBacker referenced the SuperSearch Program Report. She noted that the Joint Application Development meeting with representatives from Dynix went very well. Various screens were changed at NBC's request. Some of the items that NBC is concerned about are still going to be implemented by Dynix. One of the items of concern is that when the patron logs in, they will need to create a user and password. If they forget it or lose it, it will be inconvenient. A number of different libraries who participated in this meeting tried to convince Dynix to change this feature. The programmers of the software explained at the meeting that passwords were "the way of the world" and that this how it's going to be. Discussion ensued. January is the target date for library staff to start using the new URSA update. It was noted that staff should be trained and comfortable with the software before rolling it out to patrons or partnering with other libraries/systems. The beta testing is ongoing. Ms. Milliron-DeBacker asked the Board if they would like to be more involved with the roll-out or if they would like the ILL Committee to take care of it or would they like to form a sub-group of the two. It was decided that the ILL Committee would be the first level contact.

LSTA FY 2005/06 GRANT PLANNING: Ms. Milliron-DeBacker reported that there is going to be an open competition for LSTA this year. The details have not been revealed. She noted that there are some targeted subject areas. David Dodd stated that the California State Library had planned to have an open grant process last year, but did not do so. Ms. Milliron-DeBacker will speak with Ira Bray at CLA regarding grant monies for the automation of for NSCLS. She will also sign up for any required training for this grant process, if seating is available.

ILL

REFERENCE Linda Crowe, Peninsula Library System and NBCLS Staff will meet December 7th to discuss joint projects

WORKSHOP WITH STEVE COFFMAN: based on the information gathered at the Reference Workshop meetings. They will approach the State Library with some ideas for the LSTA grant to model and/or demonstrate ideas. Ms. Milliron-DeBacker noted that there were many re-occurring themes in all three of the workshops; training, marketing, and improved web sources for things such as fifth grade Mission project, gold rush development, etc.

BOARD MEMBER ITEMS: Ms. Milliron-DeBacker reported for Erika DeMille that Coast Community Library in Pt. Arena will have their dedication and grand opening tomorrow, November 5. The library is moving from 850 square feet to 5,800 square feet, totally funded by community; no grant assistance. A local summer resident donated \$40,000 worth of commercial grade furniture.

Ms. Milliron DeBacker requested on behalf of Ann Cousineau of Solano County that all NBCLS members renew their institutional membership in CLA. Carol Starr noted that special libraries and orphan libraries also benefit; every special district library should belong. Discussion ensued.

Carol Starr reported that print management is going well at the Civic Center library. This program will roll out to the east Marin branches by the end of the year.

Tom Trice asked which libraries are participating in the summer reading program with Sonoma County library; Marin and Napa counties are participating.

David Dodd reported that he is the new director of the San Rafael Public Library starting November 16. He has extensive experience in Marin County. Kay Noguchi reported that Mr. Dodd met the City Council at their last meeting and the meeting turned into a question and answer session.

Bonnie Thoreen reported that the Napa Valley College is currently interviewing architects for the building. She noted this was most likely her last meeting as the college is planning to hire a new director.

Monique le Conge reported that she is now the director of Richmond Public Library, which currently has no policy manual, nor mission statement. She stated that the City departments as a whole are chaotic at the moment. The community and the library staff are very happy to have a library director again. The main library is currently open 26 hours a week, with the branches still closed, although the bookmobile is

operating. She stated the position is a wonderful challenge and very rewarding. Ms. le Conge reported that it is difficult as the library has no "shelvers" or part-time workers; 200 city workers were laid off in the spring of 2004 and there are no part-time workers anymore. The remaining employees may have to make their own PERS payments. She believes that the City of Richmond is planning to "rebuild" itself. The library will celebrate its 100th anniversary in 2007.

Catherine Blumberg reported that Mill Valley library has signed up with b'Logistics through Califa; three shipments have already been sent. The program was discussed. She will report on the results of the sales at a future meeting.

Daveta Cooper reported that Benicia Public Library is recruiting for a library director; the deadline for applications is 12/15. Library usage demographics were discussed. Ms. Cooper noted there will be an Elizabeth exhibit from Newberry Library in March.

Larry Hlavsa reported that St. Helena moved 20,000 books out of the library over the last few years through a free book cart. The library is going to purchase Microsoft multi-lingual capability software for their computers. It will enable Spanish, French, Italian, and German and all office applications will be in the language of the patron's choosing. Clean Slate is also going to be installed on the library's computers to help combat Spyware. The problem computers have been staff computers as opposed to the public ones. Deep Freeze is another software product that also works on Spyware. The Santa Rosa Press Democrat this week had several articles about Spyware. Mr. Hlavsa will send the articles to Ms. Milliron-DeBacker to post on the NBCLS website for all members.

Mr. Hlavsa reported that he will be sending out a letter to everyone asking for comments for Ms. Milliron-DeBacker's upcoming performance review.

ANNOUNCEMENTS: No announcements.

NEXT MEETING: Next meeting scheduled for February 3, 2005 at Sonoma County Library, Rohnert Park Branch.

ADJOURNMENT: There being no further business, a motion to adjourn at 12:25 pm was made by Angie Brunton and seconded by Monique le Conge.

Annette Milliron DeBacker
Clerk of the Board
September 2, 2004