

NORTH BAY COOPERATIVE LIBRARY SYSTEM  
Board of Directors Meeting  
November 6, 2003

CONVENING: The Board of Directors of the North Bay Cooperative Library System met this date at the Rohnert Park Branch Library, in Rohnert Park, California with Past Chair Tom Trice presiding. The meeting convened at 10:35 a.m.

ROLL CALL:  
Tom Trice, Sonoma County Public Library  
Elizabeth Tsai, Solano Community College  
Sara Loyster, San Anselmo Public Library  
Angela Brunton, Sonoma Developmental Center  
Monique le Conge, Benicia Public Library  
Carol Starr, Marin County Free Library  
Kathy Jansen, Lake County Library  
Nancy Sieck, Petaluma High School Library  
Catherine Blumberg, Mill Valley Public Library  
Janet McCoy, Napa City-County Library  
Kathy Haug, Richmond Public Library  
Stephanie Grohs, Napa Valley College Library  
Frances Gordon, Larkspur Public Library

ABSENT: Susan Gilroy, Mitchell Memorial Library, Travis AFB  
Debbie Mazzolini, Belvedere-Tiburon Public Library  
Erika DeMille, Mendocino County Library  
Vaughn Stratford, San Rafael Public Library  
Adu Worku, Pacific Union College Library  
Sandra Rotenburg, Solano Community College  
Micca Gray, Plover Library, Santa Rosa Jr. College  
Ann Cousineau, Solano County Library  
Larry Hlavsa, St. Helena Public Library  
Gregg Atkins, Dixon Public Library  
Mary Richardson, Sausalito Public Library

ALSO PRESENT: Annette Milliron DeBacker, North Bay Cooperative Library System

INTRODUCTIONS: Everyone introduced themselves to Elizabeth Tsai.

PUBLIC INVITED TO ADDRESS BOARD: No public was in attendance.

APPROVAL OF AGENDA Approval of the Agenda as amended to consider a change in the February date and/or location as Item 7A was moved by Nancy Sieck and seconded by Kathy Jansen. Approval passed unanimously.

APPROVAL OF MINUTES OF 06/03/03: A Motion to approve of the Minutes of 09/04/03 as presented was made by Carol Starr and seconded by Sara Loyster. The Motion passed unanimously.

APPROVAL OF CONSENT CALENDAR: The Consent Calendar was moved for approval by Carol Starr and seconded by Sara Loyster. There being two Action Items on the Consent Calendar including an amendment to the NBCLS Deferred Compensation Plan and a resolution commending Connie Pearson upon her retirement, a vote was called. The Motion carried unanimously.

CORRESPONDENCE: Annette Milliron DeBacker provided the quarterly report from the Treasurer.

NEXT MEETING: Ms. Milliron reported that Susan Gilroy, Travis AFB Librarian, asked if the February 5, 2004 meeting scheduled for Fairfield could be re-scheduled to another date. Ms. Gilroy would like to attend the meeting and bring several of her staff. However, a major automation upgrade is scheduled for the library that week. Angie Brunton suggested that the February meeting be scheduled for Napa Valley College Upper Campus in St. Helena. Then the June meeting could be scheduled for Fairfield. Ms. Milliron will check on the availability of the meeting space in each location and will schedule the meetings accordingly.

FY 2002/03 AUDIT: Ms. Milliron explained that the auditor, Larry Johnson, recommended a resolution to clean up an over-encumbrance situation with the reserve fund. Over the years when the NBCLS auditor is recommending one action based on his audit. He tracks all of the resolutions that have financial impact. Over the years \$143,998 of the reserve funds have been authorized for expenditure, but haven't been expended. This happens because the County Auditor's office will not accept a resolution with a "not to exceed amount in a resolution. An actual dollar figure is required. Most of the time we don't expend all the money that is authorized in the resolution. We need to clear \$143,998 from being reserved in eyes of the NBCLS auditor. Approval of the resolution will remove the commitments that have been made including a \$10,000 commitment for membership in Califa. We can approve the purchase of Califa membership at a future date when Califa is ready to provide services. Angie Brunton moved to authorizing a reduction of fund commitments for FY 2002/03 in the amount of \$143, 998 in order the release over committed funds and to adjust the prior deficit to zero. Seconded by Nancy Sieck. Motion passed unanimously.

Motion to accept the FY 2002/03 audit as presented made by Carol Starr. Seconded by Nancy Sieck. Motion passed unanimously.

CLOSED SESSION: The closed session convened at 10:50 AM.

OPEN SESSION RECONVENED Tom Trice called the meeting back into open session at 11:30AM. He reported that the Board directed Ms. Milliron and Larry Hlavsa to meet with SEIU representatives as soon as possible to discuss the revised proposals.

CALFIA The Bylaws for Califa were reviewed. Several Board members commented on the revision that schedules elections from the field for all but three positions on the Board. All members agreed that it is an improvement. The dues structure was also discussed. Consensus was that there may need to be a scale more than just the two levels of dues. Most members felt that larger insititutions could better afford a higher membership fee than \$500 better than school and very small libraries can pay the lower rate of \$250.

Membership for all NBCLS will be purchased in the Spring. Charter members will have a 16 month

membership that ends on June 30, 2005.

**BUDGET 2003/04** The Budget was reviewed by the Steering Committee. They did not recommend its adoption to the Board. The negotiation of the SEIU contract needs to be completed before the budget can be adjusted.

**ADMINISTRATOR'S REPORT** Reviewed the document that documents the fiscal health of the CLSA System and LOC Networks. She also reminded everyone that although the newly approved TBR rates are very high, the reimbursement will be paid at a rate of 60% of the approved rate because the pool of funds available hasn't been increased. A fifth payment will be made if there are any surplus funds.

The Rural Initiative is looking to place video conferencing equipment. The equipment is available and installation is free, but there is a cost for the ISDN line. Ms. Milliron will send the information out on the Board of Director Listserv and to the technical support staff of the public libraries.

Ms. Milliron asked if there was any interest in NBCLS developing a program of on call specialists such as catalogers. Recently a member library asked for a recommendation for an original cataloger. Ms. Brunton suggested checking with Certified Employment Group for library staffing. There wasn't any great sentiment to develop a program.

**BOARD MEMBER** Napa City-County Library will be closed to the public on Veterans Day, but is presenting an in-service training for team building. Staff will choose another day off of choice.

Napa Valley College has just completed a site visit by an Accreditation team. The final report will be available at beginning of year.

The Mill Valley Friends of the Library just purchased a \$16,000 for computer lab with a staff computer. Hands on computer classes for training patron on database use. Most popular course is the "Five Fantastic Things To Do With A Computer From Home With Library Databases". Instruction includes finding travel fares and how to use E-Bay. Offering basic and intermediate Word classes is under consideration. Alan Testa is leading the project.

Tom Trice congratulated Ms. Milliron on her election as CLA Treasurer. Mr. Trice offered tours of the Rohnert Park/Cotati building tour. The building opened on June 8<sup>th</sup>. He also announced that CALTAC is recognizing Dorothy Bertucci as California Library Commissioner of the Year.

Monique leConge announced that Benicia is participating in the ALA Smithsonian traveling exhibit program. The first program is Listening to Prairie an interactive exhibit for 6 weeks. A second exhibit is scheduled for Spring 2005. The topic is Elizabeth 1<sup>st</sup>.

Elizabeth Tsai has lost full time person in the Technical Service Department. Now Elizabeth is the only person in Tech Services. Solano Community College still has no director. The Dean in charge of the library is indicating that the institution may not be able to afford NBCLS.

Angie Brunton received the same as last year for budget allocation. She congratulated Tom Trice on the acknowledgement of Dorothy Bertucci's contribution to the library community.

Nancy Sieck did not have to return to the class room. She is still in the library. There is no money for new materials. She is teaching more use of online materials.

Richmond Public Library has cut \$400,000 from the budget. The cuts were achieved by reducing open hours to 41 hours at main and 12 hours at each branch. The hours for the bookmobile remain as is. A recruitment is underway for a library director. Kathy Haug reported that she has

approval to hire a financial person, but no money to hire someone.

NEXT MEETING: Next meeting scheduled for February 5, 2003 location to be announced.

ADJOURNMENT: There being no further business, the meeting was adjourned at 12:05 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
November 6, 2003