

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**December 4, 2008**

**1. CONVENING:**

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Petaluma Regional Branch of the Sonoma County Library in Petaluma, California with Chair David Dodd presiding. The meeting convened at 10:43 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	Gail Haar
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		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	Jay Field
X		Solano County Library	Ann Cousineau
X		Sonoma County Library	Sandy Cooper
	X	Sonoma Developmental Center	Vacant
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.

**3. PUBLIC INVITED TO ADDRESS BOARD:**

None.

**4. APPROVAL OF AGENDA:**

A Motion to approve the agenda was moved by Gregg Atkins and seconded by Sandy Cooper. The Motion passed unanimously

**5. APPROVAL OF 9/11/08 MINUTES:**

Mr. Dodd asked that the following corrections be made: **12. ADMINISTRATOR’S REPORT: A. LIBRARY OF CA BOARD REPORT** add “State” before library. **B. NSCLS UPDATE**, second line, change “She ask” to “She will ask”. A Motion to approve the September 11, 2008 minutes as corrected was moved by Ann Cousineau and seconded by Diane Smikahl. The Motion passed unanimously.

## **6. APPROVAL OF CONSENT CALENDAR:**

A Motion to approve the consent calendar was moved by Gregg Atkins and seconded by Diane Smikahl. The Motion passed unanimously.

## **7. CORRESPONDENCE:**

None.

## **8. OPEN SOURCE PROJECT REPORT:**

Ms. Milliron reported that at the last meeting, the Board authorized the Steering Committee to approve up to \$10,000 toward the project. The Steering Committee reviewed the Open Source information that was supplied and requested more detail before making a decision. The proposal was then returned to NBC for further consideration, which the Steering reviewed at their meeting this morning. The Committee is willing to proceed with the potential funding of the project, contingent upon Ms. Cousineau and Ms. Cooper meeting with PLS to resolve the Steering Committee's newest concerns. Discussion ensued. The Board added some concerns to the list. The concerns are as follows:

- RFP – process for acquiring the consultant
- Procurement procedures
- Role of members
- Governance
- Their definition of a mega-system
- Identify specific outcomes
- Evaluate the assumptions regarding Open Source effectiveness.

In terms of moving forward on this project, there will be a membership fee for libraries outside of the mega-systems. At this time, NBC is the only system within our mega-system that is interested in participating as MVLS and NSCLS have said they are not interested. Ms. Milliron will discuss this matter with them again at their upcoming Council meetings this month. Discussion ensued. It was noted that even if NSCLS isn't ready at this point, this item should be kept on their Council agenda so they'll know what NBCLS is considering.

The Steering Committee has authorized the use of the \$10,000 towards the Open Source project pending the outcome of Ms. Cooper and Ms. Cousineau's meeting results, but the Steering Committee will be advised of their findings before taking the next step.

## **9. DREXEL ONLINE PARTNERSHIP OVERVIEW**

Ms. Milliron reported that NBCLS has received a proposal from Drexel University asking us to partner with them to provide library school to our staff at a 20% discount. She is not sure how their proposal compares with the San Jose Library School. It was noted that under section 2, in the financial section, their document refers to an Exhibit 1 that was not included in the packet. Ms. Milliron will look into this matter. It was also noted that the Drexel paperwork refers to the laws of the commonwealth of Pennsylvania. That language should be changed to state "according to California laws". Discussion ensued. This item will be tabled and brought back to next meeting in February 2009.

## **10. CONSOLIDATION TASK FORCE REPORT:**

Ms. Milliron reported that a joint systems meeting was held during the CLA conference, but that not many NBC directors attended. Discussion ensued.

The Consolidation Task Force (CTF) met in Mammoth Lakes in October and spent the day creating the new bylaws; the draft is currently posted on Google Docs. Diane Smikahl reported that she received feedback on the bylaws at the CLA joint meeting. The bylaws should be made as general as possible and any other specific items can be placed in the standing rules, which can be more easily changed. Discussion ensued. Recently, the Pacific Library Partners' bylaws were also posted on Google Docs so the directors could review them. The next CTF meeting will be on January 16<sup>th</sup> at the Sacramento Public Library.

The joint Reference Committee met yesterday, using GoToMeeting.com, to review the reference portion of the joint

Plan of Service. The Committee went through the document together and provided great feedback. The Committee was able to narrow down the concepts. The joint Reference Committee is scheduled to meet again in January 2009.

Ms. Milliron showed the Board a pair of headphones that she used with GoToMeeting.com yesterday during the joint Reference Committee meeting. The headset cost \$20 and plugs into the computer and enables you to talk over the internet while viewing the documents. All participants must have a headset for it to work. She encouraged the Board to purchase a pair and test them. She will email the Board the pertinent information so they can be sure to purchase the correct headphones.

David Dodd noted that at the meeting yesterday, a reference staff member in attendance wasn't aware that the system consolidation was taking place. He encouraged everyone to speak with their staff and constantly reiterate the upcoming consolidation. It was also suggested that the purpose or goal of a meeting should be stated at the start of the meeting so everyone can be on the same page. Discussion ensued.

Ms. Milliron discussed the consolidation. All three system entities will remain in place and will join under a new JPA umbrella so the systems won't have to return to their respective governing authorities for approval. The overarching JPA would contract with NBC for staff. Obligations to the existing JPAs were discussed. The Board determined that the CTF should review existing JPAs to see what rules each system will need to adhere to, such as having to meet at least four times/year, etc. Ms. Milliron noted that the NBC bylaws might need to be revised, NBC is the only JPA out of the three systems. The bylaws of the other two systems will also need to be reviewed.

As the Consolidation Task Force (CTF) is crafting the governances of the new mega-system, Ms. Milliron feels that they would benefit from the hiring of a consultant. The consultant would focus on two areas: member fees and delivery fees. Ms. Milliron has begun work on the membership fee calculation using a base \$1,500 membership fee, but does not have the time to focus on it's development. Delivery fees and structure also need to reviewed and revised. Ms. Milliron reported that if the mega-system uses only CLSA money, then each public library will receive a set number of days of delivery; a library could then be charged for anything over the two days. She noted that there is a lot of resistance to volume as the measure of cost by Mark Parker, who feels that delivery should be charged per stop. Ms. Milliron noted that currently, NBCLS receives \$64,000 of CLSA money from the State for delivery and MVLS receives \$98,000. The State's formula is based on wherever your theoretical headquarters is to the most distant point within your system. Ms. Milliron explained that she feels the three systems could benefit from a consultant whose time is dedicated to looking at the two issues and come up with an equitable delivery administration and membership fee structure. Last year, the NBCLS Board stated they would put up some money for a consultant but Ms. Milliron noted that it was not included in this year's budget. The three systems do have \$10,000 from the State grant for the consolidation project, but Ms. Milliron is not sure if that amount will cover the attorney fees and numerous meeting reimbursements as well as the consultant.

Ms. Milliron would like NBC to put \$3,000 towards the hiring of a consultant. She will also ask the MVLS and NSCSL Councils to contribute \$3,000 each towards the hiring of a consultant. Potential consultants were discussed.

Ms. Milliron explained that the unbudgeted \$3,000 could possibly come from the subleasing of the NBCLS Headquarters store room to the hairdresser next door. The store room is approximately 192 square feet and currently houses the system's surplus equipment and supplies. Ms. Milliron noted that by sub-leasing the store room, NBC could save \$3,500 annually. The lease is up in December and Ms. Milliron plans to discuss the sub-leasing with the building owners at that time. She plans to ask for no increase in the rent and that the lease term be for one-year. Discussion ensued.

Ms. Milliron noted that the JPA that Pacific Library Partners will be using is posted on Google Docs. The CTF can use that as a template so our attorney won't need to create a JPA from scratch. It was noted that those three systems are all JPAs, so ours will be different since we have two JRAs and one JPA.

A Motion to set aside \$3,000 to hire a consultant to work on delivery and fee structure for the new system was moved by Ann Cousineau and seconded by Sandy Cooper. The Motion passed unanimously.

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

### **A. NSCLS UPDATE**

Ms. Milliron reported that she is meeting with the NSCLS Council on December 15<sup>th</sup> in conjunction with the State

Library's meeting on First Search and Cal Cat. NSCLS invested a great deal of time, money and energy to move to that platform to make their virtual catalog. She hopes to gain a few years so North State can find another funding source before the State Library removes their support. It was noted that several NBCLS directors are attending the Town Hall meeting in Solano County.

#### **B. MVLS UPDATE**

Ms. Milliron reported that MVLS would like a resource sharing program. They received a bid from Autographics that quoted nearly \$200,000 for seven libraries, which is too expensive. Discussion ensued.

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

Ms. Milliron referred the Board to the Reference Coordinator's report that was included in the meeting packet. She reported that Joe Cochrane is extremely busy and that there has been an increase in reference questions coming from NSCLS and MVLS. The number of questions from NBCLS member libraries is holding steady.

#### **D. SUPERSEARCH PROGRAM/URSA UPDATE**

SirsiDynix is currently installing URSA software on their hosting server and will hold an administrative training for NBCLS staff in two weeks. After that, the process of scheduling library staff training can begin. Ms. Milliron noted that the staff training could possibly be scheduled in January or February. The staff training could start as webinars and change to hands-on if needed. Some libraries will be asked to test the new product and a CARL-platform library and a Horizon platform library will definitely be two of the testers. Ms. Milliron noted that when she signed the paperwork to move forward on releasing the update, the amount charged to NBCLS was listed as zero.

Ms. Milliron reported that TBLC is pretty happy with the new URSA product overall and they use a CARL platform. Discussion ensued.

Ms. Cooper noted that Sonoma County Library's IT staff are heavily booked so NBCLS should get on their schedule soon for testing. She will speak with her IT staff. Ms. Cousineau noted that she will have her IT person contact Ms. Milliron.

#### **E. DELIVERY STATISTICS**

Ms. Milliron referred the Board to the delivery statistics that were included in the meeting packet.

#### **F. LSTA UPDATE**

Ms. Milliron reported that the ELF grant year was extended to cover the CLA conference in order to allow the grant to expend more funds. Therefore, it's listed on the NBC budget as ELF 08 and Elf 09. Discussion ensued.

### **12. FREE2 MARKETING CAMPAIGN:**

The Free2 Marketing Campaign was put together by BALIS and is now available to libraries across the State. Ms. Milliron explained this marketing campaign comes with canned artwork that is available over their intranet at [www.free2.org](http://www.free2.org) Participating libraries would also have their web site linked at [www.wearefree2.org](http://www.wearefree2.org) to serve as another discovery point for the public. It costs \$2,300 for a membership fee if all of NBCLS joins. There is 10% discount for a system wide membership. Discussion ensued. The Steering Committee's recommendation was that it should be left up to the individual libraries to decide if they'd like to join. The Board concurs.

### **13. URSA PROGRAM EXPANSION:**

Ms. Milliron reported that Inland Library System (ILS) has contacted her once again to express their interest in joining SuperSearch. If they joined, that would be a total of 62 locations. Sirsi/Dynix quoted numbers to ILS that were incorrect. Since NBC hasn't updated it's administrative numbers for new SuperSearch contracts since 2005, the Board directed Ms. Milliron to update the NBC URSA costs and all the pertinent information so she can be prepared to move ahead with ILS if the URSA update works. The Board also directed Ms. Milliron to provide ILS with a written response that includes a timetable and advised them that NBC is not ready to move ahead as of yet and that we would like to test the new release and make sure that it works before bringing ILS on-board. This most likely would be toward the end of January so the written response should note that the NBC Board will revisit their joining URSA again at their February Board meeting.

The benefits of allowing other libraries to join URSA was discussed. Ms. Milliron stated that if this were to happen, then NBCLS would need to expand its support for the local program by moving the current SuperSearch manager's position from part-time to full-time. Ms. Milliron will advise the MVLS Council that NBC is moving ahead with the URSA release. MVLS might be interested in joining URSA as well after they review Autographics' \$200,000 proposal. Discussion ensued. Ms. Milliron noted that there will be no impact on equipment as the new release will be housed on a brand new hosted server. Once NBC is sure the product is working correctly, we can drop our hosting fee through API, which will save approximately \$12,000/year.

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

Ms. Milliron explained that due to San Benito Library's removal from MOBAC, the State redistributed their allotment and NBC will receive a slightly higher amount this year. As noted under Agenda Item #11F, the ELF grant year was extended to cover the CLA conference in order to allow the grant to expend more funds. Therefore, it's listed on the NBC budget as ELF 08 and Elf 09. Ms. Milliron noted that NBCLS has not received any money from the State and is having to use reserves money, which means we are losing out on the interest that would have accrued on that money. Further discussion ensued.

A Motion to approve the revised budget was moved by Ann Cousineau and seconded by Sandy Cooper. The Motion passed unanimously.

#### **15. CLA CONFERENCE OBSERVATIONS:**

The Board members who attended the CLA conference in San Jose discussed their observations of the event. Discussion was held regarding the date of the 2009 conference as it takes place during the weekend of Halloween. Ms. Milliron explained that the CLA Executive Committee did look at changing the CLA conference date but there are no rooms available in Pasadena. The hotels are booked prior and post to the CLA dates. The CLA Executive Committee discussed the matter and their final decision is to stick with the original conference dates. It was noted that the conference should not be held over the weekend and should actually be held during the week.

Ms. Milliron reported that there was a higher attendance rate this year than the last time the conference was held in San Jose. One director noted that the overall tone of the conference was depressing and that the vendors appeared to be upset that the libraries didn't have any money to spend on their products. Gail Haar stated that she would like "no conflict times" for staff presentations similar to what the vendors receive as this year there was a conflict between the master speakers' times and the her staff's presentation times. Discussion ensued. Ms. Milliron reported that InfoPeople will most likely have less of a presence next year at CLA, which could impact the number of master speakers, as they help fund the master speaker fees and normally underwrite 2-3 speakers. She further reported that the annual CLA conference generates two-thirds of the money needed to fund CLA. The directors who attended the conference are encouraged to complete the online CLA conference survey.

#### **16. BOARD MEMBER ITEMS:**

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> with activities kicking off at 12:30 p.m. The library staff will wear period costumes and there will be re-enactments and carriage rides. The library is also publishing a children's book written by a local author, that will be used in the local schools and taught in history class. The book *A Front Row Seat for Lizzie* is about a girl attending the library's opening day in 1909.

Diane Smikahl reported that there hasn't been much progress on the basement improvement plan at Benicia Public Library. She reported that the CLA Legislative Committee has decided to distribute their position papers earlier than past years and hopes to have them available sometime in January. Therefore, directors can use them for their Day in the District meetings. Ms. Smikahl noted that the committee is looking for a contact for Assembly District 1 – Wes Chesbro and Mel Lightbody volunteered to be the contact. Ms. Smikahl will contact her to tell her what's required. The contacts for Day in the District should be out soon and then directors can start making appointments.

Ann Cousineau reported that Solano County Library is preparing to implement an appearance and attire policy for all

library employees that will go into effect January 1<sup>st</sup>. She noted that they met with the Union twice and posted the initial draft so library staff could review the policy and provide comments, some of which were implemented into the final draft. Ms. Cousineau noted that all managers and supervisors were trained on the new policy to ensure that it is implemented uniformly and consistently. She will send a copy of the policy to Ms. Milliron for disbursement to the directors.

Sandy Cooper reported that Sonoma County Library is almost finished with installing the wi-fi ID tags and will moved towards the installation of the self-check stations.

Gail Haar reported that Marin County Free Library has started floating parts of their collection, starting with audiobooks. She noted that there has been a positive response so far.

Debbie Mazzolini reported that Belvedere-Tiburon Public Library, along with Benicia, Mill Valley and Sausalito, participate in lending member museum passes for numerous museums in and around San Francisco. The passes are bar-coded and available to library patrons. She noted that the museum passes are very successful. Discussion ensued.

Sara Loyster of San Anselmo Public Library asked if anyone knew what was going on with the State Library since Susan Hildreth left for her new position in Seattle. It is known that Gerry Maginnity moved up to Head of Library Services and his old job is now posted. Discussion ensued. The Board agreed that while at the State Library, Ms. Hildreth had assembled a good staff that is more than capable of carrying on in her absence.

Mel Lightbody of Mendocino County Library reported that on December 15<sup>th</sup>, she will be appointed to Mendocino County's Broadband Committee. She also reported that San Rafael's Friends' group have given the Mendocino Friends' a lot of books that are actually helping stock Covelo's new branch that is opening in February. Ms. Lightbody expressed her gratitude to Mr. Dodd for the generosity of his library's Friends' group. Mr. Dodd stated that he would pass on her thanks.

Susan Clayton of Lake County Library reported that Kathy Jansen is retiring as of 12/30/08 and that the library will be holding an open house at the Lakeport Branch on that day. A notice was sent out to libraries.

Gregg Atkins reported that the Dixon Public Library has purchased four parcels of land adjacent to the existing library. One parcel contains a commercial building that is currently being rented, the second parcel contains a parking lot, the third parcel contains a small building that the Friends' group uses for storage and the fourth parcel holds a small house circa 1919 that is in poor condition. He noted that Dixon doesn't like to tear down old houses so they are sending out RFPs to companies that dismantle old houses and reuse the lumber. Discussion ensued.

Jennifer Baker reported that the St. Helena Public Library just completed their first year of adult programming, which is held every Wednesday night. She noted that 92 people attended last night's program, which will be expanding to two programs/week in January. Ms. Baker received the final draft from the architects and will present it to her Board at their meeting in January. She reported that the library has not yet transferred control of the Library's trust fund from the city of St. Helena to the library foundation, which was created solely for that purpose. When Ms. Baker broached the matter with the City Council, the City Attorney stated that it would be illegal to do so. The library plans to get a second opinion. Ms. Baker reported that the library is going to participate in the Get Involved initiative and it's pilot program. St. Helena Public is the only library involved in the project that doesn't have a staff member dedicated to staff services. Discussion ensued.

#### **17. ANNOUNCEMENTS:**

None.

#### **18. NEXT MEETING:**

The next NBCLS Steering Committee and Board meeting will be held on February 5<sup>th</sup> at the Napa Branch of the Napa City-County Library.

**19. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 12:30 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
December 4, 2008