

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**February 1, 2007**

**1. CONVENING:**

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Napa City-County Library, in Napa, California with Chair Gregg Atkins presiding. The meeting convened at 10:40 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	Kathleen Jansen
	X	Larkspur Public Library	Frances Gordon
X		Marin County Free Library	Carol Starr
	X	Mendocino County Library	Melanie Lightbody
X		Mill Valley Public Library	Anji Brenner
X		Napa City-County Library	Janet McCoy
X		Napa Valley College Library	Bonnie Thoreen
	X	Petaluma High School Library	Nancy Sieck
X		St. Helena Public Library	Larry Hlavsa
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	Angela Brunton
	X	Travis Air Force Base – Mitchell Memorial Library	Susan Gilroy
X		NBCLS/MVLS System Headquarters – Exec. Dir.	Annette Milliron
	X	NBCLS/MVLS System Headquarters – Asst. Dir.	Patty Hector
X		NBCLS/MVLS System Headquarters – Secretary	Kelli Logasa

**2. INTRODUCTIONS:**

Introductions were made.

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

None.

**4. APPROVAL OF AGENDA:**

Mr. Atkins added an item to the agenda - #10a Preliminary Budget FY 2007/08. The revised agenda was approved unanimously.

**5. APPROVAL OF 12/07/06 MINUTES:**

The minutes were approved unanimously.

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

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

## **7. CORRESPONDENCE:**

Ms. Milliron passed around the correspondence folder that contained the Sonoma County Treasurer's Quarterly Report that demonstrates NBC earned 4.58% interest after fees, the Sonoma County Treasurer's Annual report for FY 2005/06 and the bLogistics regional sales report that shows the proceeds they have collected on behalf of libraries. Board members were asked to initial the items they were interested in reviewing and copies would be sent to them.

## **8. ADMINISTRATOR REPORT**

### **A. NSCLS UPDATE**

Ms. Milliron reported that Patty Hector is doing well working with North State. After a meeting at North State last week, Ms. Hector suggested that the Council hold a strategic planning meeting as policies, etc. have not been either implemented or revisited in many years. Once NSCLS' member libraries are loaded in OCLC, Ms. Milliron hopes to see an increase in their ILL activity. She is in the process of reviewing policies and encouraging the Council to make a decision about the media collection they own. In 2005/06, North State's TBR was greatly reduced and it actually cost more to operate the media program than the revenue that was generated from it. It was noted that the Netflix business model influences the media program. Shasta Libraries was going to host the media collection but due to some underlying issues, Butte County is considering housing it. Ms. Milliron is working on creating a collection development policy as North State currently does not have one. Discussion ensued.

The driver for the Plumas County and Susanville route informed Ms. Milliron that he will not be working this winter as he is almost 70 years old and no longer wishes to put chains on the delivery van. Therefore, North State might be outsourcing another delivery run.

Ms. Starr voiced concern over the decision not to raise North State's contract fees this year. Discussion ensued. There is a window of opportunity with the five new directors coming onto the Council to do some strategic planning. Various potential facilitators were discussed. Ms. Milliron will send a memo on behalf of the NBC Board, outlining the situation and delineating NBC's expectations of North State. She will include that NBC is willing to make the commitment to help North State out by not raising the contract fees for the next year but that North State will need to pay their fair share after that. NBC is not willing to carry them anymore. Ms. Milliron will draft the memo and circulate it among the Steering Committee for their comment. The Board stated they are comfortable with proposal and asked that the letter be phrased "in a spirit of cooperation".

Ms. Milliron stated that she would like to close the headquarters office and disburse that money back to NSCLS.

### **B. MVLS UPDATE**

Ms. Milliron reported that MVLS is very easy and smooth to work with. The member libraries have reported that they are extremely happy with NBC and feel they are receiving good communication and action. The MVLS Steering Committee gave NBC a round of applause at their last meeting. The MVLS contract includes the language of a possible merger which should be discussed at some point over the next year. It is unsure how much the changing of the reference model would influence the possibility of a merger. Discussion ensued.

The MVLS Council is interested in joining the NBC Board at their annual trustees and system advisory board meeting in May. Discussion ensued. An invitation will be extended to the North State Council and SAB as well.

### **C. REFERENCE PROGRAM REPORT**

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

Ms. Milliron reported that she met with Ruth Metz, the former BALIS director who is conducting the reference study for the State. Ms. Metz had already met with the LAPL Director and MCLS staff prior to meeting with NBC and Ms. Milliron believes that when Ms. Metz came into the NBC meeting, she had her mind set on one statewide reference

program. Ms. Milliron feels NBC did a good job of presenting the value of having two reference programs. It was explained to Ms. Metz that Metropolitan Library System and LAPL are very paper focused and North Bay does more reference electronically; most research is online and database oriented. Ms. Metz asked if NBC and LAPL ever passed things back and forth and seemed very interested in pursuing that idea. Joe Cochrane explained to her that there has never been any incentive to do so because NBC and LAPL would have to charge each other as the reference centers were not set up to share questions. Ms. Milliron's impression was that Ms. Metz was impressed that NBC is doing direct reference for 7 of the 15 library systems in California. Indirectly, the 8<sup>th</sup> system is North State as NBC is their back up for reference.

Ms. Milliron informed the Board that the Library of California's Board meeting will be held on April 18<sup>th</sup> in the afternoon and that is when Ms. Metz will present her report and recommendation for the reference in California. April 18<sup>th</sup> is also Legislative Day and recommended that any directors in Sacramento for Legislative Day might want to stay over in the afternoon to attend the board meeting.

Databases were discussed. North State is looking at Heritage Quest and ancestry.com.

#### **D. SUPERSEARCH PROGRAM UPDATE**

Ms. Milliron referred the Board to the SuperSearch Program Report that was included in the Board packet.

#### **E. URSA 4.0**

Ms. Milliron reported that she attended the URSA users group meeting at the ALA conference. At that meeting, SIRSI/DYNIX announced that until they are done with the implementation at Tampa Bay Library Cooperative (TBLC), they will not be doing any other implementations. They have connected multiple Horizon systems during the TBLC implementation and are about to add SIRSI. TBLC also has a CARL system that is on their list to be done. Ms. Milliron reported that it was unacceptable that NBC performed so much testing for the new release and now has been placed on hold. She has contacted executive management at SIRSI/DYNIX and is currently in communication with the VP of Marketing for the nation. He has been advised that there are several systems that would like to hook into our platform but are unable to do so due to the CARL issue: Contra Costa County, JFK University as well as San Bernardino. MVLS also would like to hook in with NBC and would like a quote for their upcoming meeting. Discussion ensued.

NBC's ILL Committee agreed that if SIRSI/DYNIX could get Innovative and CARL working, then URSA 4.0 should be implemented. The committee will need to be updated on the latest developments. Ms. Milliron noted that since the implementation started at TBLC, URSA has done three upgrades to fix bugs in the software. Ms. Milliron spoke with Trish Culkin and asked for assistance with resolving the CARL programming issues. It was noted that there has been movement at Denver Public and at the Montgomery County Library in Maryland, which are both CARL users. Ms. Milliron asked the Board for direction and they recommended that NBC move forward on the project. Ms. Milliron advised that it means SIRSI/DYNIX will need to run two systems for a little while as this will only connect the Horizon group, Sonoma, Mendocino and Lake Counties, with MarinNET. Discussion ensued. The ILL Committee is meeting in two weeks and Ms. Milliron will advise them of the Board's consent to move forward.

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

Ms. Milliron reported that the LSTA projects are moving along, but there has been a change in how systems host grants. Unlike in the past, where the State Library would call and ask a system to host a grant, now systems are going to have to apply to host. The State Library recently sent out three grants that need to be hosted. The grant proposals are: service to a boomer generation, digital storytelling and literacy initiatives. Ms. Milliron will review the grants with Patty Hector to determine if NBC is interested in hosting any of them. Typically, a system would receive 10% of the grant for a hosting fee, but Susan Hildreth has now reduced what systems are paid. The applications to host any of the grants are due to the State by the end of February. Ms. Milliron reported that the Reach Out and Read grant has come to completion and will not return next year. The Nutrition Literacy grant, if continued, will be a smaller grant of about \$30,000.

#### **G. 49-99 UPDATE**

Ms. Milliron reported that she has not been contacted by 49-99 since she discussed the proposal with the Board at their meeting in December. It is her understanding that 49-99 needed to do act by the end of December 2006. Discussion ensued.

## **9. AUDIT**

The audit was not approved at the last Board meeting and Ms. Milliron was asked to speak with the Auditor regarding Statement 1 on page six of the audit which projected a deficit for the FY 06/07 budget and discover why budget number in the audit did not match Ms. Milliron's information. The Auditor explained that auditors view revenue that is rolled forward or money that is taken from reserves as a deficit. He noted that he had several clients contact him regarding this and that in future audits, he will include a sentence that states that "deficits will be covered by the revenue rolled forward". He confirmed that the money is real and that NBCLS does have that amount. Regarding the difference in budget numbers, the auditor's number of \$195,294 is accurate. When Ms. Milliron created the budget in May, she used an estimate of \$99,600. When the auditor reviewed the actual numbers at the County in August, the figure was \$195,294. Rather than re-issue the audit, the auditor will send a letter to include in NBCLS' file that clarifies the issues above. Discussion ensued. A Motion to accept the FY 2005/06 Audit as explained was made by Carol Starr and seconded by Sara Loyster. The Motion passed unanimously.

## **10. WEBSITE DESIGN APPROVAL**

Ms. Milliron reminded the Board that she had started the conversation regarding redesigning the NBC website over a year ago. At the last Board meeting, a verbal proposal from Cary Gordon to combine the NBC, MVLS and NSCLS was briefly discussed and the Board requested Ms. Milliron garner a written proposal. NBC has now received that written proposal from Cherry Hill. She already presented it to the MVLS Steering Committee who agreed to move forward on it and contribute up to \$7500 toward the cost. The NBC Steering Committee agreed at their meeting this morning to recommend that the Board move forward on the proposal as well and contribute up to \$7500 toward the redesign cost.

Since there are three systems being operated together, this proposal suggests using a content management system that would allow the creating and sharing of data and the updating of the three individual websites more effectively and easily. The redesign will give NBC the tools which will more easily allow everyone to data mine the content on the three websites. The proposed annual maintenance is \$1200 and will be split between the three systems. Training is also included in the proposal and can be conducted online so staff from all systems can view it. Discussion ensued. Jay Field suggested that Ms. Milliron have Cherry Hill clarify what type of support is included in the contract, how quickly they will respond if there is a problem and what service level we can expect. Cary Gordon is currently creating websites for various libraries throughout the State of California; Tehama County is one of them.

It was reiterated that North State had their website redesigned last year at a cost of \$25,000 and not much needs to be done to it so they will not be charged for the redesign portion of the proposal.

A Motion to pay up to \$7500 with an explanation of Cherry Hill's support service level was made by David Dodd and seconded by Bonnie Thoreen. The Motion passed unanimously.

### **A. PRELIMINARY BUDGET FY 2007/08**

Ms. Milliron passed out a corrected combined fees spreadsheet for FY 2007/08. The membership dues were increased by 3.4% which is the cost of living increase for the Bay Area. SuperSearch fees remained flat due to the problems the system has been experiencing with the upgrade. A 15% increase was budgeted for delivery service. Ms. Milliron noted that she is estimating high since the delivery contract goes out for bid in March. The RFP will be posted at ABAG so NBC may receive proposals from vendors other than Sprint.

The delivery amount is determined by individual library use. The delivery statistics were discussed. The statistics are created using data provided by the delivery drivers. The combined fees worksheet uses the delivery statistic to determine library use by volume. It was noted that the 2005/06 YTD numbers on the delivery stats page did not look correct. Ms. Milliron will review the numbers back at the office and will send out the revised spreadsheet. It was noted that the entire budget will be approved at the May Board meeting.

## **11. BOARD MEMBER ITEMS**

Ann Cousineau reported that the Fairfield/Cordelia library was opened on December 14<sup>th</sup>. The library was not quite ready as some furniture was there yet but the City asked them to open and it worked out fine. This is one of the libraries that were built using their strategic master plan and almost every patron who walked through the door was a new user so

it showed they were able to target a user group in a much needed area. Solano County's new website is up [www.solanocounty.com](http://www.solanocounty.com) and now has the capability of doing a federated search.

Diane Smikahl reported that Benicia Public Library has 8000 sq. ft. basement and is taking a proposal to their Board of Supervisors to ask for money to complete the space for use by library staff. The Friends group will be given 2000 sq. ft. for their books. Ms. Smikahl does not have an estimate for finishing the basement as of yet. She noted that the main parts of the library's roof issue have been resolved.

David Dodd reported that the City of San Rafael is behind the library's construction project to replace the windows and heat, which has blossomed to a cost of over one million dollars. The project was resent out for bid and the new bids were opened last week. Five bids were received and all were very close to each other but were within the bid limits. The construction project will affect the entire downtown library and the library will need to close for 3-4 weeks during the project. He noted that a satellite operation was not planned for downtown.

Anji Brenner reported that Mill Valley has slightly over \$300,000 to use toward capital improvements and are currently scoping out projects and receiving bids. A workspace upgrade will be the first project and then the library will move on to projects that are more complicated.

Bonnie Thoreen reported that the plans have been finalized for Napa Valley College's new library building and are now at the stage where they are picking out new light fixtures. The library opening is slated for 2010.

Jay Field reported that Solano Community College library will be able to hire a full time librarian in the Spring. In December, the college governing board opted to buy out the president's contract. Jerry Fisher, who was the VP for student services was appointed to be the interim Superintendent/President. He expects the College Board to finalize the agreement to conduct a search for a new president soon. Jerry Fisher is a 30+ year veteran of the school and Mr. Field hopes he will apply for the position. He noted that the college is in flux and has brought in an interim VP for Student Services. The college is also currently searching for a non-interim VP of Academic Affairs. The college currently has 35 faculty positions that they are trying to fill which therefore require 35 hiring committees. Total staffing for the college is 450 permanent, full-time staff of which 180 are full-time faculty. Mr. Field anticipates the opening of the new Vallejo center in October 2007 and the library will have a presence there. The new librarian position will spend half of their time in Vallejo. A new center will be opened in Vacaville in 2008. Solano Community College Library is waiting to hear back from the State on their initial library proposal for a new library. A local bond, Measure G, was passed with a certain amount of match from the State, but that match amount is probably shrinking. Discussion ensued.

Kathy Jansen reported that Lake County Library has been unable to fill their children's librarian position. She plans to meet with library personnel to see if they can make the position more attractive. It was a good year for the library as they have received numerous monetary donations.

Janet McCoy reported that Napa City-County has completed their facilities plan and presented it to the Board of Supervisors. The plan is now being shared with the cities and towns. The study was done by Group Four and projects the library's needs through 2030. There is a link to the study on the library's website. The study showed that the library is at 50% of where they should be on components. American Canyon has seen a lot of growth and needs a full service library. The study group would not give a dollar amount per square foot estimate.

Sara Loyster reported that she was shocked to learn that San Anselmo Public Library would not receive any PLF as they were not able to meet the maintenance of effort agreement. The library has only \$300,000 coming in and the \$5000 from PLF would have helped. It was noted that pressure needs to be put on the State and that letters need to be written to the governor asking him not to take money from the PLF.

Larry Hlavsa reported that the St. Helena Library is finishing their library study and getting a floor plan design. They will then need to get numbers and implementation fees. There will be an address relocation for the internet computers and a redesign of the California room and staff work area. The study does not address the children's room, which needs an expansion.

Carol Starr reported that Marin County is a third of the way through their facility's master plan and is working with Group 4 as well. The library is finishing their first round of community meetings and focus groups. She noted that in

her contract with Group Four, they will give her a cost per square foot. Ms. Starr will present her library needs to the Board of Supervisors in June. Marin County will most likely also be significantly under on square footage by population. Discussion ensued.

Gregg Atkins reported that the library has been working on a project with the City of Dixon to build a new library and park on land that was given to the City by a developer. LDA, Dixon's consultant, is presenting their park plan to the community, which features a library and a community center anchoring the park. The theme is agriculture and the community center and library buildings will look like two barns. The City, which typically likes to pay cash for everything, is willing to finance the project and go out to the community with the library to ask for support. The library is aiming for a 32,000 square feet building but is willing to drop it to 24,000 if needed. 1 sq. ft per citizen to  $\frac{3}{4}$  citizen per sq. ft. is the calculation Mr. Atkins is using. Discussion ensued.

#### **12. ANNOUNCEMENTS:**

Ms. Milliron asked the Board for direction on what they would like her to say regarding Senator Joe Simitian's library bond bill as she will be talking to Pat Wiggins and Noreen Evans on Legislative Day. The Board noted they support the bond.

#### **13. NEXT MEETING:**

The next meeting will be held on May 3, 2007 at the Napa Valley College, Upper Valley Campus in St. Helena. The regular Steering Committee and Board meetings will be held in the morning with a lunch following for the System Advisory Board and trustees. The Napa Valley College culinary class can do the lunch for \$35/person. NBC offset part of the cost last year using the SAB money and will most likely do so again. Elaine Petrocelli, Owner of Book Passage Bookstore in Corte Madera, will be asked to speak again at this year's meeting. NBC Headquarters will send out a flyer and registration information next month.

#### **14. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 12:32 pm.

---

Annette Milliron DeBacker  
Clerk of the Board  
February 1, 2007