

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**December 6, 2007**

**1. CONVENING:**

The Board of Directors of the North Bay Cooperative Library System (NBCLS) met this date at the Upper Valley Campus of Napa Valley College, in St. Helena, California with Chair Sandy Cooper presiding. The meeting convened at 10:30 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	Gail Haar
	X	Mendocino County Library	Melanie Lightbody
X		Mill Valley Public Library	Anji Brenner
X		Napa City-County Library	Patty Hector
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	Jay Field
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	Susan Gilroy
X		NBCLS/MVLS System Headquarters – Exec. Dir.	Annette Milliron
X		NBCLS/MVLS System Headquarters – Secretary	Kelli Logasa

**2. INTRODUCTIONS:**

The Board introduced themselves to Jennifer Baker, the new director of St. Helena Public Library and Gail Haar, the new director of Marin County Free Library, and welcomed them to the meeting.

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

None.

**4. APPROVAL OF AGENDA:**

Ms. Milliron stated that she would like to add an item under the Administrator’s Report, Item G. Napa City-County Contract. A Motion to approve the amended agenda was made by Gregg Atkins and seconded by Kathy Jansen. The Motion passed unanimously.

**5. APPROVAL OF 9/06/07 MINUTES:**

David Dodd stated that under Item 16 – Board Member Items, he would like the word “four” in the first sentence of his paragraph be changed to “forty”. Gail Haar noted that under the Board Member Items, in the Marin County Free Library paragraph, her name was spelled incorrectly. A Motion to approve the September 6, 2007 minutes as corrected was made

by David Dodd and seconded by Diane Smikahl. The Motion passed unanimously.

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

A Motion to approve the Consent Calendar was made by Gail Haar and seconded by Gregg Atkins. The Motion passed unanimously.

#### **7. CORRESPONDENCE:**

Ms. Milliron passed around the correspondence folder that contained a letter from the NBCLS auditor, Larry Johnson. In the letter, Mr. Johnson explains that due to new regulations, he will need to spend 15-20% more time on the audit next year as he will need to create ten new statements due to revised GASB (General Accounting Standards Board) audit standards. Due to the new requirements, he is going to be dropping some of his clients but will retain NBCLS and MVLS. Sandy Cooper discussed an article in Governing magazine regarding GASB. Ms. Cooper's staff have written a three page white paper about GASB and she will send it to Ms. Milliron so it can be attached to the minutes.

Ms. Milliron passed out a flyer to call Governor Schwarzenegger regarding the PLF and TBR budget cuts. Discussion ensued.

#### **8. ADMINISTRATOR REPORT:**

##### **A. NSCLS UPDATE**

Ms. Milliron reported that the NSCLS Council of Librarians voted to close the Video/DVD Center and the Listen-In programs on January 31, 2008. The media program study prepared by Lori Ayre and Lucien Kress gave compelling reasons for closing the operations prior to the end of the fiscal year. She and Patty Hector are in the process of closing the Willows and Butte Community College office operations. They have been weeding files and preparing "keep forever" boxes for long term offsite secure storage in Santa Rosa. 32 boxes of materials that either needs to be destroyed within the next 8 years or kept forever have been brought back so far and Ms. Milliron estimates she will need to bring back 20 more. Orland Public Library and Plumas County Library are taking small parts of the NSCLS collection. Plumas County is taking the books on CD collection and some music while Orland is taking the DVD collection. Both libraries are more than willing to lend the collections within NSCLS as well as to NBCLS. Ms. Milliron hopes that other NSCLS libraries will take some of the more interesting titles, otherwise the collection will be thrown away or donated to book sales. Ann Cousineau recommended digitizing the NSCLS and MVLS records rather than store so many boxes. Discussion ensued.

Ms. Milliron noted that there has been some confusion within the member libraries regarding the system office moving; some staff believe the system is shutting down. She will work with the directors to make sure the right message is being sent.

The audit for North State is finished and there is about \$500,000 in reserves. However, they have to pay health insurance for life for 6 retirees. Also, NSCLS owes PERS about \$25,000 which will be transferred into the inactive pool similar to MVLS. Ms. Milliron plans on moving the fiscal operations to Santa Rosa at the beginning of FY 2008/09. She is currently trying to find a spot in either Orland or Willows to house a bookkeeper for a few hours each month through July. The NSCLS auditor would then have to audit the books one last time and all remaining funds would be transferred to NBC for deposit with Sonoma County. The same process was used during the closure of MVLS.

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

Ms. Milliron reported that MVLS is running smoothly. The MVLS Steering Committee is very excited for the opportunity to meet with the North Bay Steering Committee. The group suggested that representatives from North State be invited as well. Since North State doesn't have a Steering Committee, the NSCLS Chair and several other North State directors volunteered to attend. The meeting is scheduled for Friday, January 4<sup>th</sup> at the new Town Square Branch of the Solano County Library in Vacaville. The MVLS Steering Committee proposed a joint project that will be discussed under Agenda Item #12.

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

Ms. Milliron referred the Board to the Reference Program Report that was included in the Board packet. She noted that Joe Cochrane has done a fabulous job of negotiating the database renewals. He will be contacting the directors regarding a new Gale database that is available, Gale Lit Finder. Question handling for all eight systems is keeping the staff busy. The staff continues to receive compliments and praise on the quality of their work. NBC has not heard anything new regarding the statewide reference system. Discussion ensued.

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

Ms. Milliron received a letter from Gary Rautenstrauch which lays out their plans for Sirsi Unicorn and Horizon. There is nothing in the letter about their plans for URSA so Ms. Milliron will write him back and ask about their URSA plans. Ms. Cooper reported that Mike Dawe recently attended a CODI (Customers of Dynix, Inc.) conference and received good reports about SIRSI adding staff and moving URSA along. Gail Wanner advised Ms. Milliron that SIRSI has hired four people in addition to the lead person for the URSA project. SIRSI usually holds a users group meeting mid-winter and Ms. Milliron will find out the date for the upcoming meeting. In-house testing on a revised URSA 4.0 for delivery to TBLC (Tampa Bay Library Consortium) is underway and if it continues to look good, they'll get the new release in early December. Ms. Wanner hopes it will provide enough stability that the company will be ready to start implementing other customers again, including NBCLS.

Ms. Milliron referred the Board to the SuperSearch Program Report that was included in the Board packet. The system continues to plod along on keeping URSA 2.6 working. A letter of thanks and a request for a time table on the URSA 4.0 development was sent to the CEO, the VP of Sales for the Western States, and Gail Wanner. Ms. Wanner responded that she will let NBC know the 2008 plans as soon as she can. A major planning and scheduling meeting is arranged for the final week of November. A brand new engineer and two other engineers from Provo have been added to the development team plus Holly Harvey, a long-time Dynix/Horizon technical product manager. This has given them a real boost in getting things done.

#### **E. LSTA UPDATE**

The ELF (Early Learning with Families) conference in Pasadena was well attended and was very successful and the project is moving along well. There is some concern that they may need some letters of support to encourage funding for a third year. In the smaller libraries, like Plumas and Orland, this grant has really made a difference. Letters of support from larger libraries like Marin County would be helpful as well. The idea behind the grant is to take children's story hour and children's library activities and make it so the entire family becomes involved. Discussion ensued.

#### **F. WEB PAGE PROJECT UPDATE**

Ms. Milliron thanked the directors who have sent photos of their libraries for the website. Cary Gordon is continuing the development of the three web sites.

#### **G. NAPA CITY-COUNTY CONTRACT**

Napa City-County contacted Ann Cousineau regarding filling their interim library director position and she referred them to NBC. Their director retired 11/23/07 and their new director will start mid-January. NBCLS signed a contract with Napa City-County for Patty Hector to act as interim director from mid-November to mid-January. NBCLS will receive approximately \$12,000-\$15,000 plus Ms. Hector will be reimbursed for her travel expenses. It was noted that Napa City-County currently does not have an Assistant Director. Ms. Milliron thanked Ms. Hector for taking on this role and stated that Ms. Hector most definitely had the experience and knowledge.

### **9. AUDIT 2006/07 AND 2007/08:**

Ms. Milliron reported that the audit is underway. The auditor got a late start as he was moving his office. So far, he seems to be satisfied with what he has reviewed. He did advise Ms. Milliron that he is interested in doing the 2007/08 audit, but that it will require a price increase as the new changes in ten audit statements will require 15% – 20% more time for him to prepare. The letter from Larry Johnson advising the Board of the price increase was passed around in the correspondence folder. Ms. Milliron will bring the audit to the next Board meeting in February 2008.

### **10. PERSONAL AUTO USE:**

Ms. Milliron reported that Diane Owens had an unfortunate accident in the parking lot behind the NBC building. She

scraped the side of her car on a gate that was installed to keep the homeless from using a hidden corner of the building. She scraped the gate because of the way the owners of the building had parked their vehicles. There wasn't sufficient clearance, but Ms. Owens didn't realize that until it was too late. When the NBCLS insurance agent was contacted, Ms. Milliron was shocked to discover that employees using their own vehicles for NBC business were not covered on the policy. Nor are rental vehicles used by employees on NBC business. According to the NBC insurance agent, NBC cannot purchase that type of coverage unless NBC owns a vehicle then they would be able to add employee personal use as a rider. The damage to Ms. Owen's vehicle is nearly \$3,900 and her deductible is \$1,000. NBC does not have a personnel policy about this type of situation as they thought they were insured. Ms. Milliron asked the directors what policy their library's follow. Discussion ensued. Ms. Milliron will contact Sonoma County Library's insurance broker to see if they can do anything. It was suggested that NBC ask if they can piggyback onto Sonoma County Library's policy. Ms. Cooper and Annette Milliron will look into this matter.

Discussion ensued on whether NBC should pay Ms. Owen's deductible as NBC has no current policy or procedure to address the matter. A Motion for NBCLS to pay Diane Owens \$1,000 deductible was moved by Ann Cousineau and seconded by Bonnie Thoreen. The Motion passed unanimously.

### **11. PRELIMINARY BUDGET 2008/09:**

Ms. Milliron noted that the FY 2008/09 preliminary budget was sent out via email earlier this week. The budget was drafted using the current CPI figures of 5%. She noted that the current MOU states NBC will match the current CPI unless it goes over 3.4%; then negotiations will reopen. Ms. Milliron reported that potentially \$25,000 will need to be moved from the general reserves to cover the budget, which does include a third year of the ELF grant. Ms. Milliron placed a 5% COLA in the preliminary budget just as a projection for the Board to see. The Directors discussed COLA percentages at their respective libraries during this past year. A 15% increase for health insurance was also put in the budget. She noted that full time employee pay 14% of their health insurance premium and NBC picks up the rest. Part time employees' insurance is pro-rated. A discussion on healthcare costs ensued. Ms. Milliron informed the Board that the following increases were also built in the budget: 5% increase for member dues and 5% increase for question handling with other systems.

It was noted that since the NBC lease is up December 2008, Ms. Milliron should build into the budget tenant improvements costs in case NBC needs to move to a new facility. Ms. Milliron noted that she has tentatively begun looking at available business spaces and has found that it is almost \$2 a square foot for a location in a desirable area and \$1.35 for less desirable areas. Discussion ensued.

David Dodd asked how the fiscal agent fee was calculated on LSTA grants. Ms. Milliron explained that fiscal agent fees are 10% of the total grant funding.

Sandy Cooper recommended Ms. Milliron create an assumptions page for the budget. It was also suggested that a page be created that shows the past five year view of actual budget numbers. Both items will be helpful to have at future Board meetings. Gregg Atkins would like to see the 07/08 projected budget figures included as well for comparison. Discussion ensued.

### **12. JOINT STEERING COMMITTEE MEETING:**

The Joint Steering Committee meeting will be held January 4<sup>th</sup> in Vacaville at the Townsquare Library meeting room. Ms. Milliron is in the process of building the agenda for this meeting and is talking to the three groups regarding what they would like to see on it. So far, most of the focus is to discuss joint programs. She explained that MVLS uses some of their reference money to provide InfoPeople trainings to their members. For a \$2,000 contract fee, InfoPeople brings their program to the system. MVLS suggested that this might be a program NBC can join with MVLS and partner on training events. The Board stated that they would like to add a consolidation discussion to the agenda. Ms. Milliron noted that a discussion on system consolidation was suggestion for the agenda at the last MVLS meeting as well. Board members noted that they wouldn't necessarily be opposed to consolidation but that the systems would each lose approximately \$20,000 of CLSA money. It was noted that this would be worth talking to Susan Hildreth about to see if there is any way to reduce the CLSA financial impact of consolidation. Discussion ensued.

Regional grants can also be added to the agenda and under that heading, the boomer grant can be discussed. It was

suggested that hiring a facilitator might be more efficient rather than trying to run it as a normal meeting. Joan Frye-Williams was suggested as she is knowledgeable about libraries. It would also take the pressure off as to what system would "chair" the meeting. Ms. Milliron will send the prospective agenda to the respective Steering Committees for their input/feedback. She noted that both NBC and MVLS have some money built into the budget that would help pay for the facilitator. Ms. Milliron will ask NSCLS next week if they would be willing to contribute toward the facilitator fee as well. Susan Hildreth will be invited to attend as it would be good to have the State Library there when consolidation is going to be discussed.

### **13. RESOURCE SHARING CONVOCATION:**

Ms. Milliron reported that the MVLS Steering Committee had a great idea for a collaborative project. They would like to have a "Resource Sharing Summit" in April with all three Systems attending. They would also like to invite SirsiDynix, OCLC, Innovative, and Autographics for demos. They would like to have enough time for the Systems' group as a whole to discuss possibilities for more cross system resource sharing. Sacramento Public Library is willing to host the meeting as there could be over 60 people attending. There are 44 public libraries in the three Systems and academic members would also be encouraged to attend. Sacramento Public Library has the Galleria that would be big enough to hold that large of a group. They also have two smaller meeting rooms that could be set up for demos. Ms. Milliron has talked with the State Library about using Rural Library Initiative funds to underwrite travel expenses for the rural members of all three Systems and the proposal is under consideration. The tentative dates for the event are April 17<sup>th</sup> and 18<sup>th</sup>, which are the two days following CLA Legislative Day in Sacramento. The event may be a two day event but a joint planning committee will flesh out the details. Ann Cousineau recommended that TLC CARL be invited as well. Discussion ensued. Mark Parker volunteered to help with the planning on the MVLS side. David Dodd graciously volunteered to help with the planning on the NBC side.

### **14. BOARD MEMBER ITEMS:**

Sandy Cooper stated that Sonoma County Public Library had no report.

Bonnie Thoreen reported that the architect plans for the new library at Napa Valley College have come back from the State and they plan to break ground in April 2008. She noted that she has been an interim librarian for the past 7 years and plans to push the district to open her position again and have someone hired in time for the new building opening. A local patron, Belle Rhodes, had advised the Napa Valley College Library that she was going to bequeath her cookbook collection when she passed. She passed recently and the library will receive between 5-6,000 cookbooks for their library collection. Ms. Roads also left her pottery collection to the library and \$10,000 to build a space for the collection.

Kathy Jansen reported that Lake County has new shelving. Also, there is no backlog on new book processing, which is a first for the library. There has been no progress on hiring an assistant director and HR is currently holding a second round of interviews. The NSCLS director recruitment was discussed.

Anji Brenner reported that Mill Valley Public Library is launching a new website, which is part of the City website. Six staff members are migrating web pages to the new system. Ms. Brenner noted that there is much excitement as the new webpage looks nice and offers a much improved navigation system.

Gail Haar reported that Marin County Free Library has hired Scott Bauer to be her new assistant director. Mr. Bauer is coming from Redwood City. She noted that Marin County is worried about State budget cuts and is looking at possible soft job freezes.

Ann Cousineau reported that Solano County Library held a program over the Fall called *Solano Kid's Read* and the book they read was "Al Capone does my shirts". The library foundation paid to put this book into the schools and library discussions were held around the themes in the book, two of which were autism and living on Alcatraz. Over 250 kids attended the first day of the program. Over 900 people attended it's 2-day program and it was estimated that over 9,000 patrons read the book. Ms. Cousineau noted that it was an extremely successful program and was well worth the effort. The library will most likely continue the program next year.

Diane Smikahl of the Benicia Public Library reported that the Legislative Committee is asking that everyone encourage

anyone to write a letter or call the State as they are very concerned with the \$10 billion shortfall and fear the Governor will be looking at PLF/TBR money. The PLF and TBR money were originally in the budget and Governor went back in September and cut \$14 million from those two programs. The Legislative Committee is saying don't back down and keep emphasizing the value of those two programs. They have found that it is too late to lobby for these programs at Day in the District and Legislative Day as the budget is already set so the dates for those two events will probably be changed next year. SB156, a two year bill that is currently sitting in suspense until the legislators determine if there's interest in pursuing it, was discussed. A survey might be done to see if a low monetary campaign could help pass a bond measure. The Legislative Committee is going to the CLA Executive Committee meeting tomorrow to see if they'd be willing to help fund the survey.

David Dodd reported that construction is ongoing for the San Rafael Public Library.

Jennifer Baker reported that it was her 15<sup>th</sup> day on the job as the Director of St. Helena Public Library. She noted that she still has a lot to learn but is aware of NBC because she worked for Solano County Public Library for the last three years.

Gregg Atkins reported that 2008 is the 95<sup>th</sup> anniversary of library service in Dixon. He reported that the city of Dixon is responsible for repairing the sewer lines in front of the library that had been causing so many problems. The Dixon School District currently has a terrible deficit and is going to possibly be in receivership. Mr. Atkins noted that the school board is also the library's governing board and hopes that the library is kept out of receivership as well. He noted that Patty Wong is the new director for Yolo County.

Patty Hector reported that she has been spending a lot of time at the Napa City-County Library. She noted that the staff is adjusting to the changes.

**15. ANNOUNCEMENTS:**

None.

**16. NEXT MEETING:**

The next meeting will be held February 7, 2008, at the Napa City County library in Napa.

**17. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 12:25 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
December 6, 2007