

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**Board of Directors Meeting**  
**December 7, 2006**

**1. CONVENING:**

The Steering Committee of the North Bay Cooperative Library System (NBCLS) met this date at the Rohnert Park-Cotati Branch of the Sonoma County Library, in Rohnert Park, California with Chair Gregg Atkins presiding. The meeting convened at 10:38 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:**

The Board introduced themselves to Patty Hector, the new Assistant Director at NBCLS. Ms. Milliron reported that once the Board approved the new position, she was delighted to find Ms. Hector express interest in the position. Ms. Milliron further reported that she has worked with Ms. Hector for the past 2 years as Ms. Hector was the Director of Del Norte County Library. Ms. Milliron stated that she connected with Ms. Hector immediately and that Ms. Hector is always willing to try new things and is very open to new ideas. Ms. Milliron noted that it was a dilemma about hiring Ms. Hector because she was hesitant about taking a proactive person from North State Council but knew that it was for the better good.

Patty Hector introduced herself to the Board. Ms. Hector is from Dallas, Texas and started her career in corporate libraries. She worked at the Fort Smith Library in Arkansas, which is a medium-sized library with a budget of \$1.9 million, for 15 years. It was a great experience as the library really grew in that period of time. Ms. Hector and the Library Director were the only librarians with degrees when she started. When she left after 15 years, there were 7-8 librarians with degrees. She liked the variety of her job duties and was able to experience many different things. Ms. Hector met her husband, who was from California, and he wished to move back, so she accepted the director position in Del Norte County, which she found to be an isolated community with a lot of needs. Ms. Hector expressed her

excitement of coming to work for North Bay and noted that she will learn a lot from Ms. Milliron. Ms. Hector attended the University of North Texas. Ms. Milliron noted that the Fort Smith Library was on the cover of ALA in 2001. Mr. Atkins personally welcomed Ms. Hector. Ms. Milliron noted that over the course of the next few months, Ms. Hector will meet with the library directors on an individual basis and learn their needs and concerns. In the beginning, both MS. Milliron and Ms. Hector will travel together, but then will start sharing the traveling responsibilities. After this meeting, Ms. Hector will travel to North State to review the second day of OCLC training.

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

None.

### **4. APPROVAL OF AGENDA:**

Mr. Atkins added an item to the agenda - #13 49-99 Request for Management Contract in order to discuss the situation of 49-99 Library System, requesting a management contract with NBC. A Motion to approve the revised agenda was made by Angela Brunton and seconded by Sara Loyster. The Motion passed unanimously.

### **5. APPROVAL OF 09/07/06 MINUTES:**

A Motion to approve the minutes as corrected was made by Bonnie Thoreen and seconded by Angie Brunton. The Motion passed unanimously.

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

Ms. Milliron noted that the Consent Calendar had not been added to the meeting packet, but contained the NBC financials. A Motion to approve the Consent Calendar was made by Bonnie Thoreen and seconded by Nancy Sieck. The Motion passed unanimously.

### **7. CORRESPONDENCE**

Ms. Milliron passed around the correspondence folder that contained the Fourth Quarter Report from the Sonoma County Treasurer. NBC received 4.1% in interest after fees. She noted this was much improved over last year's 2.3%

### **8. ADMINISTRATOR REPORT**

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

Ms. Milliron reported that out of their 12 public libraries, NSLCS will have 5 new directors next year, which she is looking forward to. The three big libraries, Butte, Humboldt and Shasta, will all have new directors. Shasta County's director starting January 1<sup>st</sup>, will be Mark Smith of LSSI, who will work for the first 3 months before recruiting a permanent director. Ms. Milliron noted that this is a big change for Shasta County as they are moving to LSSI for management services. She has also talked with Mark Smith as well as the assistant city manager of Redding and thinks it's going to work out okay. Mark Smith wants to serve the City of Redding as well as Shasta County. She noted that it is unfortunate the transition happened the way it did and that Carolyn Chambers, the current director at Shasta, will not be able to stay and enjoy the new library building. All non-clerical library staff at Shasta County have transferred to positions with LSSI. The clerical transferred back to positions within the County. Mark Smith has stated that he wants to partner and stay active with North State.

Derek Wolfgram, who is from the Denver Public Library, will start work at Butte County on December 4. There will also be new faces at Willows Public, Del Norte County and Humboldt County.

Ms. Milliron reported that the transition to the North Coast delivery run has started. There have been a few bumps so Ms. Milliron will wait for those to even out before she opens the discussion on integrating the NSCLS route into ILL with North Bay.

Ms. Milliron reported that North State is joining OCLC, which is a big step for them. Few of the North State libraries have their records on OCLC; they have been working through TLC. She stated that this is a real opportunity

for them to show the world what they have. LSSI is willing to move and house North State's video/DVD collection to the Redding Library and is willing to do the ILL for North State and let North State collect the TBR. She stated that currently two entire rooms are filled with DVDs and videos that are not being loaned. Discussion ensued.

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

Ms. Milliron reiterated that MVLS is nice to work with. The biggest issues have been shutting down their contracted services and disposing of their unwanted equipment. Also, there is a PERS issue; it takes one year to terminate your contract. When you terminate, you move from active to inactive pool. MVLS isn't in a situation with a positive balance at PERS and needs to come up with \$122,000. Since Ms. Milliron has been communicating with a PERS actuary, she checked and NBC is \$81,000 in the black with PERS.

MVLS is currently planning workshops for their libraries and contemplating databases that might license as a group. MVLS has approximately \$30,000 to spend. One thought is to give each library money towards purchasing a database.

Ms. Milliron noted that it has been nice not having to work through and accommodate any System staff. NBC has been able to absorb the services and keep everyone happy. Kelli Logasa has been handling the financials for MVLS and the new delivery with Sprint is settling into a routine. Ms. Milliron is receiving positive feedback on NBC's reference services.

At the MVLS Council meeting next week, they will discuss moving forward with OCLC and using CalCat as their catalog. If they move forward as a group, their pricing structure is better for catalog maintenance. Discussion ensued. There is a new director in Colusa County – Ellen Brow, who was formerly in Davis.

#### **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 spoke with Ruth Metz, the former BALIS director who is conducting the reference study for the State. Ms. Metz recently broke her arm and shoulder and has not been able to meet with the Systems. Ms. Metz will visit NBC in late December or early January to speak with Ms. Milliron and Joe Cochrane individually regarding reference. She is also scheduled to speak with Linda Crowe, although her System contracts with NBC for reference. Ms. Metz will also meet with MCLS and the LAPL director in Southern California. Ms. Milliron noted that NBC is doing everybody's reference except for North State, who is currently doing a very low number of questions. There isn't a reference person at 49-99 either so NBC is pretty much it for Northern California. Ms. Metz is also going to hold a mid-winter meeting with various State virtual reference coordinators at ALA. Ms. Milliron thinks the new reference model is going to be virtual. Susan Hildreth reported on Ruth Metz's behalf at the last meeting and her comments were that the reference recommendations report would be out in spring and that the next year 2007/08 will be a year of transition. Ms. Milliron believes that the State is going to fund the new reference model with LSTA money the first year in order to give libraries and systems one year to figure out what to do. Ms. Milliron reported that the Board needs to think about a response if the State asks NBC how they will spend their reference money if they continue to receive it and are no longer handling reference. Can the Board identify any needs that will require backfilling if the Reference Program changes. Discussion ensued. It was suggested that a sub-committee be formed consisting of directors as opposed to reference staff as directors tend to have a broader view of the "big picture". It is better to be proactive rather than wait for the State to ask. It was noted that Colorado has a statewide virtual reference. AskNow is in shambles and not functioning as there really isn't anyone in charge. There is a possibility that it will be overhauled. Ms. Milliron noted that there may be an inaccurate statewide perception that NBC can't handle statewide reference. She explained that when MVLS looked at a reference contract with us and MCLS, they were leaning toward MCLS because of LAPL. They chose NBC in the end because of the bundling of services with the management and reference contract. Ms. Milliron stated that she'll probably have a better idea of the direction of reference after her visit with Ruth Metz. Ms. Hector and Ms. Milliron are going to work on getting North State reference moved over to NBC as currently North State is only providing reference 2 hours/day. Discussion ensued.

#### **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 URSA 4.0 is still being worked on and that she is pushing SIRSI/DYNIX to hook up

MarinNet and the Horizon system so we can move forward in that sense. They are still working with CARL; the programmers can only get so far with CARL before they hit an error message. Ms. Milliron noted that it is becoming ever increasingly important to get URSA 4.0 working properly as Mark Smith of LSSI informed her that Inland will be purchasing URSA as of July 1st and plan to submit their request to partner with us. She further noted that she would love to see North State implement URSA as well but it needs to run smoothly before they are approached. Sandy Cooper asked if a speed test has been run lately with Sonoma County Public as new lines were put in recently. Ms. Milliron will speak with Ann Amman about running another test. Discussion ensued.

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

Ms. Milliron reported that NBC has been invited to apply for a 2<sup>nd</sup> year of funding for the \$500,000 Early Family Literacy grant. She reported that people are raving about the workshops that are being held on this subject, which is about raising the visibility of the library within the community.

#### **G. SYSTEM CONSOLIDATION UPDATE**

Ms. Milliron reported that notes from the most recent System Consolidation Meeting were included in the packet, although they were hard to understand. After meeting, they decided to move forward on two projects; request a LSTA grant for authors coordination and a demonstration as a group for home delivery of ILL items within BALIS and Silicon Valley Systems. Lori Ayre has been hired to work with the Systems on the home delivery project. The four systems are meeting with Maureen Sullivan today to discuss their organizational structure and the possible merging of the systems. Discussion ensued. Ms. Milliron was directed to check with Ms. Sullivan's availability to see if she thinks her experience with the four systems can be taken somewhere else and be used such as finding what type of joint programs NBC and MVLS can do together. Sandy Cooper asked Ms. Milliron to check with the MVLS Council regarding what they might want to use LSTA money for in conjunction with us. Mr. Atkins noted that MVLS needs to resolve how their academic component fits into their overall structure as well as some other minor issues before they are able to work on a joint project with NBC and noted that it might be too soon. MVLS is not ready to work on long term collaborations. Bonnie Thoreen stated that in general, it was a good idea to get the three systems together occasionally. The Steering Committee had discussed that the three systems should meet at least once a year.

### **9. AUDIT**

The FY 2005/06 audit was discussed. The Steering Committee reviewed the audit and one question came up, on page six of the audit. Statement 1 shows that the FY 06/07 budget projects a deficit. This matter was discussed with Auditor who explained that whenever revenues are rolled forward or money is taken from reserves, it's listed as deficit. Upon further review, it was found that the final budget number doesn't match the 06/07 budget so Ms. Milliron will ask the Auditor for further clarification. The rest of the audit is very positive and shows good money management. Ms. Milliron reported that NBCLS improved its assets/reserves by \$91,763. The Auditor did not request that any policies or procedures change this year. She noted that this is the same auditor that has been used in past years and that last year, he was unhappy with how NBC documented the LSTA money. His recommendations for handling LSTA were implemented and the LSTA audit this year was very smooth. Discussion ensued. This budget will return to the agenda in February 2007 meeting.

Ms. Milliron noted that NSCLS had a rough audit this year.

### **10. RESOLUTION TO SUPPORT PLF FULL FUNDING**

Ms. Milliron reported that CalTAC has asked the libraries and systems to do a resolution since the Governor restored money to the budget last year and is looking for support. All systems have been contacted and asked to adopt the resolution. The Board made a few suggestions on the wording in the resolution. A Motion to approve the revised resolution to support PLF full funding was moved by Sandy Cooper and seconded by Angie Brunton. The Motion passed unanimously.

### **11. NBCLS STAFFING FOR 2006/07**

Ms. Milliron reported that she is extremely happy to have Ms. Hector on board but is still looking for reference stringers with the subject specialties; business for one. Joe Cochrane is attending an ALA conference in Seattle in January where

there will be a workshop held on business reference. He plans to scout for business stringers while learning about the subject. Ms. Milliron reported that NBC doesn't have any staffing needs for the rest of 06/07. NBC does need to start thinking about negotiations on the SEIU contract; theoretically negotiations are supposed to start in April. She wants to review the salary schedule prior to meeting. Ms. Cooper offered the services of her HR person to help with that. Discussion ensued. Mr. Atkins asked if there is any anticipated turnover. It was noted that Joe Cochrane is looking for a different job as he would like a higher salary. In August of 2007, Diane Owens is retiring. Kelli Logasa will pick up the additional hours and duties and NBC might backfill with a data entry position. Discussion ensued.

## **12. WEBSITE DESIGN PROPOSAL:**

Ms. Milliron reported that she discussed the proposal with the Steering Committee. Last year, the Board authorized her to spend \$2,000 to obtain a proposal for the NBC website to be revamped. She has received a verbal proposal from Cary Gordon, who is currently involved in the State project, where the State library is paying to create web pages for libraries that don't have them. He recommended that NBC, NSCLS and MVLS move all three web pages to a common host. He will charge \$15,000 to blend the three websites. There would still be 3 URLs and individual pages, but any common areas where there is overlap would be blended.

The Steering Committee requested that Ms. Milliron request a Scope of Work from Cary Gordon. Mr. Gordon is also designing Tehama and Modoc County's websites so we will have the opportunity to see his work. Ms. Milliron noted that she thinks it is smart to try and pull these websites together. The funding for the proposal should come from NBC and MVLS as North State just spent \$25,000 from left over LSTA money last year on a brand new website and most likely won't be willing to pay again. InfoPeople hosts their website. The new website would also be hosted through InfoPeople as well. Currently NBC pays \$1,000 a year for Sonic.net to host our website. Hosting for all three websites would be \$1,000 a year. Ms. Milliron would like to use North State's new web page design for the basis of our new design. Mr. Atkins recommended that NBC could also use North State's webpage as the template for the redesign. David Dodd recommended that NBC use the same designer and Mr. Atkins asked Ms. Milliron to also contact Lori Ayre and request a Scope of Work for blending and redesigning the websites. The Board will review North State's new website and send their feedback to Ms. Milliron regarding their thoughts on the design and functionality. Discussion ensued.

## **13. 49-99 REQUEST FOR MANAGEMENT CONTRACT:**

Darla Gunning contacted Ms. Milliron to notify her that she is leaving 49-99 to be the Head of Technical Services for the State Library. 49-99 only has seven public libraries and do not have very much money; they have a \$35,000 cash reserve. The system includes Stockton, Sutter, Merced, Modesto, and Stanislaus; the Gold Country counties. The public libraries are meeting in January and are looking at contracting their delivery and fiscal agent responsibilities. San Joaquin is currently their fiscal agent and 49-99 employees are on the San Joaquin payroll. Ms. Milliron noted that she would like to recommend that they contract their delivery, have no system employees and have San Joaquin contract with NBC for fiscal agent responsibilities. 49-99 does not have a reference person; San Joaquin is handling their question load. Ms. Gunning and Ms. Milliron discussed at length about dividing 49-99. Ms. Gunning felt that recommendation would be resisted because of the political connection the libraries have to each other. NBC will wait to receive something from 49-99 and then Ms. Milliron will develop a response. The Board asked if this management contract would stretch NBC past what we are comfortable doing. Another thing to consider is why isn't San Joaquin trying to make their system work? Are there any hidden issues and maybe NBC should tread carefully. The Board assigned to the Steering Committee the ability to make a decision on the proposal response.

## **14. PRELIMINARY BUDGET FY 2007/08:**

Ms. Milliron reported that the FY 07/08 preliminary budget was included in the Board packet. Ms. Milliron reported that the contract pricing for North State was left flat. She explained that the pricing was raised last year and that two of the directors had balked at the price increase last year. Ms. Milliron further explained that if NBC raised the price again this year, we would run the risk of North State not renewing the contract and possibly hiring one of their retiring directors as a part-time coordinator. North State is not ready to make the move of merging at this time but there is the possibility of that changing as there will be 5 new directors on North State's Council next year. Ms. Milliron noted that this is NBC's opportunity to educate those new directors on the benefits of merging. NBC might lose the current contract if we push the Council too hard. Discussion ensued. Carol Starr had contacted Ms. Milliron and was very

adamant that NBC raise the contract price. It was explained that the North State Council does think collectively as a group and are still unwilling to move their reference question handling over to NBC. Mr. Atkins asked Ms. Milliron to speak with the Council and ask what their thoughts are regarding next year's contract pricing with NBC. It was noted that North State should shut down their offices and consolidate. Ms. Milliron reported that the audit was messy this year and the Auditor commented that there isn't adequate fiscal control because of the separation of Ms. Milliron and the headquarters. Discussion ensued.

Ms. Milliron noted that she had projected a 3% COLA and a 15% increase for health insurance in the 07/08 budget. NBC will be asked to host the LSTA Early Family Literacy \$500,000 grant again. NBC will receive a \$15,000 fee as fiscal agent. She reported there might be movement on the nutrition grant. She will check on the status of the health grant which is about how libraries handle health questions from the general public.

The timelines for budget adoption were discussed. The Board must approve the budget by May to meet the County's and State Library's deadline. Ms. Milliron will send the libraries their individual estimates sometime in January as she typically waits until after the Governor's budget comes out in January. Discussion ensued. She noted that she had increased delivery by 15% due to higher volume and gas prices. A new delivery contract is coming up and Ms. Milliron is anticipating that it will be a multi-year contract. The budget shows \$35,000 taken out of reserve. If NBC receives one grant, that amount can be cut in half. If NBC receives two grants, no money will need to be taken out of reserve and that money can be removed entirely.

The next Board meeting is February 1<sup>st</sup> and the Steering Committee can review the final budget at that time. It was noted that the budget is always a work in progress and flexes all year long. If it needs to be adjusted, then it can be done at the Board's May 3<sup>rd</sup> meeting as the County does not need it until the end of May. The State Library requires a budget by June 1<sup>st</sup>. Ms. Milliron noted that NBC is a special district so the County does not approve our budget. NBC wants to maintain a good working relationship, therefore, when a budget deadline is given, NBC will try to meet it. Discussion ensued.

If Inland does move to URSA, there will be a reduction of costs to NBC and that will be another cost savings. Ms. Milliron noted that she hasn't talked with Contra Costa County lately regarding URSA 4.0. They are still interested but until CARL can work well with URSA, she does not want to offer a product that doesn't work. Richmond Public Library will use URSA if Contra Costa County chooses it. That would be more revenue/reduction of cost to NBC as well. But, NBC would need to add additional URSA staff if Contra Costa County and Richmond Public Library did come on board. Discussion ensued.

## **15. BOARD MEMBER ITEMS:**

Sandy Cooper reported that with the retirement of the Assistant Director, there are a lot of changes at Sonoma County. The library has hired consultants to review circulation and staffing levels and are looking for resolutions and suggestions. Currently, no one is overseeing delivery and there are only two drivers in the Delivery Department. The consultants are reviewing existing branches and coming up with suggestions. The library also plans to roll out self-check stations as well as revamp the circulation desks. Jim Barrentine recommended that the library re-implement Horizon from scratch. He also reviewed their data lines and made recommendations. Dorothy Bertuchhi, who is the single commissioner left from the founding of the Sonoma County Library, has informed the Library Board that she is retiring, which is an extremely difficult decision for her. There are two new branch managers; one at the Petaluma Branch and the other at the Central Santa Rosa Branch. Ms. Cooper noted that Simon Mall and Coddling have notified her that the Coddington Branch will be removed within the next two years. A contractor from Sebastopol has approached the library regarding a joint venture and the Southwest branch is still being reviewed. The library received a grant for a collaborative project on working with Hispanic teenagers with public television.

Melanie Lightbody reported that the Fort Bragg Branch of the Mendocino County is being renovated using \$450,000 raised by the Friends Group in Fort Bragg. The project is currently four weeks behind schedule. The Ukiah Branch is currently doing a needs assessment and is looking at building within the next two years. Mendocino County Library is also looking at creating their first strategic plan. The library has recently been granted Tutor.com from January to June 2007 and Ms. Lightbody is extremely excited. Mendocino County is looking to merge the library and County museum into one department since the museum director is retiring.

Gregg Atkins reported that the City of Dixon is exploring the possibility of building a new library and park on land that was given to the City by a developer. A workshop was held and all of the designs shown included the library in the park; the first responses are very positive. He noted that the library is not part of the City. There is talk of a general obligation bond for the community center and possibly to join that to the library bond so they can campaign together in the community. The Dixon Library has its own tax assessments. The Dixon School Board has approached Mr. Atkins to run their school libraries. Discussion ensued. Mr. Atkins referenced the Board to a recent article that ran in the Sacramento Bee regarding strategic planning that showed Sacramento Public Library was 30 years ahead of other libraries.

Anji Brenner reported that Mill Valley had refinanced their library bond and obtained a good rate and now have \$300,000 to use toward capital improvements.

David Dodd reported that San Rafael's construction project to replace the windows and heat the building jumped from \$300,000 to \$970,000 so that project is being sent out to bid again. He noted that his predecessor, Vaughn Stratford who had worked for the library for 23 years, recently passed away.

Diane Smikahl reported that Benicia Public Library was built in the '90s and that recently, one of the structural bolts fell off in the library causing them to have the structural integrity of the building reviewed. Contractors are going to be able to fix the problems in a minimal amount of time using a minimal amount of money.

Larry Hlavsa reported that Page and Morris is working for St. Helena Public Library on budget items. He noted that the City pays for light, staff and heat and that all other monies come out of TBR, etc. Page and Morris are also looking at interior design such as merging reference and circulation information into one staffed location. St. Helena adopted the Discovery Stations three months ago and are very happy. One surprise was with the printing functionality, which was more automated on the old system. The vendor may be willing to give the printing piece to the library.

Bonnie Thoreen of Napa Valley College Library thanked everyone who voted for Proposition 1D as she is receiving \$60,000 for her library. She suggested that everyone visit the SRJC library. Ms. Milliron noted that Will Baty is willing to set up a tour for the NBCLS Board. Mr. Atkins suggested that it be set it up with the architects as they'll be able to explain the logic behind certain decisions. He noted that it was a thoughtful and beautiful building.

Nancy Sieck reported that Petaluma High School received a bond for the measures the library has taken in the past two years in services and production. She noted that their school district is one of three in the State that has money for their library.

Angie Brunton reported that she is retiring from Sonoma Developmental Services at the end of March and will be off the books in June. Her position will eventually be replaced, once she is off the books. She noted that she willing to work as a stringer for NBC.

Sara Loyster reported that San Anselmo Library's budget was slashed this year plus a horrible flood impacted town and library. Her budget went from \$560,000 to \$300,000 and the library had to reduce their hours from 52 to 28 hours a week. A local fundraiser raised \$100,000 and the Friends groups are giving \$30,000 to the library so they will increase their hours from 28 to 36 hours a week starting January 1<sup>st</sup>. Unfortunately, the library will need to go through this again next year.

Janet McCoy reported that Napa City-County is also using Page and Morris and using their standards for projecting library needs 20-30 years down the road, was able to move the square footage required on the American Canyon Library from 6,000 to 16,000 square feet. The library will receive plans on branch recommendations. Yountville is planning to build a community center and the corner of it would house the library. The Calistoga Branch received an ADA complaint regarding a patron was unable to get into the restroom. It would cost more to accommodate this claim than what the building is worth; the building was built in 1924. Ms. McCoy noted that federal ADA claims tend to move slowly and that the attorneys have already visited the library.

Debbie Mazzolini reported that Belvedere-Tiburon Library is conducting a needs assessment with Kathy Finch and is looking at the future of the library. The library might possibly expand and are looking at their options.

**16. ANNOUNCEMENTS:**

None.

**17. NEXT MEETING:**

The next meeting will be held on February 1, 2007 at the Napa City-County Library.

**18. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 12:33 pm.

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Annette Milliron DeBacker  
Clerk of the Board  
December 7, 2006