

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**BOARD OF DIRECTORS MEETING**  
**March 4, 2010**

**1. CONVENING:**

The North Bay Cooperative Library System (NBCLS) Council of Librarians met this date at the Vallejo Center, Solano Community College in Vallejo with Chair Diane Smikahl presiding. The meeting convened at 10:39 a.m.

**ROLL CALL:**

<b>PRESENT</b>	<b>ABSENT</b>	<b>MEMBER LIBRARY</b>	<b>REPRESENTATIVE</b>
X		Benicia Public Library	Diane Smikahl, Chair
X		Napa City-County Library	Danis Kreimeier, Vice-Chair
	X	Belvedere-Tiburon Library	Debbie Mazzolini
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	John Bishop
	X	Mill Valley Public Library	Anji Brenner
X		Napa Valley Community College	Bonnie Thoreen
X		St. Helena Public Library	Jennifer Baker
	X	San Anselmo Public Library	Sara Loyster
X		San Rafael Public Library	David Dodd
	X	Santa Rosa Junior College	Will Baty
	X	Sausalito Public Library	Mary Richardson
X		Solano Community College Library	Sandra Rotenberg
	X	Solano County Library	Bonnie Katz
	X	Sonoma County Library	Sandy Cooper
	X	Sonoma Developmental Center	Vacant
X		NLS System Headquarters – Exec. Dir.	Annette Milliron
X		NLS System Headquarters – Asst. Dir.	Patty Hector
X		NLS System Headquarters – Admin. Asst.	Kelli Logasa

**2. INTRODUCTIONS:**

The Directors introduced themselves and welcomed the directors who were attending the meeting via WebEx.

**3. PUBLIC INVITED TO ADDRESS THE COUNCIL**

No public were present.

**4. APPROVAL OF THE AGENDA**

Ms. Milliron noted that on the agenda, she needed to add an item under Administrator’s Report, add 8d – LSTA grant ideas. A Motion to approve the agenda as amended was moved by Bonnie Thoreen and seconded by Gregg Atkins. The Motion passed unanimously.

## **5. APPROVAL OF MINUTES – OCTOBER 1, 2009**

A Motion to approve the October 1, 2009 Board minutes was moved by Gregg Atkins and seconded by Danis Kreimeier. The Motion passed with 7 ayes and 2 abstentions. Bonnie Thoreen and Sandra Rotenberg abstained from the vote as they did not attend the meeting on October 1, 2009.

## **6. CONSENT CALENDAR**

Ms. Milliron explained that the payment of \$21,022 for the NLS membership fee was listed in the operational asset transfer column in the budget and she would like that amount to be reflected in the membership fees. Ms. Milliron noted that revenue and expenditures did not change. A Motion to approve the Consent Calendar was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously.

## **7. FY 2008/09 AUDIT**

Ms. Milliron advised the Board that the audit includes a letter from the auditor that is required by law that states North Bay Cooperative Library System (NBCLS) does not have a CPA on staff. Ms. Milliron reported that NBCLS ended the fiscal year with more assets than it began with. As of 7/1/08, the system's reserve fund balance was \$456,000 and as of 6/30/09, the fund balance was \$548,000. She noted that \$121,022 was transferred to NorthNet Library System; \$100,000 for NLS start-up costs and \$21,022 for the NLS membership. Discussion ensued. Ms. Milliron noted that each director will receive two copies of the audit; one for their files and one for their library's funding agency. A Motion to approve the FY 2008/09 Audit was moved by Bonnie Thoreen and seconded by Danis Kreimeier. The Motion passed unanimously.

## **8. ADMINISTRATOR'S REPORT**

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

Ms. Milliron referred the Board to the Reference Coordinator's report that was included in the packet. She reported that Joe Cochrane is trying to put together a purchase with Overdrive. While many libraries already participate in Overdrive, Ms. Milliron noted that NLS is trying to put something together for the rest of NLS libraries. If the pricing is better than what NBCLS members currently have, then they will be able to join the NLS contract or remain with their current contract. Ms. Milliron noted that she hopes to have some pricing numbers by mid-March.

Ms. Milliron reported that between July 2009 – December 2009, a total of 325 reference questions passed through the NLS reference center, with the largest number coming from NBCLS libraries. Of the 325 requests, 55 were for musical scores. Sandra Rotenberg noted that Oakland Public Library has a large musical collection. Ms. Milliron questioned if we should be spending the money that we do on musical scores. Discussion ensued. Danis Kreimeier asked for the report to be broken down by library so the directors could see what questions their own library are sending out. Directors could then determine if their staff is using the reference center for questions they could find themselves. Discussion ensued. Ms. Milliron noted that under the State requirements, NBC is required to turn around reference answers within 10 days and NBC exceeds that. Bonnie Thoreen asked about the amount of time used to find musical scores. It was noted that LAPL has a large collection of musical scores, but if the request is an obscure one, it might take a bit of time. Ms. Milliron noted that a lot of the questions are truly interlibrary loan items and libraries do not want to pay to get a copy of it, so they send it as a reference

request. Danis Kreimeier asked if it is a trend that library staff might be going to secondary reference too quickly. It was suggested that NBC hold an OCLC training to show that with First Search, you can find a lot of this information yourself as most NBCLS libraries are accustomed to using SuperSearch and aren't as familiar with First Search. It was noted that time might also be a factor for library staff. It was suggested that it might be worthwhile to send all music questions to the same source each time. Reference question fees were discussed. The current rate at MCLS is \$115/question. The State Library has not moved forward on their revamping of reference handling in California libraries. Ms. Milliron presented the idea of proposing an LSTA grant to the State asking them to fund MCLS for handling all musical score requests. Discussion ensued.

#### **B. SUPERSEARCH REPORT**

Ms. Milliron handed out the SuperSearch report to the Board members. CARL is now interacting well with SuperSearch and the weekly SuperSearch meetings with ILL staff are going well. Ms. Milliron noted that NBC is finally getting SuperSearch statistics that are meaningful. Some of the early numbers were scary but URSA wasn't fully functional until February. Danis Kreimeier expressed concern from her staff that Solano County is receiving a large number of outgoing loans. Ms. Milliron explained that until recently, the SNAP request were being manually modified by a NBCLS staff person due to CARL not working with SuperSearch and if the book wasn't physically on the shelf, then the request wasn't sent to that library. At the time, we were unable to see the status of the book and we didn't want the library staff to have to go through numerous steps manually. SuperSearch does have a load balance built in to the software so Ms. Milliron asked that Napa watch the statistics for the next few months to see if this issue continues.

#### **C. DELIVERY REPORT**

Ms. Milliron referred the Board to the delivery statistics included in the meeting packet. The consensus was "no" on the survey that asked libraries if they'd like to add Saturday delivery. There were not enough libraries interested to make Saturday delivery feasible. Libraries also noted that an additional delivery day would be an added burden to their budgets. Delivery volume continues to increase and is up 14% system-wide. NBC is currently running 2 million items through delivery and may need to increase member delivery fees due to the increase. Danis Kreimeier asked if the library systems were Sprint's only customer. Discussion ensued. Advertising on Sprint's delivery vehicles was discussed. The Board directed Ms. Milliron to speak with Sprint to see if they'd be interested. When SuperSearch first started, NBC had SuperSearch advertising on the back of the Sprint delivery vans. Diane Smikahl and Danis Kreimeier volunteered to serve on a sub-committee that will come up with advertising designs for the delivery vehicles. They will also ask Jennifer Baker to serve on the sub-committee as well.

#### **D. LSTA GRANT IDEAS**

Ms. Milliron reported that she and Patty Hector have a conference call with the Open Source consortium committee tomorrow and will be discussing the LSTA grant proposal that they are crafting regarding Opensource software. Ms. Milliron had sent an email to NLS directors to see if they'd be interested in participating in the grant. SNAP as a group voted that they would be interested in participating. Roseville Public Library is also interested. Ms. Milliron asked if the SNAP group would be interested in including orphans such as Roseville in their group. Gregg Atkins noted that SNAP is aware that they need to replace CARL so if they were able to evaluate the Evergreen software to see if it would work for their consortium and not have Roseville's

inclusion affect their evaluation, then it might work. It was noted that SNAP operates through a contract so they might not be able to let Roseville join. The group would need to explore those issues. Discussion ensued. The Board suggested that Rosario Garza and Annette Milliron should propose a grant to the State Library for them to fund the Southern California Library System musical score reference center service so that questions can be answered on the spot by frontline staff instead of being funneled through 2<sup>nd</sup> level reference. Susan Clayton noted that on the reference question report, Lake County has the second number of highest questions and would like to know where the questions are coming from and she is the reference person for Lake County Library and the questions aren't being submitted by her. The Board advised her to talk to her ILL people and make sure they understand that the questions should be funneled to her. Ms. Milliron noted that State funding for reference has not increased in over 20 years. Currently, NBCLS charges \$100 per reference question and pays stringers \$65 per question. Southern California charges \$115 per reference question but will bargain with us for some questions. The Board reiterated that NBCLS should schedule an OCLC webinar on how to use First Search. ILL and Reference staff could do the webinar at their desktop. Discussion ensued. Ms. Milliron also noted that an OCLC trainer could present an on-ground workshop. The workshop could go hand in hand with the library's philosophy of how to handle the reference questions requests, specify what tools are available for librarians to use internally and delineate the steps staff should follow to determine who should answer the questions. Ms. Milliron reported that the State library has confirmed that they will fund CalCat for one more year. She noted that this is North State' shared catalog so it is important that it's funded. Ms. Milliron will update the Board after the conference call.

#### **9. NLS PROPOSED BUDGET 2010/2011**

Ms. Milliron referred the Board to the preliminary NLS budget included in the Board packet. The NLS Steering Committee asked to keep next year's budget flat, using the same numbers as last year. She noted that in order to make this budget work, there needs to be some adjustment to staff expenses as health insurance premiums are project to increase by 15% in 2010/11.

#### **10. MOVE TO CLOSED SESSION**

##### **A. DISCUSSION OF SEIU LABOR NEGOTIATIONS**

A Motion to convene the meeting to closed session was moved by Danis Kreimeier and seconded by Gregg Atkins. The Motion passed unanimously and the meeting convened to closed session at 11:50 a.m.

#### **11. MOVE TO OPEN SESSION**

A Motion to reconvene the meeting to open session was moved by Bonnie Thoreen and seconded by Danis Kreimeier. The Motion passed unanimously. The meeting reconvened to open session at 12:40 p.m. During the closed session, the Board made the following actions.

A Motion for Ms. Milliron to explore options for employee health care plans in order to improve healthcare costs was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously.

A Motion for Ms. Milliron to prepare the FY 2010/11 budget with staff reduction costs of hours by reducing the FTE from 40 hours to 37.5 was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously.

A Motion to proceed with the steps necessary to delete the Reference Coordinator and

SuperSearch Manager positions, create a Electronic/Information Services Manager job description, reclassify the current Reference Coordinator into the Electronic Manager position and reclassify the current SuperSearch Manager into an Administrative Assistant position was moved by Gregg Atkins and seconded by Bonnie Thoreen. The Motion passed unanimously.

A Motion for Ms. Milliron to revise the Administrative Assistant job description using the Board's suggestions in the revision was moved by Bonnie Thoreen and second by Gregg Atkins. The Motion passed unanimously.

## **12. NBCLS PROPOSED BUDGET 2010/2011**

Ms. Milliron discussed the proposed NBCLS 2010/11 budget with the Board. She noted that the \$20,022 NLS membership fee is the same as last year. A Motion to pass the proposed NBCLS 2010/11 budget that includes the membership fee was moved by Bonnie Thoreen and seconded by Danis Kreimeier. The Motion passed unanimously.

## **13. BOARD MEMBER ITEMS**

John Bishop reported that Mendocino County is ready to open their Round Valley branch in Covelo hopefully by the end of March. He noted that the library budget is being slashed so they are also looking at possible branch closures just to make ends meet. He noted that the Round Valley Branch is mostly funded by the Friends group. The library is also looking for grant money to enhance their bookmobile service, which will most likely see more use if branches are closed. The County is discussing the possibility of removing Mendocino County Library from County's general fund. The library is a special district and receives a certain amount of property tax.

David Dodd reported that San Rafael Public Library will have a parcel tax for library services on the June ballot. He's not sure of it passing and the library is not conducting any direct polling as it's more of a grassroots effort. He noted that if the initiative fails, the library will need to reduce its hours and services.

Danis Kreimeier reported that the Napa City-County Library is holding a Taste for Literacy fundraiser on March 27<sup>th</sup> and tickets to the event are \$75 per person. She passed out postcards that advertise the event and Ms. Milliron will send some out to the libraries via courier. Ms. Kreimeier reported that the new Yountville branch is now open and that she now serves on the Califa board.

Gregg Atkins reported that Dixon Public Library is interviewing six finalists for designing the new library in Dixon and the Building Committee will meet on March 11<sup>th</sup> to make the final selection. He noted that during this process, the question of Kindle versus library keeps coming up. He referred the Board to an article in Newsweek about how free internet is just about to vanish and stressed that libraries are still free.

Susan Clayton reported that Lake County Library's did okay in the budget process last year but is now facing cuts. No specifics have been discussed as of yet but cuts are definitely on the horizon. She noted that the library was looking at building a new branch in Middletown and actually has the drawings, but the project is stalled.

Sandy Rotenberg reported that currently the library staff reports directly to president of Solano Community College. The College is in the process of hiring a Dean of Academic Success and the

library would report to this new dean. She noted that the college is currently negotiating with the State to build a new library sometime in the future.

Bonnie Thoreen reported that Napa Valley College's library resource center will hold an open house soon. She noted the construction is on schedule and actually under budget as the bid came in \$10 million under the estimate. Ms. Thoreen reported that the college put out a great retirement offer so she will be retiring effective June 30<sup>th</sup>. Her position will be advertised soon but isn't sure how they will fill her Dean position at the Upper Valley Campus. She noted that a total of thirty people are retiring from the college and the college is also hiring a new president.

Diane Smikahl reported that Benicia Public Library is in the process of evaluating the services they offer using a grounds-up philosophy of what does the community need and what can the library cut back on. She recommends this as a valuable strategy to use if a library has to undergo budget cuts.

#### **14. ANNOUNCEMENTS**

No announcements were made.

#### **15. NEXT MEETING**

It was suggested that the next Board meeting be held at the Upper Valley Campus of Napa Valley College. Bonnie Thoreen's retirement lunch can immediately follow the meeting and be held at NVC's Culinary Café. Ms. Thoreen noted that the Café will be open three weeks in May and the first week of June. Ms. Milliron and Ms. Thoreen will discuss possible dates and then Ms. Milliron will send an email to the Board.

The NLS Steering Committee will be meeting virtually on March 18<sup>th</sup> at 10 a.m.

The NLS Annual meeting will be held May 14<sup>th</sup> in Lincoln. Ms. Milliron hopes to have a facilitator attend to help the Council create a strategic plan for the year that includes assignments and completion dates.

#### **16. ADJOURN**

A Motion to adjourn the meeting was moved by Bonnie Thoreen and seconded by Susan Clayton. There being no further business, the meeting was adjourned at 1:05 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
March 4, 2010