

**MOUNTAIN VALLEY LIBRARY SYSTEM
 Administrative Council Meeting
 January 24, 2008**

CONVENING:

The Mountain Valley Library System (MVLS) Administrative Council met this date at the Lincoln Public Library in Lincoln, California with Chair Darla Wegener presiding. The meeting convened at 1:22 p.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Lincoln Public Library	Darla Wegener - Chair
	X	Alpine County Library	Bessie Platten
X		CSU Sacramento Library	Fred Batt
X		Colusa County Library	Ellen Brow
X		El Dorado County Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
	X	Mono County Free Library	Bill Michael
X		Nevada County Library	MaryAnn Trygg
X		Placer County Library	Mark Parker
X		Roseville Public Library	Dianne Bish
	X	Sacramento Co. Public Law Lib.	Coral Henning
	X	Sacramento Public Library	Anne Marie Gold
X		Sutter County Library	Roxanna Parker
X		UC Davis	Sandra Vella
	X	Woodland Public Library	Carol Beckham
X		Yolo County Library	Patty Wong
	X	Yuba Community College Library	Dave Freiler
X		Yuba County Library	Loren MccRory
		OTHER:	
X		Roseville Public Library	Lisa Dale
X		MVLS System Headquarters – Executive Director	Annette Milliron
X		MVLS System Headquarters – Assistant Director	Patty Hector

SYSTEM ADMINISTRATION

APPROVAL OF MINUTES – OCTOBER 12, 2007

A Motion to approve the October 12, 2007 Administrative Council minutes was moved by Loren MccRory and seconded by Ellen Brow. The Motion passed unanimously.

CONFIRMATION OF ACTION TAKEN BY MVLS COUNCIL AT OCTOBER 12, 2007 MEETING

A Motion to confirm the action taken by the MVLS Council at their October 12, 2007 meeting was moved by Katy Curl and seconded by Mary Ann Trygg. The Motion passed unanimously.

CHAIR’S REPORT

1. Steering Committee Chair Appointment

Darla Wegener explained the Steering Committee’s recommended bylaw changes to the Council, which will change the Steering Committee to an Executive Committee; make committee liaisons part of the Executive Committee; and Executive meetings would be held the same day as Council meetings. Bill Michael has been proposed as the Chair of the present Steering Committee since Paul Miller has left the system. Dianne Bish discussed forming task forces versus committee assignments. Discussion ensued. The Council discussed committee structure and consensus was that ILL doesn’t need to be a separate committee. It could be part of a Reference/Resource Sharing Committee. Roxanna Parker felt that the

Children's Committee could be doing more than they are presently. Darla Wegener suggested that everyone think about this matter and a decision could be made at the next meeting.

2. Joint MVLS/NBCLS Steering Committee Meeting

Ms. Milliron reported that Maureen Sullivan will facilitate the meeting, which will begin at 9:30 a.m. on February 6th in Vacaville. The meeting will include representatives from NBCLS, MVLS and NSCLS. The agenda will be sent out tomorrow. Maureen Sullivan will walk participants through the white paper done by PLS. The State Library gave MVLS \$8,000 to help underwrite the facilitator and travel expenses. Tom Anderson, Jon Torkelson and Sandy Habbestad will attend from the State Library. Discussion ensued.

3. Spring MVLS/NBCLS/NSCLS Resource Sharing Meeting

The State Library wants to have a larger regional meeting with an environmental scan done beforehand. This would put the meeting off until next fiscal year. Discussion ensued. System members feel that a smaller meeting with a tighter scope within the next few months would be beneficial as well. The agenda for the convocation would be as follows: review compatibility of resource sharing between various systems, level of automation within resource sharing system, consideration on return of investment/average cost of a transaction (time-cost analysis from current users), technical requirements.

COORDINATOR'S REPORT

1. Financial Statement – Annette Milliron

Ms. Milliron noted that the financial statement does not reflect the changes that were approved at today's meeting. The interest earned was better than anticipated and she reported that the System is in good shape.

2. CalCat Update – Patty Hector

Patty Hector noted that Mark Parker's instructions for making changes to the CalCAT admin module were sent out several months ago. She hasn't received many questions from libraries although some libraries reported that they didn't receive the instructions and requested that they be sent out again.

3. Web Page Project – Annette Milliron

Ms. Milliron reported that progress has been made, but isn't to the point where the old page can be removed. Kelli Logasa is currently loading content and has been trained to make the necessary changes.

COMMITTEE REPORTS

1. Steering: Darla Wegener, Chair

Darla Wegener noted that the minutes from the Steering Committee meeting were included in the meeting packet.

a. Workshop Scheduling Update

It was just announced that Joe Barker is holding an online workshop which can be paid for by MVLS if member library staff people sign up for it.

b. Fiscal Policy

Ms. Milliron reported on suggestions made by the auditor as well as the Steering Committee. The Steering Committee approved the Fiscal Policy as amended.

c. Logo

The Steering Committee approved the adoption of the revised logo as presented by Ms. Milliron.

d. Training Sessions

Ms. Milliron handed out workshop reimbursement forms. Dianne Bish suggested putting a final cutoff date on the form.

e. Wiki Project

Mark Parker suggested having a wiki for MVLS members to post internal policies, manuals and other things to share. It would be password protected so the public would not be able to see it. Each library

would have its' own, but members would share the cost of the software and it would be hosted by Cherry Hill. PBwiki charges \$30/month to host a wiki with the security that would be needed. Loren MccRory suggested creating a task force to look into this and bring it back to the next Council Meeting.

f. Revised Bylaws

The Steering Committee recommends that the Council adopt the revised bylaws as presented. Dianne Bish suggested a universal change to call the Steering Committee the Executive Committee. The Council had questions about a provision keeping non-public librarians from serving as chair. Mark Parker proposed amending the bylaws so that they take effect July 1. A Motion to approve the bylaws as amended was made by Mark Parked and seconded by Loren MccRory. The amended Motion passed unanimously.

2. Children's Services: Roxanna Parker

Roxanna Parker reported that the Spring workshop will be held March 12th from 9 a.m. to 1 p.m. in Folsom. Gay Ducey, a children's librarian from Oakland Public Library, will be the speaker. After the workshop, the Children's Services Committee will meet to discuss the Summer Reading Program. The trainings sessions for the summer reading program are taking place in southern California but they are also videoconferencing the session.

3. ILL: Jeanne Amos

Jeanne Amos reported that there were no recent ILL workshops or meetings to report on.

4. Reference: Fred Batt

Ms. Milliron reported that the Reference Committee is looking at purchasing more e-books. They will also be conducting an evaluation of some databases. The pricing structure can be negotiated by MVLS staff, but the libraries will be billed for the product. It is unknown whether there will be any System money available to pay for it in the future. The Committee will be meeting in March. Loren MccRory would like to know which products the Committee is reviewing and have the ability to give input. Mark Parker mentioned that Placer County had recently signed a contract for MyiLibrary, electronic materials for the legal collection. The Reference Committee will be asked to look at that product as well. Discussion ensued.

5. SAB Report: Annette Milliron

Ms. Milliron reported that Colusa County, Roseville, and Nevada County libraries are currently the only libraries that have a System Advisory Board representative.

Dianne Bish reported that the new library is opening in Roseville. She also announced her retirement effective January 31st. The city is not replacing her because of a hiring freeze, but Lisa Dale will be the representative for the MVLS Council. Rachel Delgadillo will be the acting city librarian.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 4:00 p.m.

Annette Milliron DeBacker
Clerk of the Board
January 24, 2008