

NORTH BAY COOPERATIVE LIBRARY SYSTEM
BOARD OF DIRECTORS MEETING
May 24, 2011

1. CONVENING:

The North Bay Cooperative Library System (NBCLS) Council of Librarians met this date via WebEx with Chair Danis Kreimeier presiding. The meeting convened at 1:00 p.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
	X	Belvedere-Tiburon Library	Debbie Mazzolini
	X	Benicia Public Library	Diane Smikahl
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	Eliza Wingate for Mel Lightbody
	X	Mill Valley Public Library	Anji Brenner
X		Napa City-County Library	Danis Kreimeier, Chair
	X	Napa Valley Community College	Rebecca Scott
	X	San Anselmo Public Library	Sara Loyster
X		San Rafael Public Library	David Dodd
	X	Santa Rosa Junior College	Cherry Li-Bugg
	X	Sausalito Public Library	Mary Richardson
	X	Solano Community College Library	Philip Andreini
X		Solano County Library	Bonnie Katz
X		Sonoma County Library	Jaime Anderson
X		St. Helena Public Library	Jennifer Baker
	X	Sonoma Developmental Center	Vacant
X		California State Library - Consultant	Darla Gunning
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:

Chair Danis Kreimeier welcomed everyone to the meeting.

3. PUBLIC INVITED TO ADDRESS THE BOARD

No public were present.

4. APPROVAL OF THE AGENDA

A Motion to approve the agenda was moved by Gregg Atkins and seconded by David Dodd. The Motion passed unanimously.

5. APPROVAL OF MINUTES OF JUNE 3, 2010 BOARD MEETING

A Motion to approve the minutes of the June 3, 2010 Board meeting was moved by David Dodd and seconded by Gail Haar. The Motion passed unanimously.

6. CONSENT CALENDAR

A. STATEMENT OF REVENUE, EXPENDITURES & ENCUMBRANCES FOR FY 2010/11

Ms. Milliron explained that the only item seen on our statement is payroll since NLS contracts with NBCLS for their personnel. A Motion to approve the Consent Calendar was moved by Gregg Atkins and seconded by David Dodd. The Motion passed unanimously.

7. BID REVIEW FOR 2011/12 DELIVERY SERVICE

Ms. Milliron reported that she put out an RFP and had two proposals submitted. Sprint Courier Service, who we've been working with for approximately 20 years and BeavEx a regional carrier who uses contracted drivers and is based in Sacramento and San Leandro as opposed to being based in the North Bay. BeavEx has submitted a bid that is considerably less expensive than Sprint bid, but has significant differences in types of services offered. Ms. Milliron was concerned when she received the proposal as she had asked for the proposal to be bid at the current gas price of \$4 a gallon and BeavEx had not used their surcharge table. Sprint submitted at \$4.10 a gallon. Ms. Milliron therefore had to add 5% to the bid BeavEx submitted. Ms. Milliron noted that the Board should just consider the North Bay sections in the proposal. The NLS Steering made the recommendation that the members using the services should make the decision on the bid. BeavEx is available for a conference call during this meeting to answer any questions, if needed. It appears that BeavEx would run the SNAP route out of Sacramento as Dixon is listed as the first stop, then Solano College, Solano County, Benicia, and so on. The Marin Route will be run out of San Leandro with the first stop being the Marin Tech Center. The current delivery schedule was compared to the proposed BeavEx route. BeavEx has existing routes and would fit the NBCLS delivery into their current routes. The size of BeavEx trucks was discussed and was noted that the bid specifies cargo vans or box-sized trucks would be used. BeavEx timelines between stops (30 minutes) was discussed and thought to not be feasible. Ms. Milliron did provide BeavEx with an example of the bins that NBCLS currently uses so BeavEx is aware that NBCLS will not be changing the type of bins it uses.

Ms. Kreimeier reported that when an employee was harassed by a Sprint driver, Sprint was able to take care of the situation right away since it was their employee. Will BeavEx have the same responsiveness since they contract their drivers? Mr. Atkins noted that the routines of each library are different. For many of the member libraries, the world is turning upside down on July 1st; does NBCLS want one more thing to change; especially something that works?

It was noted that the BeavEx proposal did not include Sonoma County Library on the North Mendocino route, which could cause the price of the proposal to increase.

Ms. Milliron informed the Board that delivery fees are determined by each individual library's volume, which was pulled from the 2009/10 delivery statistics. Discussion ensued.

Ms. Milliron was asked if legally NBCLS has to accept the lowest bid, she noted that NBCLS is its own government and isn't obligated to do so as there is no existing policy on this issue.

It was asked if MVLS chooses one bid and NBCLS chooses differently, will it affect the bids. Ms. Milliron replied no as the bids are based on the routes.

Sprint has advised Ms. Milliron that if the libraries are willing to be flexible on not having the same driver every day, but instead had the option of 3 different drivers, depending on the day, Sprint's delivery proposal could be reduced overall by 5% to 7%. Ms. Kreimeier and Mr. Atkins stated that they would be interested in this option. Discussion ensued.

A Motion directing Ms. Milliron to communicate with member libraries to ask if they would like to change their days of delivery, then submit this new information to Sprint and ask for a firm quote using the flexible drivers model which would reduce the overall Sprint proposal by 5% to 7% and then recommend the final Sprint proposal to the NLS Council meeting on June 9th was moved by Gregg Atkins and seconded by David Dodd. The Motion passed unanimously.

8. SUPERSEARCH PROGRAM

Ms. Milliron reported that Mendocino County notified her in March that as of July 1, 2011, they can no longer participate in SuperSearch as they will not have enough staff to process the requests.

Budget reductions now require the re-direction of staff time. In an effort to keep costs lower for all members, two budget scenarios for SuperSearch operations are available.

- Reducing staff hours, dropping health insurance for the current employee (the employee will be covered by half-time job with another agency), and dropping a contribution to the software replacement fund reduces the program by half.
- The second scenario is for staff costs without health insurance plus 25% overhead and \$30,000 for software replacement. This approach reduces program cost by \$24,071 (reduced staff hours and health insurance costs).

Ms. Kreimeier stated that with \$82,000 already in reserves and a tight budget year, she doesn't feel comfortable putting another \$30,000 in reserves. The Board agreed that this is the year to simply cover the basic costs and not put anything into reserves. Ms. Milliron noted that the \$82,000 is held in NBCLS reserves and is not part of the reserves money that was discussed at the NLS Steering Committee meeting were the funding for system operations was discussed. If NLS closes, that money is deposited with NBCLS and should NBCLS dismantle, per its JPA, the money would be returned to the NBCLS participating libraries.

A Motion to reduce the SuperSearch staff hours, drop the health insurance for the current employee and drop the contribution to the software replacement fund was moved by Gregg Atkins and seconded by Gail Haar. The Motion passed unanimously.

9. NOMINATING COMMITTEE REPORT

Ms. Kreimeier thanked Gail Haar and Jennifer Baker for agreeing to continue to serve. Gregg Atkins noted that he is also willing to continue to serve. The Slate of Officers is as follows:

Representatives to the NLS Steering Committee

Chair, Gregg Atkins

Vice-Chair, Jennifer Baker

At-large Member, Gail Haar

NBCLS Board

Chair, Gregg Atkins
Vice Chair, Jennifer Baker

10. BOARD MEMBER ITEMS

Mr. Atkins discussed the highlights of the NLS Steering Committee 2-day retreat.

Ms. Milliron reported that the full NLS Council meeting will be held on June 9th at the West Sacramento branch of the Yolo County Library. If there isn't an on-ground quorum for the meeting, some directors may need to attend via WebEx. Discussion ensued.

Ms. Milliron reported that NBCLS hasn't increased member dues in 3 years. Upon reviewing the dues schedules recently and comparing it to the member library budgets, she found that Napa City-County's budget had changed significantly; therefore significantly increasing their dues. Ms. Kreimeier has already had her budget approved for the upcoming year. Discussion ensued. This matter will be addressed at the next meeting.

11. ANNOUNCEMENTS

Ms. Kreimeier reported that Napa's main branch is currently undergoing asbestos abatement as part of their remodel. She further reported that Stacy Aldrich asked her to serve on the committee that is reviewing the CLSA regulations. She asked the Board to forward to her any issues that they would like her to bring to the committee when they meet on June 16th and 17th. The committee's recommendations will undergo a rewrite then be forwarded to a reactor group, who will provide feedback. The hope is to have this completed by August 1, 2011.

12. NEXT MEETING: JUNE 9TH

Agenda items for the next meeting:

- NBCLS PERS payoff obligation (will be discussed at the June 9th NLS Council Meeting.)
- Napa City-County Library membership dues issue

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:30 p.m.

Annette Milliron DeBacker
Clerk of the Board
May 24, 2011