

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**BOARD OF DIRECTORS MEETING**  
**June 29, 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 11:05 a.m.

**ROLL CALL:**

<b>PRESENT</b>	<b>ABSENT</b>	<b>MEMBER LIBRARY</b>	<b>REPRESENTATIVE</b>
X		Benicia Public Library	Diane Smikahl
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	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		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	Cherry Li-Bugg
	X	Sausalito Public Library	Mary Richardson
	X	Solano Community College Library	Rebecca Scott
X		Solano County Library	Lynne Williams for Bonnie Katz
	X	Sonoma County Library	Jaime Anderson
	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**

No introductions were necessary.

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

No public were present.

**4. APPROVAL OF AGENDA**

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

**5. CONSENT CALENDAR**

**A. STATEMENT OF REVENUE, EXPENDITURES & ENCUMBRANCE FOR PERIOD ENDING 5/31/11**

**B. REVISED FY 2010/11 BUDGET. REVISED REVENUE AND EXPENSE SHEETS TO COVER LAYOFF COSTS**

### **C. FY 2010/11 NBCLS DELIVERY STATISTICS**

A Motion to approve the Consent Calendar was moved by Gail Haar and seconded by Lynne Williams. The Motion passed unanimously.

### **6. MINUTES OF JUNE 9, 2011 BOARD MEETING**

Ms. Milliron asked the Board to provide the details of the June 9<sup>th</sup> NBCLS Board of Directors meeting so the minutes could be completed. The following changes and additions will be made to the June 9, 2011 minutes:

- Bonny White attended the meeting as a representative for Marin County Free Library.
- Danis Kreimeier made all of the motions during the meeting.
- Jennifer Baker seconded all of the motions during the meeting.
- All of the motions passed unanimously.
- The Napa time capsule was buried in 1974.
- Lynne Williams attended the meeting as a representative for Solano County Library.

A Motion to approve the minutes as amended was moved by Lynne Williams and seconded by Gregg Atkins. The Motion passed unanimously.

### **7. DRAFT NLS – NBCLS 2011/12 CONTRACT FOR STAFF SUPPORT**

NorthNet Library System contracts with NBCLS for staff support and that contract is up for renewal. The Board discussed the contract language.

A Motion for Item 1A of the agreement to read “The Agreement is a 6-month contract renewable on a month to month basis and is contingent upon availability of funds but shall not run longer than through June 30, 2012” was moved by Gregg Atkins and seconded by Jennifer Baker. The Motion passed unanimously.

A Motion for Attachment A of the agreement, Item #4 - Reference Services, to read “NBCLS will provide reference services as defined under the CLSA for constituent libraries according to the following arrangements”, remove b) NBCLS staff and limited reference services are available from 8 am to 5pm, Monday through Friday from the contract, remove f) and then re-letter accordingly was moved by Gregg Atkins and seconded by Lynne Williams. The Motion passed unanimously.

A Motion for Attachment A of the agreement, Item #4 - Reference Services, “NLS will contract with Serra for second level reference services for member libraries according” to read a)“NLS constituent libraries will submit at no charge up to the amount budgeted thereafter to a cost of \$90 per question. Put in language for limit of reference questions/dollars was moved by Gregg Atkins and seconded by Jennifer Baker. The Motion passed unanimously.

On Attachment B in the Communication and delivery with budget attached section, Ms. Milliron advised the Board that the payoff funds column should show a “0” as the payoff was made out of the 2010/11 budget.

No change needed to Item #5.

Discussion was held on Item #6 as why the SuperSearch Administrative Assistant is listed in the contract, although only participating member libraries fund that position.

A Motion to add language to Item #6, that states “all program costs shall be charged to participating libraries as invoiced by NLS” was moved by Gregg Atkins and seconded by Eliza Wingate. The Motion passed unanimously.

Discussion was held on the procedures and responsibility on the selection and evaluation of NBCLS staff. It was clarified that the staff work for NBCLS and NLS contracts with NBCLS for staff. Discussion ensued. Item #9 which states NBCLS appoints the Executive Director but NLS has to approve the selection was also discussed.

A Motion to change Item #9 to read “NBCLS agrees to provide staff as specified in the appendix, Item #6 was moved by Gregg Atkins and seconded by Diane Smikahl. The Motion passed unanimously.

A Motion to approve the NLS – NBCLS 2011/12 Contract for Staff Support as a whole was moved by Lynne Williams and seconded by Gregg Atkins. The Motion passed unanimously.

#### **8. MEDICAL INSURANCE SEVERANCE UPON LAYOFF**

Ms. Milliron stated that she would like to provide a health insurance severance package to the three employees who will lose their jobs as of 7/1/11. They are covered on their health insurance through July 31, 2011. Under the old layoff procedure delineated in the expired MOU, NBCLS would have paid for 6-months of a laid off employee’s health insurance payments, three months of the employer’s cost of the health insurance and then three months of ½ the employer’s cost of health coverage. Discussion ensued.

A Motion to approve NBCLS paying the COBRA payments for August and September for the laid off employees was moved by Gregg Atkins and seconded by Gail Haar. The Motion passed unanimously.

#### **9. PRELIMINARY FY 2011/12 BUDGET**

Ms. Milliron presented the preliminary budget to the Board. She noted that the payroll numbers are not included in the NBCLS budget because NLS will now pay for the staff payroll directly to Paychex rather than transfer the money to NBCLS, who in turn would pay Paychex.

A Motion to approve the preliminary FY 2011/12 budget was moved by Gregg Atkins and seconded by Jennifer Baker. The Motion passed unanimously.

#### **10. BOARD MEMBER ITEMS**

There weren’t any Board member items.

#### **11. ANNOUNCEMENTS**

The Board thanked Ms. Milliron for arranging a staff appreciation lunch for the staff that is being laid off. Eliza Wingate stated that she will be taking Joe Cochrane out to lunch tomorrow to thank him for all of his hard work.

Gail Haar announced that Marin County Free Library hired Margaret Miles as their Branch Manager in Fairfax and she will start August 8<sup>th</sup>. They have not filled their Branch Manager position in Novato and plan to hold a second recruitment for that position.

Gregg Atkins announced that Katy Curl, who is currently working at Folsom Public, has accepted a position at Richmond Public.

**12. ADJOURN**

There being no further business, the meeting was adjourned at 12:23 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
June 29, 2011