

**MOUNTAIN VALLEY LIBRARY SYSTEM  
 Administrative Council Meeting  
 December 5, 2008**

**CONVENING:**

The Mountain Valley Library System (MVLS) Administrative Council met this date at the Folsom Public Library, in Folsom, California with Chair Darla Wegener presiding. The meeting convened at 10:48 a.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Lincoln Public Library	Darla Wegener - Chair
X		Alpine County Library	Rita Lovell
	X	CSU Sacramento Library	Tabzeera Dosu
X		Colusa County Library	Wendy Penrose
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	Lisa Dale
	X	Sacramento Co. Public Law Lib.	Coral Henning
X		Sacramento Public Library	Alison Landers
X		Sutter County Library	Roxanna Parker
	X	UC Davis	Sandra Vella
X		Woodland Public Library	Sandra Briggs
	X	Yolo County Library	Patty Wong
	X	Yuba Community College Library	Elena Heilman
	X	Yuba County Library	Loren MccRory
		<b>OTHER:</b>	
X		MVLS System Headquarters	Annette Milliron
X		MVLS System Headquarters	Patty Hector
X		Former Director	Anne Marie Gold

**1. APPROVAL OF MINUTES – SEPTEMBER 12, 2008**

A Motion to approve the minutes with the correction of the spelling of “Gerry Maginnity” from the September 12, 2008 meeting was moved by Mark Parker and seconded by Mary Ann Trygg. The Motion passed unanimously.

**2. CONSENT CALENDAR**

**A. FINANCIAL STATEMENT**

Ms. Milliron reported that the system is on target for the year and is still awaiting the check from the State Library. A Motion by the Executive Committee to recommend approval of the Consent Calendar passed unanimously. A Motion to approve the consent calendar was moved by Roxanna Parker and seconded by Jeanne Amos. The Motion passed unanimously.

**3. COORDINATOR’S REPORT**

**A. OPEN SOURCE PROJECT UPDATE**

Ms. Milliron reported that the Open Source project has been revised to reflect the changes requested by NBCLS.

Ms. Milliron included the project information in the MVLS packet to keep the Council apprised on what is occurring with the project. NBC still has some questions regarding the project, which they are pursuing, but remain committed to moving forward with it. Ms. Milliron noted that the documents show that membership will be required in order to participate, but that mega-regions are included as “founding” members. Whether this would include MVLS since NBCLS is part of it, is one of the questions that need to be answered. Discussion ensued.

#### **4. RESOURCE SHARING SOFTWARE**

##### **A. AUTOGRAPHICS PROPOSAL**

Ms. Milliron reported that the Autographics quote was much higher than anticipated. Lisa Dale stated that she didn't feel it was out of line with a second party system, but was still a lot of money. Mark Parker reviewed how much the Sacramento consortium brings in with TBR from borrowing and how much Placer County library could bring in, and said he could see that it might be paid for by an increase in TBR. Ms. Dale asked if the State Library decided not to fund CalCat, whether that State money could be used to fund resource sharing software. The State Library is currently holding Town Hall meetings on Resource Sharing across the State. Ms. Milliron noted that this would be a good question to ask at one of those meetings. There will be one held in the Sacramento area in January. Mr. Parker noted that he would like time to think about the proposal and run some numbers.

Ms. Milliron advised the Council that NBCLS has received the new URSA release and will begin testing within the next week. The Inland System (Riverside and San Bernardino) has decided to convert to URSA and has asked NBCLS to host their system. She noted that it might be a viable alternative for MVLS as well. Discussion ensued.

##### **B. OCLC – NORTHERN CA CATALOG**

Ms. Hector reported that many NSCLS libraries are limiting their borrowing to libraries within the three systems so OCLC created an easy way to do so. She noted that those instructions were sent via email to the ILL staff in all three systems. Discussion ensued.

#### **5. COMMITTEE REPORTS**

##### **A. STEERING COMMITTEE**

###### **1. CONSOLIDATION TASK FORCE**

###### **A. JOINT SYSTEMS MEETING AT CLA**

Ms. Milliron reported that the Consolidation Task Force (CTF) has made a lot of progress and their work was presented to the library directors at CLA. The CTF vote determined the new mega-system will form as a JPA that each System Council can then join. The group has also crafted new bylaws. Ms. Milliron noted that the CTF also received a copy of the bylaws from the Pacific Library System for comparison. The CTF has decided to remove things from the bylaws that are specific and place them into standing rules which can be easily changed. Darla Wegener mentioned that she has been impressed with the enthusiasm and spirit of cooperation that everyone has displayed. Bill Michael thought that the willingness to work on the things that need to be done now and put off things that can be changed later has really allowed the group to move so quickly. All the documents that the CTF has been working on are posted on Google Docs for everyone to access.

Ms. Milliron reported on the research that has gone into technologies that the systems can use to communicate within the new mega-system. The CTF has tried out GoToMeeting and Skype and both appear to be viable solutions for committees to use. Ms. Milliron noted that it would be very helpful for each library to buy a headset with a microphone to use in conjunction with these new tools. Ms. Hector will send out a recommendation for types of equipment to purchase.

At the next Council meeting, Ms. Milliron will present a new Plan of Service and an idea of what member share will be in the new system. Discussion ensued.

###### **2. FREE2 MARKETING CAMPAIGN**

Ms. Milliron reported that she attended the Free2 presentation at CLA. The Free2 Marketing Campaign was put together by BALIS and is now available to libraries across the State. Ms. Milliron explained this marketing campaign comes with canned artwork that is available over their intranet at [www.free2.org](http://www.free2.org). Participating libraries

would also have their web site linked at [www.wearefree2.org](http://www.wearefree2.org) to serve as another discovery point for the public. The cost is based on population and if all of MVLS joins, there would be a 10% discount. Discussion ensued.

### **3. AUDIT FY 2007/08**

Ms. Milliron reported that there were no comments from the auditor on our financial practices and the whole audit went very smoothly. The system was able to add some money to the reserve fund which now stands at \$384,250. A Motion to accept the Executive Committee's recommendation to approve the audit as presented was unanimous. No second was needed. The Motion passed unanimously.

### **4. FY 2008/09 REVISED BUDGET**

Ms. Milliron reported that one of the MOBAC member libraries was removed from the system which caused a realignment of CLSA funding and MVLS received an additional \$500. Ms. Milliron also made an adjustment to the category where the TeleHealth grant was reported. A Motion to approve the Executive Committee's recommendation to approve the revised FY 2008/09 budget as presented was unanimous. No second was needed. The Motion passed unanimously.

## **B. REFERENCE COMMITTEE**

The Reference Committee has changed the recommendation again for which database the system should purchase. Discussion ensued. The quote for the automotive database will be presented at the next Council meeting.

Ms. Milliron received a flier from Pat Wagner about self-paced classes that she is teaching for the University of North Texas LEAD program. The cost is inexpensive at approximately \$20 per class. The Council expressed interest in learning more about the class

## **C. CHILDREN'S SERVICES**

The Children's Spring meeting, Education through Music, will be held on March 4<sup>th</sup> at the Arcade Branch of the Sacramento Public Library from 12:00 p.m. to 4:00 p.m. A Children's Committee meeting will also be held that morning from 9 a.m. to 11 a.m. Ms. Parker reported on the success of the summer reading program workshop that was held at the Davis Branch of the Yolo County Library in October. The staff who attended said it was well worth it. The workshop was videotaped and is now archived on the Infopeople website. A Motion for MVLS to fund the same training for next year was moved by Roxanna Parker and seconded by Jeanne Amos. The Motion passed unanimously.

## **6. DELIVERY PROGRAM**

### **A. STATISTICS**

Ms. Milliron referred the Council to the delivery stats that were included in the meeting packet.

### **B. CLSA FUNDED DELIVERY SCHEDULE**

Ms. Milliron created a scenario to see what it would look like if MVLS had to live within the existing CLSA allocation for delivery. Those figures are a handout in the Council meeting packet. The money would only buy 32 delivery stops which translates to each public library receiving two days of delivery per week except for two libraries who would need to be cut to one day of delivery. If \$7,000 was taken from the member share to cover the UPS expenses for Mono and Alpine Counties, photocopies, bins and the webpage, then every public library could have two days of delivery. Ms. Milliron reported that this year, MVLS had to use reserves money to cover administrative costs because the CLSA funding in the delivery category is very low. She also talked to Ann Marie Gold at Sacramento Public Library (SPL) to see if there are any stops that are near the SPL-run delivery that may be cheaper for them to run than Sprint. Folsom and Roseville libraries are near the SPL branches and there might be possible savings there. There is also a concern that canceling stops can affect Sprint's business practices as there is a base cost for running the route. Discussion ensued.

Ms. Milliron reported that the Executive Committee recommended that the cost of the website be charged to the Reference budget. Discussion ensued.

## **7. DREXEL UNIVERSITY PARTNERSHIP PROGRAM**

Ms. Milliron discussed a proposal from Drexel University asking MVLS to partner with them to provide library school to its staff at a 20% discount. Mr. Parker expressed concern that if the system brands itself with Drexel, it might be considered an endorsement of Drexel and not the other library programs that are available. He reported that he found Drexel to be substantially more expensive than San Jose State University's library program. Discussion ensued and Mr. Parker stated that he would like to make sure that all California library program options are mentioned. It was noted that in the letter of understanding, under section 2, in the financial section, reference is made to Exhibit 1, which was not included with the letter. The Council stated they would like to table the item until their next meeting.

## **8. CLA CONFERENCE REPORT**

Ms. Milliron reported that conference registration was higher this year than the last time the conference was held in San Jose. Council members who attended the conference noted that they thought the number of vendors was down. Discussion ensued.

## **9. COUNCIL MEMBER ITEMS:**

Lisa Dale reported on the various wiki software that is available. If MVLS is still interested in having a wiki with each library's policies, she suggested using mediawiki. It's free and is the platform that Wikipedia is based on. Ms. Dale has a staff member who is looking for an internship who would be available to set up the wiki. Mr. Parker stated that he could be the intern's advisor as he is interested in having his library's staff manual included in the wiki. But unlike the policies, it would need to be private. The Council was very interested in having Ms. Dale's staff member do set up the wiki and it the policies will be the first things added to the wiki. Ms. Dale reported that Roseville Public Library has two branches that are closing over the holidays with those employees using unpaid leave or vacation.

Ms. Parker reported that Sutter County Library had two staff positions that were submitted for a classification study, which resulted in a higher position and salary grade. She is extremely pleased with the outcome.

Mr. Parker reported that Placer County is going to have a mandatory 4-day work furlough during the next six months. He reported that his library is decommissioning their videoconferencing equipment. Placer County Library was visited by the Grand Jury regarding its uncollected fines and fees.

Anne Marie Gold reported that she officially retired as of Monday and is now going to be an adjunct faculty at Drexel University.

Katy Curl reported that Folsom Public Library's budget is due on December 19<sup>th</sup>. She was told to start with a zero-based budget and build it up to 80% of last year's budget, which was substantially cut. Ms. Curl noted that the library lost their children's librarian and is not able to fill that position.

Alison Landers reported that Sacramento Public Library is finally opening the Elk Grove branch. She noted that there will be numerous substantial self-service aspects to the new building.

Mary Ann Trygg reported that Nevada County Library reduced their hours from 52 to 40 hours per week at all locations. This reduction in hours forced the lay off of 15 temporary part time staff members.

Rita Lovell reported that Alpine County Library is now closed an additional day per week. The closure was caused by the need to free a staff member to take the bookmobile out on its route. Volunteers have been recruited to supplement staff and the library staff are working hard to develop a volunteer training program.

Darla Wegener reported that the Grand Jury also visited her library and questioned her on uncollected fines and fees. They wanted to know how many staff positions uncollected fines could fund. Discussion ensued. The library budget has already been reduced by \$55,000 and there may be an additional 10% reduction later this year. A hiring freeze is also in place.

Wendy Penrose reported that she has not started her new job at Colusa County Library as of yet but that she is aware that the library underwent a reclassification of positions and saw mixed results. One position was improved, but another lost management aspects.

Sandra Briggs reported that Woodland Public Library is facing budget cuts. She isn't aware of the actual amounts as of yet, but believes it will be dramatic. All positions are frozen and the library faces three retirements during the next year. She reported that library's hours will be reduced. The good news is that Ms. Briggs had an open house for an elementary school and over 600 people showed up during a period of time that the library is normally closed.

Jeanne Amos reported that El Dorado County is undergoing lay-offs. Three library positions were included in the lay-offs, but as they were unfilled, the library didn't lose any actual staff.

Bill Michael reported that Mono County Library hasn't experienced any staff reductions or budget cuts. He noted that the county's property tax is fairly stable. Mr. Michael reported that one of his joint-use branches is having difficulties and may have to be moved off the school campus where it is currently located. Discussion ensued.

**10. NEXT MEETING DATE:**

The next meeting will be held on February 27, 2009 at the Davis branch of the Yolo County Library.

**11. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:15 p.m.

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Annette Milliron DeBacker  
Clerk of the Board  
December 5, 2008