

**NORTH BAY COOPERATIVE LIBRARY SYSTEM**  
**BOARD OF DIRECTORS MEETING**  
**December 12, 2011**

**1. CONVENING:**

The North Bay Cooperative Library System (NBCLS) Board of Directors met this date at the Sonoma County Petaluma Regional Branch Library with Chair Jennifer Baker presiding. The meeting convened at 9:40 a.m.

**ROLL CALL:**

<b>PRESENT</b>	<b>ABSENT</b>	<b>MEMBER LIBRARY</b>	<b>REPRESENTATIVE</b>
X		Benicia Public Library	Jennifer Baker, Chair
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	Mel Lightbody
X		Mill Valley Public Library	Anji Brenner
X		Napa City-County Library	Danis Kreimeier
	X	Napa Valley Community College	Rebecca Scott
X		San Anselmo Public Library	Linda Kenton
	X	San Rafael Public Library	Sarah Houghton
	X	Santa Rosa Junior College	Cherry Li-Bugg
	X	Sausalito Public Library	Abbot Chambers
	X	Solano Community College Library	Jeffery Lamb
X		Solano County Library	Lynne Williams for Bonnie Katz
X		Sonoma County Library	Sandy Cooper
		Sonoma Developmental Center	Vacant
X		NLS System Headquarters – Exec. Dir.	Annette Milliron

**2. WELCOME & INTRODUCTIONS**

Everyone introduced themselves.

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

No members of the public were present.

**4. APPROVAL OF THE AGENDA**

A motion to approve the agenda as presented was made by Diane Smikahl, seconded by Gregg Atkins. Motion passed unanimously.

**5. APPROVAL OF MINUTES – NOVEMBER 28, 2011**

A motion to approve the minutes as presented was made by Gregg Atkins, seconded by Diane

Smikahl. Motion passed unanimously.

#### **6. RESOLUTION UPDATING HARTFORD 457 DEFERRED COMPENSATION PLAN**

A motion to approve the updated North Bay Cooperative Library System Deferred Compensation Plan #2011 was moved by Gregg Atkins, seconded by Lynne Williams. Annette Milliron DeBacker explained that recent changes in legislation triggered some language updates in the contract. The contract was created in 1986 for employees to use to defer compensation. NBCLS does not contribute any matching funds to the account. At this time only one current employee and two separated employees have funds in the account. Ms. DeBacker intends to transfer her funds in early 2012 and will contact the separated employees to discuss transferring their funds to an IRA. The transfers cannot be achieved by December 31, 2011 and the plan must be updated by that date. Motion passed unanimously.

#### **7. SUPERSEARCH PROGRAM DISCUSSION**

Jennifer Baker suggested that the Board consider suspending SuperSearch given current funding troubles for participating members. Sandy Cooper reported that Sonoma County is a net borrower and relies on the service to help serve their patrons. Melanie Lightbody reported that Mendocino County is still receiving complaints about their withdrawal from SuperSearch. In fact, the potential of restoration of SuperSearch service rallied a lot of support for the tax measure. As a net lender Marin County would like to see the service dropped. Ms. Cooper suggested that the service continue operations for six months while a replacement product evaluation is conducted. The service needs staff support at about 20 hours per week. NBCLS has an equipment reserve fund that can be used to purchase a replacement product and/or help support the cost of program operations. An ad hoc NBCLS Resource Sharing Options Committee was suggested. The committee charge is to find an alternative to replace SuperSearch by July 1, 2012 but the group should also evaluate long term options for technology to support resource sharing, the current delivery system and routes, and a cost sharing formula as well as other issues related to resource sharing in the six-county area. David Dodd, Sonoma County Collection Development Librarian will chair the committee. Additional members include: Gregg Atkins, Jaime Anderson, Patty Hector, and Donna Mettier.

#### **8. DELIVERY PROGRAM DISCUSSION**

Concerns were expressed about the ability to fund delivery with the loss of PLF, TBR, and CLSA Communication and Delivery support. St. Helena and Lake County are very concerned about how they will be able to fund delivery from local budgets. The current delivery contract with Sprint runs through June 30, 2012. The contract may be extended for another year if NBCLS and Sprint negotiate an extension. Negotiations should be underway by April 2012. It was proposed that a small group of directors will meet with Frank Magarino, Sprint Courier Service owner, to discuss options on contract renewal. Sonoma, Mendocino and Lake (SMAL) will discuss methods of reducing delivery volume between the three jurisdictions. As part of the Open Source LSTA grant Lori Ayre developed functionality requirements for the replacement of the SNAP ILS. The State Library may be interested in funding a demonstration of a large Open Source ILS with LSTA funds. . A brief discussion of growing a larger and more inclusive shared ILS resulted in SNAP offering to share the functionality requirements report.

#### **9. CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (AS PER GOVERNMENT CODE SECTION 54950 ET SEQ.)**

#### **10. REPORT FROM CLOSED SESSION**

NBCLS will end employment of Ann Amman effective December 31, 2011. Support for the SuperSearch program will be supplied by the Dixon Public Library. An MOU between NBCLS and Dixon PL will be developed that specifies SuperSearch support at the monthly cost of \$3,450 effective January 1 – June 30, 2012. Dixon will offer a contract for SuperSearch support service to Ann Amman for the January 1 – June 30, 2012 period at the rate of \$3,450 monthly. Effective December 31, 2011 NBCLS will no longer have employees.

#### **11. REVISED NBCLS 2011/12 BUDGET**

A motion to adopt the revised NBCLS 2011/12 budget was made by Diane Smikahl, seconded by Gail Haar.

A motion to revise the presented revised 2011/12 budget with following changes: use the Employee Benefit Trust account in the amount \$3,824 and \$2,668 from the unreserved undesignated fund balance to fund SuperSearch Payoff Acct sub-object 5900 was made by Gregg Atkins, seconded by Lynne Williams. Motion passed unanimously.

A motion to use \$20,700 from the Equipment Replacement Fund to fund the 6540 sub-object for Contractual Service SuperSearch was made by Lynne Williams, seconded by Gail Haar. Motion passed with 11 Aye votes and 1 abstention by Gregg Atkins.

A motion to remove all expenditures from the SuperSearch program except for \$6,493 in sub-object 5900 and \$20,700 in sub-object 6540 for a program total of \$27,193 was moved by Gregg Atkins, seconded by Jennifer Baker. Motion passed unanimously.

The question of passing the revised NBCLS 2011/12 budget with the additional approved revisions was called for a vote. The motion passed unanimously.

#### **12. ELECTION OF VICE-CHAIR OF NBCLS/NLS STEERING COMMITTEE REPRESENTATIVE**

A Vice-Chair/ Chair-Elect is needed for NBCLS. The person filling that post will also serve on the NLS Steering Committee as an NBCLS Representative. The term for this post is 18 months due to the recent resignation of the NBCLS Chair. With her consent to serve for 6 months Diane Smikahl was nominated by Gail Haar. Melanie Lightbody seconded the nomination. Diane was elected Vice-Chair by acclamation.

#### **13. NORTHNET TRANSITION AND PERSONNEL TEAM -- DIRECTION AND INPUT DISCUSSION.**

A Transition Team has been appointed by NLS Chair, Wendy Burke. The Team includes: Danis Kreimeier as chair, Jeanne Amos, Patty Wong, Michael Perry, Cheryl Baker, Gail Haar, and Wendy Burke. The Team will meet about every 2 weeks to work on developing an RFP for a new contract for management, structure for service and programs operations, and a dues schedule. MARINet and SNAP will share their formulas for the dues structure study. Current governance structure will be reviewed for opportunities to streamline operations.

Gregg Atkins reminded that there is a need to house the NBCLS legal documents one location that provides easy access when needed. Napa City-County volunteered to take two filing cabinets of the “keep forever” documents. An MOU between NBCLS and Napa City-County Library will be developed to insure the safe keeping of the legal documents. The fiscal files that are disposable on

a retention schedule will be stored at InfoStor in Santa Rosa.

Eco-Haul and ReCycle Town were mentioned as potential resources to use for the disposal of furniture and equipment.

**14. BOARD MEMBER ITEMS -- AN OPPORTUNITY FOR MEMBERS OF THE BOARD TO SHARE OR REQUEST INFORMATION**

Members present had nothing new to report.

**15. NEXT MEETING/AGENDA BUILDING**

A Doodle survey will be used to set a meeting for late February. A report from the NLS Transition Team and the ad hoc NLS Resource Sharing Options Committee will be on the agenda

**16. ADJOURN**

There being no further business, the meeting was adjourned at 11:45 a.m.

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Annette Milliron DeBacker  
Clerk of the Board  
December 12, 2011