

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
May 11, 2007

CALL TO ORDER:

The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Redding Library in Redding, California with Chair Marilyn Cochran presiding. The meeting convened at 11:00 a.m.

ROLL CALL:

| PRESENT | ABSENT | MEMBER LIBRARY | REPRESENTATIVE |
|---------|--------|--|-------------------|
| X | | Butte County Library | Derek Wolfgram |
| | X | Del Norte County Library District | Russell Long |
| X | | Humboldt County Library | Victor Zazueta |
| | X | Lassen Library District | John Flaherty |
| | X | Modoc County Library | Cheryl Baker |
| X | | Orland Free Library | Marilyn Cochran |
| | X | Plumas County Library | Margaret Miles |
| X | | Shasta Libraries | Linda Mielke |
| X | | Siskiyou County Library | Betsy Emry |
| X | | Tehama County Library | Ray Schroff |
| X | | Trinity County Library | Oresta Esquibel |
| X | | Willows Public Library | Cha Mee Yang |
| | X | Butte College Library | Luozhu Cen |
| | X | CSU Chico Library | Carolyn Dusenbury |
| | X | College of the Redwoods Library | John Mayeski |
| | X | College of the Siskiyous Library | Dennis Freeman |
| | X | Feather River College Library | Tom Davis |
| | X | Humboldt State University Library | Sharmon Kenyon |
| | X | Lassen College Library | Rosanna Brown |
| | X | Shasta College Library | Janet Albright |
| X | | Simpson University Library | Larry Haight |
| X | | GUEST: California State Librarian | Susan Hildreth |
| X | | GUEST: California State Library Consultant | Carla Lehn |
| X | | Shasta Libraries | Kim Ingram |
| X | | NSCLS System Headquarters – Exec. Dir. | Annette Milliron |
| X | | NSCLS System Headquarters – Asst. Dir. | Patty Hector |

1. INTRODUCTIONS:

The Council welcomed two new Council members Linda Mielke and Victor Zazueta. Susan Hildreth and Carla Lehn were also welcomed and introductions were made.

2. PUBLIC INVITED TO ADDRESS BOARD:

No public was in attendance.

3. APPROVAL OF AGENDA:

A Motion to approve the agenda was moved by Oresta Esquibel and seconded by Derek Wolfgram. The Motion passed unanimously.

4. APPROVAL OF MINUTES OF MARCH 16, 2007 COUNCIL MEETING:

A Motion to approve the March 16, 2007 meeting minutes was made by Betsy Emry and seconded by Oresta Esquibel. The Motion passed unanimously.

5. SYSTEM ADVISORY BOARD REPORT

Pat Bunnell reported on the SAB meeting that took place earlier that morning. The SAB authorized the use of any surplus funds in their program to be divided equally between all public libraries. The SAB hopes to support local summer reading programs.

6. NEWS FROM THE STATE LIBRARY

A. AUDIO/VISUAL COLLECTION TBR DISCUSSION

Susan Hildreth stated that North State's unusually high TBR came to the attention of the State Library when they began analyzing CLSA programs. No other system is even close to collecting the amount that the North State System collects. The Council expressed to Ms. Hildreth how useful the Video Center and Listen-In collections are to the member libraries. While she is sympathetic to the needs of rural libraries, Ms. Hildreth would like to see the collection housed in a public library or libraries and the TBR used to build capacity for that library. She feels that the System's method of loaning a collection of materials from the System to its libraries does not fall within the intent of the interlibrary loan program. She suggested that the System hire a consultant to help plan the future of the program and the transition of the collection to public library management. Jeanne Goodrich was mentioned as a possible consultant to use.

It was noted that the Listen-In Collection started in 1969 at Humboldt. In 1975, it moved to Butte College because none of the public libraries had the space to house the collection. The Video Center was started at System Headquarters in Willows sometime in the 80's. The Council has looked at placing the collection in a member library before but has never acted on it. Discussion ensued. Ms. Hildreth indicated that Rural Library Initiative funds could be used to pay for a consultant study of the media program.

Ms. Hildreth stated that there will be an announcement soon regarding the replacement for the Deputy State Librarian who recently retired.

7. COMMITTEE REPORTS/NEW BUSINESS

A. REFERENCE COMMITTEE

1. CLSA REFERENCE DISCUSSION

The Reference Committee has reviewed the Plan of Service and has made recommendations. The Committee endorsed a recommendation from Ms. Milliron to close down the Reference Center and use the remaining reference money to pay a flat fee to North Bay to answer reference questions. The final negotiation of the fee will be completed by the September 2007 Council meeting. All remaining CLSA reference funds will be used to purchase databases in FY 2007/08.

Susan Hildreth advised the Council that MCLS is going to receive a grant to start the development of a new statewide model for second level reference. She also asked for suggestions for people that could be hired as the manager of the program for at least a 3 year contract. The person would be a contract consultant not an employee of the State Library. A development team will be organized this year and a "portal" will be created. The portal will be used by both library staff and patrons to submit questions to the new second level reference model. Ms. Hildreth confirmed that MCLS will lead the operation because of the strength of the LAPL collection. There aren't more details to give at the moment other than the project is moving forward.

B. AUTOMATION COMMITTEE

1. OCLC CALIFORNIA CATALOG

Ms. Hector updated the group on the TLC authentication for remote users

C. MEDIA DEVELOPMENT COMMITTEE

1. LISTEN-IN 2ND QUARTER REPORT

2. VIDEO/DVD 2ND QUARTER REPORT

It was reported that some Playaways have been ordered, but they haven't arrived yet.

D. BUDGET COMMITTEE

1. FY 2006/07 BUDGET

The Budget Committee reviewed the revised budget for FY 2006/07 and approved it. The Council voted unanimously to accept the revised budget.

2. DATABASE PURCHASE

The Reference Committee recommended that the System purchase the Chilton's database. If every library contributes up to \$500 towards the database purchase, the System could purchase both the Chilton's and the Testing databases. Discussion ensued. The Board voted unanimously to purchase both databases with each library contributing \$500 toward the purchase.

3. OCLC CATALOGING FEES FOR FY 2007/08

The Council had good things to say about the new group catalog on OCLC and use of FirstSearch for Interlibrary Loan. While the 3-year group contract for OCLC sets a flat-fee with only a 5% increase each year, some member libraries are having trouble finding the money to pay for access this year. The Council voted to have North State pay for one more year of OCLC cataloging fees with the proviso that member libraries build the fees into their own budgets in 2008/09.

4. NSCLS LISTEN IN AUTOMATION

This matter was discussed under the item News from the State Library. Given the need for a study of the program, pursuit of a circulation system for Listen In has been put on hold.

5. FY 2007/08 BUDGET

The Budget Committee recommends that the Council approve the budget. Ms. Milliron noted that the budget includes a 3.4% COLA for NSCLS staff. Discussion ensued. The Council voted unanimously to approve the FY 2007/08 budget.

E. CHILDREN'S SERVICES

The Children's Services group is planning a Fall workshop.

F. PROGRAM & SERVICES NETWORKING

1. RURAL INITIATIVE FY 2006/07

Carla Lehn reported that the Association for Rural and Small Libraries conference is going to be held in California in 2008. She advised the Council that the State Library will be sponsoring scholarships for that conference.

2. RURAL INITIATIVE FY 2007/08

Ms. Lehn reported that more Author in a Box (like the Amy Tan program) by the Center for the Book will be included in the next Rural Initiative grant application. The following Infopeople programs will also be included in the grant application: Web 2.0 classes (3 in a series) at all locations, Extreme Makeover, Fund Raising Training, Grant writing, Webcasts: on Modular design, Materials handling, "Getting the most from Clearinghouse" Technology Petting Zoo in a box with Chuck. Ms. Lehn

stressed that connectivity is important to the State Library. Currently there is research funding from the Gates foundation on statewide connectivity. California is one of the first states to be surveyed by a research group. The State Library is talking to the people who do the Internet 2 program in the schools to try to get the libraries included in that program. Ms. Lehn noted that one of the big items that came out of the Rural Initiative workshop was the need for a technology circuit rider. The State Library has assigned a staff member, John Torkelson, to work with the Rural Libraries on this and he will be working on all the issues involved in addressing the technology needs of the libraries.

G. PERSONNEL COMMITTEE

1. VACATION BUY BACK

The Personnel Committee recommends that the system administrator be authorized to revise the personnel policy to permit NSCLS staff to accrue a maximum of 300 hours of vacation leave. Additionally, they recommend that the System Administrator revise the personnel policy to authorize a full time library assistant staff member to submit a request for vacation buyback of up to 80 hours per fiscal year with the note that vacation buyback requests may only be submitted once a year. The Motion for the System Administrator to revise the current personnel policy to permit NSCLS employees to accrue a maximum of 300 hours of vacation leave passed unanimously. The Motion for the System Administrator to also revise the current personnel policy to permit full-time NSCLS employees to request vacation buyback up to 80 hours once a year also passed unanimously

8. NEW BUSINESS

A. RESOLUTION TO ACCEPT REDDING LIBRARY AS NSCLS MEMBER

The State Library recommended that since Redding Library was a new government entity, they should be admitted to the North State Cooperative Library System and Council with their new name. A Motion to admit the Redding Library to North State Cooperative Library System as a member was made by Derek Wolfgram and seconded by Oresta Esquibel. The Motion passed unanimously.

B. PLAN OF SERVICE 2007/08

The Reference Committee and the System Advisory Board both recommend to the Council that the 2007/08 Plan of Service be approved. A Motion to approve the 2007/08 Plan of Service was made by Derek Wolfgram and seconded by Kim Ingram. The Motion passed unanimously.

C. STRATEGIC PLANNING MEETING

The Council is meeting on May 30th at Redding Library for a strategic planning meeting which will be facilitated by Pat Wagner. In preparation for the retreat, Ms. Milliron reminded everyone to come prepared to discuss services that will be needed at their libraries in the next three to five years. Ms. Milliron asked Susan Hildreth for direction for planning for system services. Ms. Hildreth advised that delivery will be a most important service in the next five years.

9. REFERENCE COORDINATOR'S REPORT

No report.

10. SYSTEM ADMINISTRATOR'S REPORT

Ms. Milliron referred the Council to the Administrator's Notes report that was included in the meeting packet.

Ms. Milliron also mentioned that she had neglected to put the election of System Chair for FY 2007/08 on the agenda for this meeting. It will be on the September agenda. Marilyn Cochran announced that Betsy Emry is willing to serve as Chair. Ms. Cochran is willing to serve as Vice-Chair. Discussion ensued.

11. ANNOUNCEMENTS

Oresta Esquibel reported that Trinity County Library is still experiencing budget problems. She noted that she is also working on the Summer Reading Program "Get a Clue" along with her Planning Team composed of two part-timers and a group of volunteers.

Derek Wolfgram reported that he is hoping for a 10% increase in the Butte County Library budget which would enable him to keep all of his staff. He noted that his new leadership team is gearing up to work on their strategic plan.

Victor Zazueta reported that he has only been at the Humboldt County Library for two weeks so he's still learning the key players. He would like to get wi-fi for the library. He noted that the Friends group is raising a lot of money for the library's materials budget.

Betsy Emry reported that Siskiyou County Library is having a state of the County event where she plans to show the Gates DVD. She noted that the library is currently working on the redesign of their website. The library has redesigned their children's space using their ELF grant money. Ms. Emry reported that they are holding a staff development day for all of the branch staff.

Larry Haight reported that his library's operating budget will remain same except for the money that he will receive for the collections for the new degree programs that have started at Simpson University.

Kim Ingram reported on the first two months of service in Shasta Library's new building in Redding and noted that their use has increased tremendously. She further reported that they are using the Vocera system, which they really like. The interlibrary loan program has also started again.

Marilyn Cochran reported that Orland Free Library is automating. They also received an ELF grant and have made some great changes to their Children's section. The library is hoping to build an addition to their library that would serve as a joint-use facility with the schools.

It was noted that there are surplus items available from Shasta County Library and to contact Kim Ingram if interested.

The Council of Librarians meeting schedule is as follows:

| <u>DATE</u> | <u>LOCATION</u> |
|--------------------|-----------------|
| September 14, 2007 | Weaverville |
| December 14, 2007 | Chico |
| March 14, 2008 | Willows |
| May 16, 2008 | Redding. |

ADJOURNMENT:

The meeting adjourned at 3:00 p.m.

Marilyn Cochran
Chair of the Board
May 11, 2007

Annette Milliron DeBacker
Clerk of the Board
May 11, 2007