

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
May 13, 2005

CONVENING: The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Shasta County Offices, Video Conference Meeting Room in Redding, California with Chair Carolyn Stacey presiding. The meeting convened at 11:10 a.m.

ROLL CALL: Carolyn Stacey, Eureka-Humboldt Library
Patty Hector, Del Norte County Library
Marilyn Cochran, Orland Public Library
Margaret Miles, Plumas County Library
Carolyn Chambers, Shasta County Library
Pat Harper, Siskiyou County Library
Ray Schroff, Tehama County Library
Oresta Esquibel, Trinity County Library
Don Hampton, Willows Public Library
Maureen Stephens, Shasta College Library
Larry Haight, Simpson University Library

ALSO PRESENT: Adrienne Haylor, Willows Public Library - SAB
Laura Ashkin, Plumas County Library - SAB
Pat Bunnell, Shasta County Library - SAB
Jan Mountjoy, Trinity County Library - SAB
Judith Schmidt, Orland Public Library – SAB
Annette Milliron DeBacker, NSCLS Administrator
Laura Salisbury, NSCLS Reference Center
Carla Lehn, California State Library, Consultant

INTRODUCTION: The System Advisory Board members introduced themselves to the Council of Librarians.

PUBLIC INVITED TO ADDRESS THE BOARD: No public was present.

APPROVAL OF AGENDA: Approval of the Agenda was moved by Nancy Brower and seconded by Carolyn Chambers. The Motion passed unanimously.

APPROVAL OF MINUTES A Motion to approve the minutes of 03/04/05 was made by Nancy Brower and seconded by Carolyn Chambers. The Motion passed unanimously.

SYSTEM ADVISORY BOARD REPORT: Adrienne Haylor reported that the SAB approved their 2005/06 Plan of Service at their meeting this morning. Any leftover monies from this year would go to the Children's Summer Reading program. Several SAB members chose the committees they would like to serve on in the upcoming year. In the election of officers, Ms. Haylor reported that she was nominated and re-elected as Chair of the SAB and Pat Bunnell was nominated and elected as Vice-Chair. SAB members reported on their CLA Activities, which included attending Legislative Day in Sacramento on April 20th. The SAB discussed the restructuring of the SAB and Council meetings and would like to suggest to the Council that the System Advisory Board and the Council of Librarians' meetings be combined into one meeting starting at 9 a.m. It was noted that there is a lot of overlap of activities and reporting. Ms. Haylor also suggested that when the meeting is held in outlying areas, maybe the SAB meeting could be held the night before the Council of Librarian's meeting. This will be discussed under the New Business heading.

CONSENT CALENDAR: There was one item on the Consent Calendar; the fax ballot confirming the hiring of a relief driver. A Motion to approve the consent calendar was made by Nancy Brower and seconded by Ray Schroff. The Motion passed unanimously.

COMMITTEE REPORTS/NEW BUSINESS:

a. Reference Committee Pat Harper reported that the Reference Committee recommends to the Council of Librarians that Susanville and Lassen College Library be included on all route van deliveries and continue paying the van drivers from the time they leave their home since they are driving the NSCLS van. The cost of using UPS in place of the van drivers would be \$18,000; the driver cost is \$17, 953, and that includes continuing to include their commute time from their home. Discussion ensued. The Council of Librarians voted unanimously to accept the recommendation of the Reference Committee to include the libraries in Susanville on Route 3 of the van delivery. Ms. Harper reported that for the 2005/06 year, the Committee will recommend that the System consider the following: charging the academic libraries for deliveries, consider alternatives to van deliveries if Rapid Package submits a quote that is less expensive than what the System is currently paying, consider the option of storing bins at central locations, and consider dropping the recycling program from the delivery system. The Reference Committee agreed will complete the final of review of the Reference and ILL Manual by June 24th 2005.

The Reference Committee recommends to the Council of Librarians to continue with the disabled as the focus of services for the target population. Ms. Harper noted that the number of disabled in the System was higher than the number of senior citizens. Discussion ensued. The Council of Librarians voted unanimously to accept the recommendation of the Reference Committee to continue with the disabled as the focus of services for the target population.

Ms. Harper asked the Council to check their policies on the 24/7 Website to make sure that instructions are clear for placing holds on local catalogs; it is one of the most frequent questions that the 24/7 librarian receives. The Reference Committee is looking for ways to promote the 24/7 website in 2005/06 and encourage the use of it. She noted that NSCLS had published one newsletter in 2004/05 with another currently pending. Ms. Harper asked if it was a priority to publish the newsletter. Discussion ensued. Consensus was that the newsletter is useful. However, if staff workload is too great, it is a low priority. Perhaps a blog can be mounted on the new website. Then people could contribute news and reports that would be readily available to everyone.

Ms. Milliron-DeBacker reported that a Request for Proposal was sent out for the NSCLS website redesign. She discussed the two website proposals that were included in the Board Packet; one for \$20,000 and the other for \$2,100. Infopeople will host the NSCLS website; they currently host the Teen Website at no charge. Discussion ensued. It was noted that the funding for the redesign will come from the 04/05 Rural Initiative grant. There is approximately \$33,000 that wasn't built into the grant but was left over and could be used if the System had a purpose for it. Discussion ensued on the pricing differences of the two proposals. It was noted that The Galecia Group has library experience. A Motion to accept The Galecia Group proposal with 1-year of website support was made by Nancy Brower and seconded by Marilyn Cochrane. The Motion passed with 11 Ayes and 1 Nay.

b. Automation Committee

Nancy Brower reported on the results of the Automation Committee's survey regarding training needs. She noted that the highest priority is the Cataloging AV Recording, followed by Cataloging Government Publications and Basic Cataloging and Intermediate Cataloging. Discussion ensued. In the past, there has been one cataloging workshop in either Red Bluff or Redding. The System would pay for the travel (one car per jurisdiction) and the overnight stay, but not for the substitute help. It was noted that one location for the workshop would work well. Ms. Milliron will look into the pricing for two days of an AV Cataloging Workshop.

c. Budget Committee

Ray Schroff reported that he, Brenda Stanberry and Ms. Milliron-DeBacker met with the Auditor to review the NSLCS accounts. The System has more than \$300,000 in the miscellaneous fund so there is a little bit of a cushion. Mr. Schroff further reported the Budget Committee adopted the FY 05/06 budget. There were no increases in salary or health insurance payment by NSCLS. Any increase in health insurance will have to be paid by staff. Discussion ensued. A Motion to accept the FY 05/06 was presented by the committee and needed to second. The Motion passed unanimously. It was noted that a reserve policy needs to be created. The Budget Committee will review the number of months of operation cost in the budget and review the System's obligation of reserve monies for retirees' costs. The Committee will survey how much was used in the past years. Ms. Milliron noted that some numbers were in the wrong columns on the budget. A Motion to authorize Ms. Milliron to make technical adjustments to the budget was made by Ray Schroff and seconded by Carolyn Chambers. The Motion passed unanimously.

d. Children's Services

Ray Schroff noted that he has nothing to report at this time.

**e. Program & Services
/Networking**

It was reported that the Rural Library Initiative - Year 7 expenditures look good. The website bid, which will be around \$22,000, was accepted. It was noted that not all of the reimbursement will be spent on workshops. The Book Club in the Box program should be included in the budget for Rural Library Initiative - Year 8. Carla Lehn must be notified within a few days if more regions wanted to participate in the Book Club in a Box program.

The RLI 8 Summit meeting was held in Sacramento in April with representatives from 6 geographical areas attending. The participants agreed that the major focus of the Rural Initiative was on training and staff development through better access with Infopeople on ground and online. The number of on-ground trainings will increase from 20 to 28. NSCLS has 10 and will pick topics in May/June/July. The goal is to schedule some of the workshops in the fall. Mono County – 3, Imperial County – 5, NBCLS and 49-99 – 4, San Luis – 2. Online workshops will be a separate line item. People will be sent to out of area workshops. It will cost \$2,000 per area to attend an out of area workshop. Because of the greater travel distance, \$3-4,000 will be set aside for NSCLS. Nancy Brower will be the gate-keeper. Carla Lehn will have the policy and procedure and FAQs for workshop attendance. NSCLS will offer replacement/substitute money. Extra-help people are eligible to take the course. Holly Hinman and Dan Theobald will determine what workshops will work as a video conference before sending out the workshop list in May.

The Tribal Library will be a separate grant with NSCLS as the fiscal agent. The grant was submitted last week.

It was reported that the Western Council has an ILMS grant to develop a library practitioner program. The Council's definition of a library practitioner is at the library director level. California has a broader need that crosses into different levels. A letter will be sent to Susan Hildreth regarding the need for a program for branch managers as library practitioners in California. The Infopeople focus group information will be used as part of the information to go to the Western Council. NSCLS will draft another letter as support for the broader concept to send to Susan Hildreth.

It was noted that expansion funds for editors and way to get feedback from users is planned for the Rural Information Clearinghouse. A few dollars will also be added for book club in a box. Adding Health Resources through the Gale database was discussed. Holding Infopeople training for health information "free" database and how to handle medical questions was also discussed. It was stated that a mini in the box approach was really popular and NSCLS should take time to create a concept. The Kaiser database is a possibility. Some planning money will be added to the Rural Library Initiative this year. Discussion ensued.

Carla Lehn reported that the Web Junction is a Gates Foundation project sponsored through OCLC. The training for this project will be held in all states, and the State is working to increase the funding for California. It was noted that there is another source of funding for training that is being developed by Infopeople.

It was reported that 30 states across the country are participating in the Summer Reading Collaborative with California and Rhode Island as the newest members. The State Librarian will appoint the State representative. But a State can have several delegates as well. A grant has been given to CLA to administer the program. Upstart will provide the graphics, but a committee should be formed to develop the content. The 2007 theme is Get a Clue for 2007 and YNK (you never know) for the Young Adults. Discussion ensued.

f. Personnel Committee Ms. Milliron reported that Sherrie Gray's initial FMLA leave, which was originally through April 30th, has now been extended until June 30, 2005. A replacement/student helper has been hired to help Tom with the Listen-In program. Ms. Milliron reported that due to heart problems, Tom has left work for a medical procedure and hopes to return to work on Monday. It was reported that Pat Shultz will be stepping down from her position. A new driver named Matt was hired for Routes 1 and 3. He will also cover Pat's route until a new driver is hired to replace her. It was noted that Dennis will be training with Cliff.

It was reported that the North State staff has requested that Cesar Chavez Day be added to their list of holidays. It was noted that the staff currently have 14 paid holidays. Ms. Milliron surveyed the North State libraries, and found that only 5 of the 12 have Cesar Chavez Day as a holiday. Only 1 out of the 12 have Admissions Day as a holiday. The Personnel Committee recommends that Cesar Chavez Day be added to the list of holidays and Admission Day be deleted. This option will be discussed with the NSCLS staff.

g. Media Development Committee No report at this time.

NEW BUSINESS:

1. Plan of Service A Motion to adopt the 2005/06 Plan of Service was made by Pat Harper and seconded by Ray Schroff. The Motion passed unanimously.

2. Contract for Management Services With NBCLS 2005/06 The renewal contract was discussed. A Motion to accept the NBCLS Management Service Contract renewal as presented was made by Marilyn Cochrane and seconded by Nancy Brower. The Motion passed unanimously.

3. Election of NSCLS Chair & Vice-Chair 2005-06 A Motion to elect Nancy Brower as NSCLS Chair and Marilyn Cochrane as Vice-Chair for 2005/06 was made by Carolyn Chambers and seconded by Ray Schroff. The Motion passed unanimously.

4. Meeting Structure & Schedule for 2005/06 Ms. Milliron discussed the meeting structure for NSCLS and SAB meetings. It was noted that there is an overlap of activities and reporting. Discussion ensued. It was recommended that the SAB meeting start at 9 a.m. and the Council meeting start at 10 a.m. Any joint items of interest could be discussed at the beginning of the Council meeting. The Council agenda can be structured around this idea. It was noted that it would be helpful to have the SAB at the Council meetings, to add a "community perspective" to balance the "librarian perspective" of the Council.

The May meeting will be held in Quincy. The September meeting will be held on the 9th in Eureka with Michael Gorman, the new ALA President. It was suggested that the SAB meet the night before on September 8th. The Council will try to arrange a luncheon meeting in order to be able to meet with Michael Gorman, who will be available for a short presentation that day between 2 – 3p.m.

The NSCLS Chair will send the final copy of the 05/06 meeting schedule to the Council.

5. Committee Goals, Objectives & Roster Discussion on how the committee goals, objectives and roster are set was discussed. The Committee Chair will evaluate the goals and check with the Committee membership for their input. It was stated that

2005/06

Jeannette Lake might like to serve as chair of the Reference Committee. She will be asked if she is interested.

A Motion to pass a resolution in recognition of Pat Harper, a NSCLS employee from 1989 to 1994 was made by Nancy Brower and seconded by Margaret Miles. The Motion passed unanimously.

**LEGISLATIVE DAY
REPORT**

Legislative Day was discussed. It was noted that PLF money might be restored in the budget. Discussion ensued.

**REFERENCE
COORDINATOR'S
REPORT:**

Laura Salisbury noted that an update on the delivery personnel situation was given earlier in the meeting. She reported that there is the annual Reference Workshop will be held in June. A representative from the U.S. Census will conduct the workshop on how census materials can be used for small businesses. There are two workshops; one in Red Bluff and one at Humboldt State. The workshop being held at Humboldt State is open to local businesses as the location can accommodate up to thirty people.

Ms. Salisbury discussed the AskNow statistics report. Discussion ensued. She noted that patrons continue to call with questions regarding 24/7 and she asked the libraries who use 24/7 and AskNow to make sure that the information regarding pin numbers is readily available on their websites.

Ms. Salisbury has started a file to keep information on various database products. She reported that she will be setting up test trials for various databases in August.

**SYSTEM
ADMINISTRATOR'S
REPORT:**

Ms. Milliron referred to her report provided in the Council packet. She reported that over the past three years she has served on an OCLC Resource Sharing Advisory Committee, which meets annually, in either late April or early May, to review new ideas, products and proposals, etc. Ms. Milliron stated that she would like the Council's feedback on one of the proposals that was made at the last Committee meeting. World Cat is proposing to allow members and the public to make comments on the library website about books similar to Amazon.com. Discussion ensued.

Ms. Milliron distributed flyers on "A Place of Our Own". Discussion ensued.

Ms. Milliron asked the Council members to review their contact and library information on the Membership Roster and update it if needed.

Ms. Milliron inquired about NSCLS Council interest in a joint planning meeting with the NBCLS Board. The meeting would be a full day with a facilitator. The objective would be to review System programs for areas of cooperation and collaboration. At this meeting, the two systems would also prepare a joint statement about the reference program review currently being conducted by the State Library. Council consensus was that a Fall meeting would be very useful.

ANNOUNCEMENTS:

Carolyn Chambers reported that she will present her library's Library Governance and Task Force report at the Board of Supervisors meeting Tuesday morning. Tuesday evening, she will simultaneously present the same report to the Shasta Lake, Anderson and Redding City Councils. Ms. Chambers reported that one of the recommendations from the Board is that the City of Redding should take ownership of the new headquarters library and the County would maintain ownership of the branches. The County would then contract with the City of Redding to actually operate the system. The Board is also looking to appoint a committee to start the dialogue with the City of Redding. Discussion ensued.

Ray Schroff reported there his library is holding a poetry writing workshop in Red Bluff on May 24th from 7 p.m. to 9 p.m.

Nancy Brower reported Butte County is finishing their "California Stories Uncovered" program; how

people arrived in Butte County, etc. Everyone gathered together and brought various food dishes and a great discussion between the kids and adults ensued. The County Board of Supervisor's adopted impact fees for the library, which could translate to about \$75,000 for the library. If cities were included, the amount could be up to \$300,000.

Marilyn Cochran reported that Glenn County cuts to the library have been 50% over the last two years. She reported that two people have retired and their positions will not be filled. The ILL person is also leaving. It was noted that there was an article in the Chico Sunday paper about Willows and Orland's library services. She stated the Friends made \$3,000 at their book sale and gave \$2,000 of it to the library for books. The Orland Unified School District, in conjunction with the library, has moved their Independent Study Program into the library. This arrangement will work nicely in attracting a segment of school kids who normally wouldn't visit the library.

Don Hampton reported that the Friends Group been re-invigorated. The group has a new president, new secretary and a new treasurer. He noted that the library has allowed its meeting room to be used by the Children's Choir group, who meet once a week. This summer, a Summer Music Camp will also be utilizing the room.

Oresta Esquibel reported that Trinity County has asked the library to work with the same budget as last year. She noted that the library did not qualify for PLF last year because of the budget cuts. Ms. Esquibel hopes to get PLF this year if the County does not remove \$5000 from their budget again. She reported that the Friends recently held a book sale that was very successful. Ms. Esquibel report that her library is using the California Endowment for the Humanities grant to bring the library and the environment camps in Trinity County together for a writing program that two teachers are running this summer. She noted the library continues to develop funding options.

Pat Harper reported that Siskiyou County is working with her to hire a replacement librarian before the person retires. They will not be hiring a technician. She noted that Leadership Siskiyou has adopted the library for the year and several newspaper articles were written on it. She informed that Council that the library held a great program with Diana Kulgel, an essayist from Oregon, as speaker. She stated that Diana Kulgel was a superb speaker and that 35 people attended, which is a good turnout for Yreka.

Larry Haight reported that the school year for Simpson University ends in April and the University held their graduation on the last Saturday in April. He noted that the school's administration is moving into a new building, giving the library additional space. The library was able to refinish their tables and purchase new chairs. He further noted that student usage was up considerably this year, as well at the library's loans.

Maureen Stephens reported that the annex that is being reported on at Shasta College is not an addition to the library. Originally it was going to be attached to the building, but it didn't work out with the fire codes. All tenants currently in the library who aren't associated with library services will move into the annex. The library also hopes to receive monies to modernize its building, but is not sure if the monies will be available. Ms. Stephens reported that the library's budget is going to be stable from this year to the next. Currently the library is performing information competency, which entails going into the classroom or having a library orientation in the building. It teaches the students to better evaluate the sources of information that they are finding online. Discussion ensued. Ms. Miles reported that last fall, one of her faculty members asked if she could get married in the library. She noted it was very nice.

Margaret Miles reported that Plumas County library has experienced extreme staff turnover lately. She noted that two people did not pass their probation period of one-year. She has hired their replacements; a new fiscal tech and a new shelver and will need to start the training process once again. An 11-year employee of the Chester branch will be retiring at the end of the month and her position will be difficult to fill as that branch can be very demanding. She noted that the Literacy Coordinator, who has been with the library for almost a year, might also be leaving. Ms. Miles reported that the County has asked the library to present a budget that is the same as last year. She noted the Federal appropriations money will be used up

this year and money will need to be added to the book and supplies budget next year. Ms. Miles reported that her SAB member Laura Ashkin made a report to the Board of Supervisors. She noted that Ms. Ashkin is the only SAB member to have ever done this for her library. Ms. Miles reported that there was great press coverage of the report; Ms. Ashkin's picture was in the paper as well.

Carolyn Stacey reported that Humboldt County's Reference Librarian is retiring after ten years. The library is currently recruiting for that position. She noted that the library currently has a traveling exhibition from the ALA on Queen Elizabeth. She reported that the Rotary Club has adopted Summer Reading Program and will be putting some money into it.

Patty Hector reported that Del Norte County Library is receiving a 3M security system, which was purchased by a private donor and matched by the library's foundation.

ADJOURNMENT:

The meeting adjourned at 3:25 p.m.

Carolyn Stacey
Chair of the Board
May 13, 2005

Annette Milliron DeBacker
Clerk of the Board
May 13, 2005