

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
September 9, 2005

CALL TO ORDER:

The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Eureka Branch of the Humboldt County Library in Eureka, California with Chair Carolyn Stacey presiding. The meeting convened at 9:15 a.m.

ROLL CALL:

Nancy Brower, Butte County Library
Carolyn Stacey, Eureka-Humboldt Library
Cheryl Baker, Modoc County Library
Margaret Miles, Plumas County Library
Carolyn Chambers, Shasta County Library
Lisa Musgrove, Siskiyou County Library
Ray Schroff, Tehama County Library
Oresta Esquibel, Trinity County Library

ALSO PRESENT:

Annette Milliron DeBacker, NSCLS Administrator
Jan Mountjoy, Trinity County Library - SAB
Laura Salisbury, NSCLS Reference Center
Carla Lehn, California State Library, Consultant
David Wilkinson, Butte County – SAB

1. INTRODUCTIONS:

The Council introduced themselves to Lisa Musgrove the Acting Director Siskiyou County.

2. PUBLIC INVITED TO ADDRESS BOARD:

No public was in attendance.

3. APPROVAL OF AGENDA:

Ms. Milliron noted that "Correspondence" should be added to the agenda after the Approval of the Minutes. A Motion to approve the agenda as amended was made by Margaret Miles and seconded by Carolyn Chambers. The Motion passed unanimously.

4. APPROVAL OF MINUTES OF MAY 13, 2005 COUNCIL MEETING:

It was noted that a correction to the minutes was needed. The discussion and subsequent approval of the joint planning retreat between NSCLS and NBCLS should be added to the May 13, 2005 minutes. A Motion to approve the minutes as corrected was made by Ray Schroff and seconded by Margaret Miles. The Motion passed unanimously.

Ms. Milliron introduced a book produced by Jim Kirks Jr. with his camera that he had made for his grandchildren. The book was passed around to the Council. She also passed around a flyer for the TLC Conference. Ms. Milliron discussed two brochures that she had brought back from her recent ALA Conference that she thought were interesting; one brochure was regarding a digital audio collection. Ms. Milliron passed around the PERS 15th annual training seminar manual that she received at the seminar. She also passed around the PERS Annual Report Pooled Plan booklet. She noted it contains actuarial reports and information on rate stabilization. It also explains how to read your annual report as well. Discussion ensued. Proposal for Digital Audio Books form Overdrive is something that the Media and

Automation Committees may want to consider for future planning meetings.

5. SYSTEM ADVISORY BOARD REPORT:

Ms. Milliron reported that the chair, vice-chair and several other members of the System Advisory Board were unavailable for the SAB meeting in Eureka. The System Advisory Board decided to meet on October 7th in Redding. The SAB is going to try a new meeting format; the meeting will begin at 11:00 a.m. and last approximately two hours.

David Wilkinson reported that Adrienne Haylor had asked him to apologize to the Council on her behalf for not being able to attend the meeting and having an SAB report ready for them. He reported that October 7th was the closest date that most SAB members could attend. He noted that it seems to be getting harder for the SAB members to meet on the same day as the Council of Librarians due to the locations/logistics of the Council meetings. The SAB could not find in the bylaws anything that stated it is mandatory for the SAB to meet on the same day as the Council. It was noted that the next two Council meetings are more centrally located so hopefully the SAB could attend; the December meeting will be held in Orland and March will be held in Redding. However, the May 2006 meeting will be held in Quincy

6. COMMITTEE REPORTS/NEW BUSINESS:

A. REFERENCE COMMITTEE

Carolyn Chambers reported that the Reference Committee has reviewed the ILL Manual and made corrections to a few minor points and typos that were found. It was noted that the ILL Roster will be removed from the ILL Manual since that information will be posted on the website. The Reference Committee would like to Motion for approval of the manual so it can be posted on North State's redesigned website. Since a Motion coming from a committee needs no second, the Motion passed unanimously. Various sections of the ILL Manual were discussed with several changes noted as needing to be made. Discussion ensued.

B. PROGRAM & SERVICES/NETWORKING

1. RURAL INITIATIVE YEAR 7

Carla Lehn reported that in 2004 and 2005, the Rural Library Initiative (RLI) sponsored 11 videoconference events and 4 videoconference webcast meetings between the State and North State. The RLI Clearinghouse currently receives 300-350 visits per day. 85% of those visits resulted in users going to another page within the website. Between February and June 2005, 48,000 hits were received on the clearinghouse website. Ms. Lehn reported that Clearinghouse was picked up by a national publication in February, which may have led to the increase. Ms. Lehn was recently notified that a Clearinghouse link is going to be added to the ALA website. She noted there is much interest in Clearinghouse from outside of California, as well as from within.

Ms. Lehn reported that the Infopeople trainings for the past year were interesting. The Rural Library Initiative (RLI) had originally planned to sponsor 20 workshops throughout the State for the year. Near the end of year, fewer people had taken advantage of the travel reimbursement and substitute reimbursement, and as a result, there was a small surplus of money. Additional workshops were scheduled using the money and RLI ended up sponsoring 23 on ground workshops with a total of 321 participants. Ms. Lehn noted that RLI was able to add North Bay as the 7th geographic area that is participating in the program and include online courses. RLI paid for 108 participants in 10 different online courses.

In April, the State held a Rural Summit and Susan Hildreth met with the point contacts from each area. Travel and substitute reimbursement as well as various glitches were discussed at the meeting. Policies and Procedures were created and are available in the form of FAQs on the RLI website. The point contacts should also have distributed them to every library in their jurisdiction. Hopefully, these policies and procedures have assisted Library Directors in understanding what the Rural Initiative can do for them and take better advantage of it. On the downside, Ms. Lehn stated that she and Ms. Milliron had reduced the budget for the travel and substitute reimbursements so they will watch the numbers to see if it needs to be increased again.

Ms. Lehn reported that the Book Club in a Box was a good first test, but wanted to raise two issues since it has been included in the Rural Initiative this year as well. She had budgeted for 30 libraries, 15 from North State and 15 from 49-99, to start book clubs. Currently, between the two systems, only 7 libraries have started clubs. She noted that it is hard for her to make the case for the project if the number participants don't increase. However, of those 7 libraries, there were 274 participants in their book clubs. Another issue is the survey of the actual

participants; those that did respond had positive feedback, but only 17% responded. Ms. Lehn reported that in order to make that information useful, at least 50% of the participants needed to respond, therefore the data was meaningless and no conclusions can be drawn.

Ms. Lehn reported that the Tribal Boot Camp was a huge success. She reminded that Council that RLI had received a separate \$68,090 grant this year to address tribal library concerns. She noted the participants at the Boot Camp were very appreciative.

2. RURAL INITIATIVE YEAR 8

Ms. Lehn advised the Council that RLI received a \$304,000 grant this year. She noted that the key item, in addition to videoconferences, is to expand the Clearinghouse again and unveil it at the CLA conference, where RLI will have a booth. She reported that at the Rural Summit meeting, the group agreed on several things to add to the clearinghouse this year, such as: a Zoomerang survey of the Clearinghouse, have an immediate follow up response to people who visited the website and the development of an email newsletter to send users regarding new features of the Clearinghouse. Discussion ensued. Ms. Lehn stated that anything North State can do to remind people that there are some great resources available, such as the Clearinghouse, would be a great help. She noted that this year, new topics will be developed, including templates for various marketing materials, which seemed to be of particular interest to the group making the recommendation.

Ms. Lehn reported that this year, RLI will complete the test of the Book Club in a Box and then consider what to do with it. She stressed that the objective for this year is to increase the number of libraries who participate in the book clubs. She reported that books had been exchanged with 49-99 for the year. Nancy Brower encouraged the libraries to participate in the Book Club in a Box; she stated that she understood that it can be hard to get the club started. She explained that the program became so popular in Oroville, that they now have a morning and an evening book club groups. Discussion ensued. Ms. Brower reported that North State's book club titles were sent to 49-99 and 49-99 has offered their local book club collection to North State's existing book club. It was noted that a book club can be started whenever a library wishes; there is no deadline. Ms. Lehn stressed that the grant money for Book Club in a Box is only for this year and if the System can't demonstrate the programs usefulness, then that money probably won't be renewed for next year. Brenda Crotts is the contact for books and publicity materials for the program. Cheryl Baker noted that in Modoc County, her Friends group started a book club and rotates the facilitation of their book club. The club, called *The Third Thursday Book Discussion Group*, meets once a month in their library. Everyone in the group takes a turn in presenting the book so the leadership of the book group is shared and does not depend on one person. She reported that this arrangement has worked very well. Ms. Lehn reported that in order to attract more interest in the project, money has been added this year, so RLI can offer video visits to the book clubs. She asked the libraries to think of which authors their clubs might like to hold a video visit with. Ms. Lehn noted that several libraries have used the *Epitaph for a Peach: Four Seasons on My Family Farm* book in their clubs and that she attended graduate school with author David Mas Masumoto and believes that she can ask him to be a video speaker. Discussion ensued. An online book club workshop is available to libraries. Discussion ensued. If anyone is interested, please contact Nancy Brower and she will pass it on to Carla Lehn.

Ms. Lehn reported that RLI budgeted for more workshops this year. A total of 28 will be offered with 10 designated for North State. She noted that a UCLA employee that serves as a representative for the Western Regional National Library of Medicine has contacted Infopeople to advise that they have funding specifically for workshops for rural public librarians to train them on helping consumers with health information. All North State would need to pay is the presenter's travel expenses.

Ms. Lehn asked the directors for their opinion regarding Infopeople's online workshop process. Discussion ensued. Consensus was that rather than the workshop having the word "rural" next to it, that the city location of the workshop would be listed.

Ms. Lehn noted RLI will have a rural booth at the CLA conference; it will be part of the Infopeople booth. She noted that Dr. Bernie Vavrick has been asked to attend the national conference via video conference call. Discussion ensued.

Ms. Lehn reported that all the new consultants are slated to start working for RLI by November 1st.

Ms. Lehn was asked about the Gates computer replacement. She noted that this was discussed at length in Susan Hildreth's most recent webcast. The webcast is archived if anyone would like to view it. Discussion ensued.

3. SUMMER READING COLLABORATIVE

Margaret Miles reported that Susan Hildreth announced in her most recent webcast that the CLA will receive a grant from the State Library to administer the Summer Reading Collaborative Program. CLA hasn't begun working on the program as they were waiting for the State Library to inform all of the California libraries. The libraries have all now been notified via a letter. Ms. Miles reported that CLA is working with Stephanie Stokes, who has acted as the unofficial State representative for several years in working on this whole project. She has created several public service announcements (PSA) with the most recent being the *Dragons, Dreams, and Daring Deeds*. She noted that it was a phenomenal PSA; a 30-second spot, which cost almost nothing to make but was worth hundreds of thousands of dollars due to Ms. Stokes resources and connections. Discussion ensued.

Nancy Brower reported that the first Infopeople workshop for the new fiscal year is *Desktop Self-Defense: Combating Spam, Viruses, Spyware, and Adware* which will be held on October 21st in Red Bluff. Ms. Brower stated that she will send out an announcement.

C. AUTOMATION COMMITTEE

1. CATALOGING WORKSHOP

Ms. Milliron reported that the Cataloging Workshop will be held either on Wednesday, October 26th or Thursday, October 27th. It was noted that Wednesday is the preferable day to hold the workshop. The topic of this full day workshop will be Media Cataloging is topic. She noted that it was preferable that the workshop location have a computer lab as it is hands-on. Workshop locations were discussed; Chico State and Shasta College were noted as being possible locations. Ms. Milliron reported that this workshop is paid for from NSCLS funds. She further reported that there is money in RLI for basic cataloging courses for staff. It was noted that there is still some need for basic cataloging courses. Ms. Brower will try to locate some workshops.

2. OCLC CALIFORNIA CATALOG

Ms. Brower reported that when she contacted the OCLC regarding the batch loading of reference records for North State, she was informed that North State would need to sign an agreement stating that North State would continue to upload their reference records. She noted that they would send the records into TLC then batch the load from there. Ms. Milliron reported that the sole focus of this project is to get all library records into Google[®] and Yahoo[®] through Open World Cat. It was noted that this is a one-year, one million dollar plus project using LSTA money. The State won't commit to saying if they'll fund it for a second year, but it is highly likely. Discussion ensued. It was asked if there had been a way devised to perform ILL through TLC. Further discussion ensued.

Ms. Brower reported that the Gates Foundation replacement of older Gates Grant computers from the first grant cycle will also replace newer PCs. The training lab equipment will be replaced as well. Some equipment will be offered to libraries that didn't apply the first time. The project name is Staying Connected and libraries will have to apply at the project's online site. This project will happen before the end of the fiscal year. Discussion ensued.

D. BUDGET COMMITTEE

1. FY 2004/05 BUDGET

Ray Schroff reported that NSCLS received more TBR revenue than expected. He noted that the audit has been scheduled for September 20th and the Council will receive a report on the audit at their next meeting in November.

2. CALPERS HEALTH INSURANCE AND FINANCIAL RESERVE

Mr. Schroff reported that there will be an increase in the CalPERS insurance. He noted that nothing can be done about the increases and that it was unfortunate that NSCLS staff will need to pay a little more; retirees received a little bit of a break. PERS is the only health insurance that will take on North State's retirees so at this point,

North State has to have everyone on the same plan. The Council will need to look at insurance options again next year.

3. TLC SERVER FOR NSCLS LISTEN-IN & VIDEO/DVD CENTER COLLECTION

Mr. Schroff reported that North State has received a bid from TLC for \$33,000 for a NSCLS Server to house the Listen In and Video catalog. He explained that the Video Center is currently a branch of the Willows Library and if a new server is added, TLC views it as starting a new online system and charges for the software, which they're listing as \$14,750. The server is \$9,000. Nancy Brower, Annette Milliron, Lisa Musgrove, and Ray Schroff will perform more research on how to load this information on the server. Discussion ensued.

E. CHILDREN'S SERVICES

It was reported that the Children's workshop will be held on October 7th in Red Bluff. NSCLS will pay the travel expenses for one car per jurisdiction. It was noted that all Children's Librarians and library staff that work on Children's Services projects, are welcome to attend.

F. PERSONNEL COMMITTEE

1. PERSONNEL ISSUE

The Personnel Committee reported that Sherrie Gray has resigned from NSCLS Headquarters. Discussion ensued. Her position will not be filled immediately due to a lack of office space at the temporary quarters of Listen-In. It was noted that North State Headquarters will need some extra help with cataloging for Listen-In. Ms. Milliron will explore workload options with Brenda Stanberry and Doug Coronado.

Ms. Milliron reported that in North State's current Family Medical Leave Act (FMLA) policy, the way employees pay for their medical insurance when they go on FMLA, puts NSCLS at risk. Under the current policy, if a person goes on leave, they need to make payments twice a month, which are normally deducted from the employee's paycheck. She noted that North State has had to pay for medical insurance for employees who are on leave and not receiving a paycheck and North State will most likely never receive the reimbursement from the employee. Ms. Milliron would like to change the insurance payment portion of the FMLA policy, but wants to make sure that there isn't a discrepancy in treatment of active employees and employees on leave. She asked the librarians if they had a relationship with a city or county attorney who they could talk to regarding this change in policy. It was noted that John Zorbus, who works at the Butte County Law Library and has worked with North State in the past, would probably be willing to look at the policy and give his opinion. The Personnel Committee will review recommendations on how to set up a payment system for medical insurance.

The Personnel Committee approved Laura Salisbury to attend the Internet Librarian Conference in Monterey rather than the CLA Conference. As the Motion came from the Personnel Committee, a second was not needed. The Motion carried.

G. MEDIA DEVELOPMENT COMMITTEE

1. LISTEN-IN 4TH QUARTER REPORT

2. VIDEO/DVD 4TH QUARTER REPORT

The Listen-In 4th Quarter Report and the Video/DVD 4th Quarter Report were included in the Council of Librarian's meeting packet.

7. NEW BUSINESS

A. ANNUAL REPORT FY 2004/05

The FY 2004/05 Annual Report was included in the Council of Librarian's meeting packet.

B. E-RATE APPLICATION

Ms. Milliron encouraged the librarians to consider applying for the E-Rate program. She reported that SBC is willing to conduct an online or in person training session. It was noted that if a library doesn't apply for E-Rate, they will not receive the California discount because libraries have to figure out if they are eligible to receive the discount. If a library is eligible to receive the discount and does not apply, the California Technology Group is going to deduct whatever percentage the library could have received and therefore reduce the library's California discount. Ms.

Milliron noted that libraries can apply for plain old telephone service (POTS) and not have to place filtering equipment on library computers. It was decided that the E-Rate training would be held in October, the second half of the month, using WebEx.

8. REFERENCE COORDINATOR'S REPORT

Laura Salisbury passed around a screen shot of North State's new web page. She reported that a newsletter will be created to kick off the new NSCLS web page. She noted that it would be nice to have an article from a Children's Librarian regarding how the Summer Reading Program went this past summer. The web page was discussed. It was noted that there will be a one-year maintenance contract with Galecia Group to help maintain the database while a staff member is trained. Ms. Milliron noted that Infopeople is generously housing this new website at no cost to North State. North State does need to pay for the domain registration, which is approximately \$20 for three years.

Ms. Salisbury reported that she is reviewing other databases. She referenced a handout on the Newsbank database that she brought to the meeting for Council members to review, but noted that the services offered are not competitive with the services North State currently receives from GALE. She noted that EBSCO included a price quote with their trial so North State could see what they are able to offer. EBSCO is willing to throw in their health and business databases for \$23,000, which is what North State is currently paying for GALE. Discussion ensued. It was noted that the GALE contract expires in December 2005, so a decision on databases will need to be made before then.

9. SYSTEM ADMINISTRATOR'S REPORT

Ms. Milliron referred the Council to her Administrator's Report included in the Council meeting packet. The joint Systems meeting retreat was discussed. Ms. Milliron discussed the purpose of the meeting and the various topics that will be discussed. She asked the Council for a headcount of who would be attending the joint Systems retreat on October 28th. Nancy Brower, Ray Schroff, Carolyn Chambers and Margaret Miles reported that they plan to attend the retreat.

10. ANNOUNCEMENTS

Carolyn Stacey reported that she will start her maternity leave next week and will be on leave for approximately 6 months. She noted that her due date is October 1st.

Margaret Miles stated that as the incoming CLA President, she is appointing people for committees; one of which is the CLA Conference 2006 Planning Committee. She explained that it is a one-year commitment and that most of the committee meetings will be held in Sacramento. CLA will reimburse committee members for 1/2 of their travel expenses. She asked the Council to check with their staff to see if anyone would like to volunteer. The 2006 CLA Conference will be held in Sacramento

Lisa Musgrove announced that Pat Harper moved to Marin County in August and that Betsy Emery will start as director in mid-October.

ADJOURNMENT:

The meeting adjourned at 11:45 a.m.

Carolyn Stacey
Chair of the Board
September 9, 2005

Annette Milliron DeBacker
Clerk of the Board
September 9, 2005