

NORTH STATE COOPERATIVE LIBRARY SYSTEM
Council of Librarians Meeting
December 10, 2004

CONVENING: The Librarians Council of the North State Cooperative Library System (NSCLS) met this date at the Tehama County Library in Red Bluff, California with Chair Carolyn Stacey presiding. The meeting convened at 11:05 a.m.

ROLL CALL: Nancy Brower, Butte County Library
Patty Hector, Del Norte County Library
Carolyn Stacey, Humboldt County Library
Cheryl Baker, Modoc County Library
Marilyn Cochran, Orland Free Library
Margaret Miles, Plumas County Library
Elizabeth Emry for Carolyn Chambers, Shasta County Library
Pat Harper, Siskiyou County Library
John Flaherty, Susanville Library District
Ray Schroff, Tehama County Library
Oresta Esquibel, Trinity County Library
Don Hampton, Willows Public Library

ALSO PRESENT: Laura Ashkin, Plumas County Library - System Advisory Board Representative
Pat Bunnell, Shasta County Library - System Advisory Board Representative
Rose Boulade, Modoc County Library – System Advisory Board Representative
Jan Mountjoy, Trinity County Library – System Advisory Board Representative
Anthony Costa, Califa
Carla Lehn, State Library Consultant, California State Library
Susan Hildreth, State Librarian, California State Library
Annette Milliron DeBacker, NSCLS Administrator
Laura Salisbury, NSCLS Reference Coordinator

INTRODUCTION: The Board introduced themselves to Susan Hildreth, California State Librarian and Carla Lehn, California State Library Consultant.

PUBLIC INVITED TO ADDRESS THE BOARD: No public present.

APPROVAL OF AGENDA: The Agenda was adopted by consensus.

APPROVAL OF MINUTES OF 09/24/04: A Motion to approve the minutes of 09/24/04 as presented was made by Nancy Brower, and seconded by Patty Hector. The Motion passed unanimously.

SYSTEM ADVISORY BOARD REPORT: Vice-Chair Rose Boulade reported that seven members attended the System Advisory Board meeting held earlier that morning. She noted there are three vacant positions on the Board and hope to receive candidates for those positions. Ms. Boulade announced that a tour of NSCLS headquarters will be held on March 3, 2005 for all new SAB and Council members. Ms. Boulade informed the Council that the SAB moved to put any money left over from the SAB budget toward the Summer Reading Program. Robyn Stuart, SAB member, attended a Clio Institute sponsored by CALTAC and LSTA and discussed her tour, which she highly recommended. Discussion ensued. A Motion to accept the report was made by Ray Schroff and seconded by Margaret Miles. The Motion passed unanimously.

CONSENT CALENDAR: A Motion to approve the Consent Calendar was made by Nancy Brower, and seconded by Pat Harper. The Motion passed unanimously.

COMMITTEE REPORTS/NEW BUSINESS:

a. Reference Committee: Pat Harper reported that a request has been made to add a stop for the Butte extension in Chico. Discussion was held regarding the staffing of the extension and about campus delivery. It was noted that staffing will be available; the site is located on the second floor and that the Lassen County delivery is every two weeks via UPS and truck. The delivery options will be studied. It was noted that the System needs to review packaging for Lassen if use the UPS service is continued. Pre-addressed bins would work better for the Lassen College. A sub-committee will review the Lassen County delivery and will have a report ready for the March Council meeting. It was noted that delivery drivers are paid from the time they start work; from their home to the start of their route as they take the vans home every night. As all drivers don't live in the same town, trading the vans for the rotation of shifts can involve a fair amount of travel time and expense.

Ms. Harper reported the ILL manual is done but needs to be reviewed. ILL Committee members from Redding, Yreka and Butte County will review it. The Reference workshop will be provided by the Census Bureau. The Bureau will cover the expenses for it. The workshop will focus on census information for small businesses. Members of the business community will be invited. Involving the business community will be useful for the libraries that involved in the Library Services for Small Businesses LSTA grant. The date has not been set as of yet, but it will be held in at least two locations.

Ms. Harper reported that Annette Milliron DeBacker had discussed with the Reference Committee that she would like to improve the North State webpage, with the help of students from Santa Rosa Junior College (SRJC). She stated that North Bay Cooperative Library System had done this and their site was very nice. Laura Salisbury will work with the students and Ms. Milliron DeBacker to update the site. Once SRJC's plan has been submitted, the Reference Committee highly recommends that the Council approve the project. DreamWeaver software will need to be purchased and Laura Salisbury will need to be trained on the software and how to maintain the site once it's built. Content will need to be decided on once the SRJC class starts in January. The Reference Committee recommends that a Content Committee be established. SERA will host the website as well as the System's e-mail accounts. Ms. Milliron DeBacker noted that the cost for doing this falls within what the System has been paying; approximately \$25/month. Discussion ensued. A Motion to develop a new website and purchase DreamWeaver software was moved by Margaret Miles and seconded by Cheryl Baker. The motion passed unanimously.

The Gale Magazine Index subscription is up for renewal. The subscription for now through December 2005 will cost \$25,000. Discussion ensued on the importance of this service and the NSCLC budget shortfall of approximately \$25,000 due to the PERS and health insurance increase. The pros and cons of changing databases were discussed. Siskiyous and Modoc County directors indicated that access to the database is extremely important to their service area. Both directors indicated that they would prefer to reduce days of delivery if necessary rather than give up the database. It was decided that NSCLS will sign a one-year contract with Gale for the reference database, but will pay on a 6-month basis. A Motion to sign a year long contract was moved by Nancy Brower, and seconded by Ray Schroff. The Motion passed unanimously.

Ms. Harper reported there are several upcoming OCLC workshops on ILL Transition and Cataloging Software Transition. The OCLC ILL Workshop will be subsidized as the NSCLS ILL Workshop for the year for the staff. It is one person per library with travel reimbursement. As NSCLS pays the OCLC bill for all but one county, the registration fee will be charged to the NSCLS account. Siskiyou County will invoice NSCLS for their portion as they pay their own OCLC bill.

- b. Automation Committee** Ms. Milliron DeBacker discussed SBC's e-rate program with the Council. Discussion ensued. Pat Harper reported that Siskiyou County will change to DSL. Nancy Brower reported that Butte County will change to Comcast; all T-1 lines will go away. It was noted that the circumstances are different for each county; it was suggested that Council members recommend Comcast to their Board. It was reported that the TLC Users group has an ILL patron requesting protocol that may be available with the Z39.50 connection.
- c. Budget Committee** The NSCLS budget was handed out. Ray Schroff reported that the budget is now formatted differently, making it easier to read. Discussion ensued. Mr. Schroff reported on the Audit Management statement and discussed the audit preparer's recommendations for the report as well as the high dollar amount of compensated absences. Ms. Milliron DeBacker suggested the creation of an employee benefit trust account that would match the dollars need for the compensated absences. Discussion ensued. The Budget Committee will meet to write a proposal regarding the compensated absence/employee trust and will present it at the next Council meeting. Mr. Schroff reported that if NSCLS pays for the health insurance increase for the employees, NSCLS will owe \$7,049 more for the rest of the fiscal year, which starts January 1st to the end of June. John Flaherty discussed Health Savings Accounts as a future option for NSCLS; money is taken from your paycheck pre-tax and deposited into a health savings account. When you write a check on a health savings account, you do not have to recognize it as income. It was noted that the current PERS health insurance is not set up for this. Discussion ensued. Ms. Milliron DeBacker noted that PERS must be notified by August 2005 if NSCLS is not going to participate for the next January through December year; then you cannot re-enter for three years. Carolyn Stacey moved to fund the health insurance increase for the next six months from the reserves and study alternative options for the employee health insurance. The Motion was seconded by Nancy Brower and carried unanimously. A Motion to adopt the revised budget was made by Margaret Miles, and seconded by Pat Harper. The Motion carried unanimously.
- d. Children's Services** It was reported that Children's Committee Co-chair Sally Ainsworth will plan the workshops and Co-chair Chris Anderson from Modoc County will do the summer reading statistics.
- e. Program Services/ Networking** Margaret Miles reported that a program was held at the CLA conference through the Rural Library Initiative; it was the debut of the clearinghouse. The Book Club in a Box online course through InfoPeople is currently underway. The first Young Adult Services webcast on Graphic Novels will be held Friday, December 17th. There are ten spots left for the Exteme Googling class, but today is the last day for the NSCLS preferential registration. It was recommended to go to www.rural.infopeople.org to register for the InfoPeople courses. This is a new link for InfoPeople, so be sure to bookmark it and use the new link. Carla Lehn thanked Margaret Miles for helping with the workshop at CLA and shared comments and feedback for planning next year's conference. An idea was suggested that CLA look at smaller libraries, so they can have a pre-fab option; like a building in a box. Discussion ensued. A meeting will be held around Legislative Day, which is April 19th. Nancy Brower and Carla Lehn will do planning. Ms. Brower suggested a teen reading in a box idea workshop, with possibly having Michael Cart involved; they already have a programming video by him. Susan Hildreth stated that she'd like to move forward with the teen advisory council approach in all communities with the video and support materials produced by Michael Cart. It was noted that a "marketing in the box" approach was desired. Ms. Miles will look at Infopeople for marketing and PR workshops. Marian Milling will write newspaper articles about 24/7 and other library related topics for the Chico newspaper. This information will be shared with the group.
- f. Personnel Committee** The Council moved to closed session to discuss a personnel matter.
- The Council moved to open session.
- The personnel manual update was presented by Marilyn Cochrane. The update allows the site supervisor to hire extra help employees without approval by the Council. As the update was coming from the committee, a motion was not required. The update was accepted unanimously.
- g. Media Development** The Listen-In and Video Center reports were included in the Council packet. Ms. Milliron DeBacker asked

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for ideas or suggestions about recovering lost items for Listen-In as Butte College will not allow for overdue books and fines to be put on a student's record. It was decided that if the fines were under \$500 per year, not to worry about it. The Council authorized looking for a collection agency in Chico.

NEW BUSINESS:

Summer Reading Programs

Susan Hildreth, California State Librarian, explained the State role in the Summer Reading program. The State library gave MCLS a grant to do some type of regional or state-wide reading program. There is also another national program; the collaborative summer library program. This year's California collaborative summer reading program has been coordinated by Stephanie Stokes; she is affiliated with the Friends of California Libraries. Ms. Hildreth would like the local library representatives to be on the Ad Hoc Advisory Group and have a member represent the State Library at the national level program. Currently Stephanie Stokes is acting on the State Library's behalf. Plumas County used the program this year and liked it. This program does go out to bid every year. Highsmith is the vendor for this year and next year. Ms. Hildreth commented the State could potentially purchase the summer reading program manuals for all outlets but that all libraries would not be required to participate. Discussion ensued.

Califa Presentation

Califa Representative Anthony Costa reported that California uncovered \$1,000 grants that are available through next Friday for program during National Library Week in April. Anyone interested should contact Roberto Esteves at Califa. E-book shared collections were discussed. NSCLS is buying videos to circulate to Members. Ms. Hildreth noted that she can't contract for databases for the whole State and that she is looking to Califa to provide that type of service. Mr. Costa reported that there are fund raising opportunities through the sale of gift books and discounts. He noted the Califa website can be used as a virtual trade show. It is also an information forum for RFID and a clearinghouse for products and service. Califa offering the Overdrive product line to assist in building a digital collection. Mr. Costa reported that escrow accounts can be held with Califa. The Califa trading post is also open to non members as well.

REPORTS ON THE MOST VALUABLE CLA PROGRAMS:

This item was discussed in other areas of the meeting.

REFERENCE COORDINATOR'S REPORT:

Laura Salisbury reported that delivery is going very well and that the old van will be going to auction on December 17th. There have been minor repairs to it and it has been smogged in preparation for the auction. Ms. Salisbury noted that the issues with drivers are settling down. She will continue to monitor the hours for the part time drivers who are PERS retirees.

It was noted that in an effort to save money, the Teen Scene website has been moved and is now hosted by Infopeople for free.

SYSTEM ADMINISTRATOR'S REPORT:

Annette Milliron DeBacker referred the Council to the Administrator's Report located in the Board packet. She stated she had nothing else to report.

ANNOUNCEMENTS:

Margaret Miles reported that funding has been awarded to Sierra County for a new library. She reported that she heard comments for 72 libraries. Three libraries were funded in the North State.

ADJOURNMENT:

There being no further business, the meeting adjourned at 3:20 p.m.

Carolyn Stacey
Chair of the Board
December 10, 2004

Annette Milliron DeBacker
Clerk of the Board
December 10, 2004