

**NORTH BAY COOPERATIVE LIBRARY SYSTEM  
 NORTH STATE COOPERATIVE LIBRARY SYSTEM  
 MOUNTAIN VALLEY LIBRARY SYSTEM**

**CONSOLIDATION TASK FORCE MEETING  
 March 13, 2009**

**CALL TO ORDER:**

Representatives of North Bay Cooperative Library System (NBCLS), North State Cooperative Library System (NSCLS) and Mountain Valley Library System (MVLS) met this date at the Woodland Public Library in Woodland, California with Chair Derek Wolfgram presiding. The meeting convened at 12:15 p.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Benicia Public Library	Diane Smikahl
X		Napa Valley College Library	Bonnie Thoreen
X		San Rafael Public Library	David Dodd
X		Butte County Library	Derek Wolfgram
	X	Orland Free Library	Marilyn Cochran
X		Plumas County Library	Margaret Miles
	X	Lincoln Public	Darla Wegener
X		Mono County	Bill Michael
X		Yuba County Library	Loren MccRory
X		UC Davis	Sandra Vella
X		State Library	Jon Torkelson
X		Consultant	Anne Marie Gold
X		System Hdqtrs: NBCLS, NSCLS, & MVLS	Annette Milliron
X		System Hdqtrs: NBCLS, NSCLS, & MVLS	Patty Hector

**WELCOME:**

Mr. Wolfgram welcomed everyone to the meeting. Ms. MccRory and Ms. Vella joined the meeting via GoToMeeting. Mr. Wolfgram announced that NorthNet Library System is now the official name of the new system.

**APPROVAL OF JANUARY 16, 2009 MINUTES**

A Motion to approve the minutes of the January 16, 200 meeting was made by Bonnie Thoreen and seconded by Margaret Miles. The Motion passed unanimously.

**FINANCIAL ISSUES**

Ms. Milliron reported on the work that has been done so far by consultant Ann Marie Gold. Ms. Gold presented the various options that were developed. Discussion ensued.

**FUNDING**

The CTF discussed potential policy issues and determined that the biggest issue will be the member fees as there is no option that is favorable for all libraries. Ms. Gold has developed a number of different models for the group to review

and discuss. The CTF discussed system employee benefits and determined that it would make sense to eventually move current employees and their PERS accounts under NLS. Ms. Milliron noted that the first year or two, NLS can contract with NBCLS for staff with provisions in the contract that NLS is responsible for benefits and has governing powers. Discussion ensued.

### **EQUITABLE SERVICES/COSTS**

- **Delivery – Final Review**  
Ms. Thoreen asked if there could be a hybrid that gave one day of delivery to NSCLS, plus UPS. The group felt this could be a good option. Brooklyn Public Library recently moved to a model of delivery for their branches using UPS and Ms. Gold has reviewed their model.
  
- **Administration**  
The CTF determined there does need to be more study done on the delivery issue. The group looked at the two staffing scenarios; one that solely uses the CLSA money, which cuts staff to a part-time administrator and part-time administrative assistant and one that includes member fees that keep the present level of staffing. Discussion ensued. The CTF felt the present staffing level would be necessary in order to run the new system. Ms. Miles discovered the budget presented at the meeting has an incorrect figure. Ms. Milliron noted that she will send out a corrected budget.

The CTF expressed their appreciation to Ms. Gold for her thoroughness and excellence in addressing the system's delivery issues in her report. The CTF agreed on the policy issues as discussed.

- **Reference – Final Review**  
The final review of reference was conducted under the Plan of Service.
  
- **Databases – Discussion**
- **Training – Final Review**
- **ILS**
- **Grant Development – Ideas**
- **Possible Initiatives and Services**

### **EQUITABLE FEE STRUCTURE**

#### **EQUITABLE FORMULAS FOR SERVICES**

The CTF reviewed various model for member fees. A Motion for the three systems to use the FY 2008/09 membership fees/TBR as the membership fee for the NLS and allocate a share of the \$55,000 shortfall to be paid from each systems' reserves was moved by David Dodd and seconded by Bonnie Thoreen. The Motion passed unanimously. The CTF noted that each system's share will be based on an average of the operating budgets per system. This allocation will be a one-year bridge that will be addressed by each system while a membership formula is developed. Discussion ensued.

### **CONSOLIDATED PLAN OF SERVICE**

The CTF had a few questions about the consolidated Plan of Service. Discussion ensued. A Motion to approve the Plan of Service and send it on to each system for approval was moved by Margaret Miles and seconded by Bonnie Thoreen. The Motion passed unanimously.

### **GOVERNANCE**

Ms. Milliron reported that 49-99 has approached her about joining NLS. She asked Linda Crowe how PLP will be

handling new members. Ms. Crowe reported that new members would join the original systems and would then be included in the new JPA. The CTF agreed that this would be a good way to handle it. It was noted that no library would be eligible to join NLS until July 2010. NLS' Bylaws state that new members are systems so individual libraries are not eligible to join. Discussion ensued.

A Motion to approve the NLS Bylaws was made by Margaret Miles and seconded by David Dodd. The Motion passed unanimously.

The Standing Rules for the new system were discussed. Derek Wolfgram asked that any recommendations or changes for the Standing Rules be e-mailed to Ms. Milliron since they are not necessary to the formation of our new system.

Communities of Interest were discussed. Ms. Milliron stated that she would like to include a member of the Council as a member of each of the Communities of Interest. The individual systems could then continue to have their own committees at their discretion, but system staff would only be able to support them virtually. Discussion ensued.

The JPA was discussed and it was determined that there needs to be a section on employees. The two vice-chairs agreed to serve as chair and vice-chair for 2009-2010: Diane Smikahl will serve as Chair and Bill Michael as vice-chair. Each system will appoint three members to serve on the Steering Committee. Discussion ensued.

#### **NEXT MEETING DATE AND LOCATION**

The next meeting will be held on April 10 via GoToMeeting and will begin at 10 a.m.

#### **ADJOURNMENT**

The meeting was adjourned at 3:23 p.m..

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Derek Wolfgram  
Chair of the Board  
March 20, 2009

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Annette Milliron DeBacker  
Clerk of the Board  
March 20, 2009