

**MOUNTAIN VALLEY LIBRARY SYSTEM**  
**Steering Committee Meeting**  
**March 22, 2007**

**CONVENING:**

The Steering Committee of the Mountain Valley Library System (MVLS) met this date at the Turner Branch of the Yolo County Library, in West Sacramento, California with Chair Paul Miller presiding. The meeting convened at 10:00 a.m.

**ROLL CALL:**

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Woodland Public Library	Paul Miller - Chair
X		CSU Sacramento Library	Fred Batt
X		Lincoln Public Library	Darla Wegener
X		Placer County Library	Mark Parker
X		Sacramento Co. Public Law Lib.	Coral Henning
X		Sutter County Library	Roxanna Parker
	X	Yuba County Library	Loren MccRory
X		MVLS System Headquarters	Annette Milliron
	X	MVLS System Headquarters	Patty Hector

**1. APPROVAL OF MINUTES – JANUARY 25, 2007**

A Motion to approve the January 25, 2007 Steering Committee minutes was made by Coral Henning and seconded by Roxanna Parker. The Motion was unanimous.

**2. SYSTEM ADMINISTRATION**

**a. Training Programs**

Ms. Milliron noted that flyers for all of the upcoming workshops were included in the Steering Committee’s meeting packet. The workshop flyers will not be sent out all at once. Each flyer will be sent out approximately one month prior to the workshop date. The workshop flyer will be emailed but a paper copy will also be sent via the courier to each system library. The Pat Wagner workshop flyer is not included in the packet as some fine details are still being worked out. The workshop is called “Customer Service First Aid: When You Need to do More than Smile” and will be held on April 26<sup>th</sup> at the Woodland Public Library. The non-member fee for attending the workshop was discussed. Ms. Milliron noted that most of the workshops can hold 30 people and if they are not filled, the workshop can be opened up to North Bay and North State libraries. MVLS libraries will be given first priority when registering. A disclaimer “as space is available” will be listed next to the non-member fee portion of the flyer. It was noted that on all of the workshops, the registration deadline is ten days prior to the date of the workshop as Linda Rodenspiel needs that time to create the name badges, materials etc. which she then ships to the host library. Ms. Milliron will send a reminder to the host library that they should expect a workshop shipment approximately one week prior to their hosting the workshop.

**b. Database Trial Update**

Ms. Milliron reported that the Reference Committee put together a four member sub-committee who determined that they would like to schedule a workshop on either Basic Excel or Book Repair. Discussion ensued. The Steering Committee directed Ms. Milliron to contact Infopeople to set up an Excel workshop.

Ms. Milliron handed out a flyer on the Gale Virtual Reference Center that the Reference Committee would like to pursue. She noted that the Committee was careful to make sure that only public libraries voted on the database selection and the decision was unanimous with all 14 members voting for the Gale database. A database trial will be set up and various Reference Committee members will assist with the testing. The Steering Committee requested a matrix grid of automobile databases to compare database attributes and cost from Joe Cochrane. Discussion ensued. It was noted that the Reference Committee must submit their final recommendation for a database purchase by the May 17<sup>th</sup> Council meeting.

### **c. Dan Theobald Author Visits Money**

Ms. Milliron reported that the State Library pulled the LSTA files and determined that the LSTA money was spent and the leftover money of \$14,000 is MVLS' to do with as they wish. Discussion ensued. Ms. Milliron reported that Dan Theobald was advised of the State Library's determination but is still interested in using this money for a MVLS video conferencing project. The Steering Committee noted that the project this money was slotted for no longer exists and that the money will most likely be placed in reserves and its use will be decided by the Council. It was noted that it has been approximately 8 years since the project with Dan Theobald and many things have changed at MVLS. Discussion was held on the difficulty of setting up the video conferencing. Committee members noted that there are numerous projects and workshops currently happening and they would not be interested in pursuing a project with Dan Theobald at the moment. Video conferencing was discussed. Members of the Steering Committee commented that video conferencing was not a good delivery method for public programs but that it works well for Council or Committee meetings. The Steering Committee's recommendation to the Council is to not proceed with the proposed project.

### **d. ILL Committee Meeting**

Ms. Milliron reported that she is still working on the minutes from the most recent ILL meeting. She brought a copy of the handout used during MOBAC's presentation at the ILL meeting for the Steering Committee to review. Kelli Logasa will include this handout with the minutes once they are ready to be sent out. She reported that the meeting went really well and the ILL Committee were eager to meet again as they hadn't met in four years. 21 people attended the ILL Committee meeting and they decided that they would like to meet on a quarterly basis. Discussion ensued. The Steering Committee stated that it was doubtful that the Committee would need to meet quarterly and that bi-annual meetings should suffice. OCLC cataloging was discussed. A webinar training will be offered for ILL staff. Ms. Milliron will offer an additional OCLC training to ILL staff, if needed.

Ms. Milliron will speak with Cary Gordon about setting up CGI script for CalCAT and setting up the URL. Cary Gordon will be directed to speak with Mark Parker about the matter for more details.

## **3. CHILDREN'S COMMITTEE MEETING AND WORKSHOP REPORT**

Roxanna Parker reported that 40 people attended the *Mother Goose on the Loose* workshop. She noted that Betsy Diamant-Cohen was an excellent speaker and that it was a very hands-on workshop that could easily have been a full day workshop. The Children's Committee met after the workshop to plan for this summer's reading program. Ms. Parker noted that the workshop expenses will be less than projected.

## **4. CALIFORNIA LIBRARY CATALOG PROJECT**

Ms. Milliron reported on behalf of Patty Hector, who was in Red Bluff for an OCLC workshop. Ms. Milliron reported that Ms. Hector, like many MVLS Directors, is confused as to where the libraries are in the OCLC "queue". Discussion ensued. Ms. Hector is aware that some of the library catalogs have been loaded but there are quite a few that are listed as "evaluation" which means that the records have been received by OCLC, but not evaluated as of yet.

## **5. FY 2007/08 BUDGET**

Ms. Milliron presented a revised 2006/07 budget for review. Delivery usage and cost was discussed. Ms. Milliron advised that the budget needs to be revised as MVLS has received more money than originally anticipated. Discussion ensued. Ms. Milliron reported that the Council will need to approve the revised budget with a resolution at the May meetings in order for the County to allow her to move the money into the proper reserves accounts. It was noted that MVLS doesn't currently have a policy on reserve money and one might need to be created. Further discussion ensued. Ms. Milliron will add an increase for NBCLS costs and will bring the budget back to the May 17<sup>th</sup> meeting. She will also bring the proposed 2007/08 budget to May meeting.

## **6. ACADEMIC PARTNERS MEMBERSHIP SITUATION**

Ms. Milliron reported that Lake Tahoe Community College Library and Sierra College Library have given notice that they will no longer participate in MVLS. Academic partnerships were discussed. It was noted that UC Davis and Sacramento State don't pay a membership share but are listed on the MVLS routing slip. Ms. Milliron will remove

projected membership fees for the two institutions. A revised member share form will be presented at the May 17<sup>th</sup> Council Meeting. Lake Tahoe and Sierra will be removed from the membership list and the list will be brought to May's Council meeting. Discussion ensued. The Steering Committee decided to wait and see what was going to happen with the academic libraries this year. It was suggested that Sacramento Public Library join the Steering Committee as a permanent member. Discussion ensued. The Steering Committee Bylaws will be reviewed in one year to see if they need to be changed.

#### **7. OTHER UPDATES, ANNOUNCEMENTS, AGENDA BUILDING FOR COUNCIL MEETING AT NAPA VALLEY COLLEGE IN MAY**

The following are items for the Council of Librarians May 17<sup>th</sup> in Colusa meeting agenda:

- Revised Budget FY 2006/07
- Preliminary Budget FY 2007/08
- Revised Member Share 2007/08
- Plan of Service
- Report from Cary Gordon about Websites
- Reserve Fund policy
- System Reference – new direction from State
- Database(s) recommendations
- Reference Statistics
- Action on Dan Theobald program request
- Training program reports.

#### **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 11:55 pm.

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Annette Milliron DeBacker  
Clerk of the Board  
March 22, 2007