

MOUNTAIN VALLEY LIBRARY SYSTEM
Steering Committee Meeting
July 12, 2007

CONVENING:

The Steering Committee of the Mountain Valley Library System (MVLS) met this date at the Woodland Public Library, in Woodland, California with Chair Darla Wegener presiding. The meeting convened at 10:05 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Lincoln Public Library	Darla Wegener - Chair
X		Sacramento Public Library	Anne Marie Gold
X		Woodland Public Library	Paul Miller
X		Yuba County Library	Loren MccRory
	X	Alpine County Library	Bessie Platten
	X	CSU Sacramento Library	Fred Batt
	X	Sacramento Co. Public Law Lib.	Coral Henning
X		MVLS System Headquarters	Annette Milliron
X		MVLS System Headquarters	Patty Hector

APPROVAL OF MINUTES – MARCH 22, 2007

The March 22, 2007 Steering Committee minutes were approved.

Ms. Gold noted that the May 17th Administrative Council Meeting minutes wrongly reflected the absence of the Sacramento Public Library member representative. The minutes will be changed to reflect that Sacramento Public Library member representative Allison Landers attended the May 17th Administrative Council meeting.

1. SYSTEM ADMINISTRATION

FISCAL

FY 2006/07 June 30, 2007 Financial Statement

Ms. Milliron reported that the SAB account has \$1,500 that needs to be spent and asked for suggestions. Ms. Gold suggested buying ALA's Advocacy Now manuals for all member libraries. She will send information about the title to Ms. Milliron. Ms. Milliron noted that it looks like the System will be able to put \$375,000 into the trust account (the existing reserves).

FY 2007/08 Budget Correction

Ms. Milliron presented the corrected member share fees. The Los Rios Colleges were removed from the total. Roseville and Nevada County also had some changes in population that required a change to their fee. There is a carryover of \$700 in the CalCat expenses. Ms. Milliron noted this money could either be used on tweaking EZproxy or it could be moved to another area and spent on OCLC training. She further noted that as the staff trainings have been well-received, money was once again budgeted for those programs.

Ms. Milliron reported that she put some money in the budget to explore using technology to allow members to attend meetings from their library. *Go to Meeting*, *Web Huddle* and *Live Meeting* are three programs that the System might be able to use for Council and Steering Committee meetings during the year.

Ms. Gold asked that the budget be balanced using current year revenues instead of using carryover money. She noted that she would rather see carryover money spent on on-time projects and not operating expenses. Discussion ensued.

Ms. Wegener recommended renaming the CalCat category "System-wide Projects" since the money is being used for more than CalCat. The Steering Committee would also like to see the Child Services portion of their member share rolled into the base member fee and earmark \$1,200 of the State Reference money to pay for the Children's Training. Discussion ensued.

FY 2007/08 Contract for Administration and Reference Services

The contract for administration and reference services was discussed. A Motion to recommend the approval of the contract for administration and reference services to the Administrative Council was moved by Loren MccRory and seconded by Paul Miller. The Motion passed unanimously.

COMMUNICATION & DELIVERY

Discussion of Sorting Issues

Ms. Gold reported that materials delivered by Sprint contain unsorted boxes of Triple III partner library materials. She feels that the partners need to get together and address this issue. Discussion ensued.

Sprint Delivery Contract for FY 2007/08

A Motion directing Ms. Milliron to negotiate a contract with Sprint not to exceed \$102,007 for a term of one year was moved by Anne Marie Gold and seconded by Paul Miller. The Motion passed unanimously.

2. REFERENCE PROGRAM

Ms. Milliron would like members to attend the August 8th and 9th meeting of the Library of California Board in Sacramento. She noted that if the State budget isn't passed, the meeting may be postponed. Ms. Milliron expressed concern that if the reference portal is open to the public, the NBCLS staff could be overwhelmed by questions while the budget has already been set and no new money would be forthcoming to budget for staff or equipment. Ms. Gold reported that the Sacramento Public Library Reference staff reviewed the draft proposal for the statewide model and had a favorable reaction. All agreed that more information is needed. Ms. Milliron has requested that an NBC Reference Representative be included on the Planning Committee. Discussion ensued.

3. TRAINING PROGRAMS FOR 2007/08

Another Excel workshop has been scheduled for the Fall. Workshop announcements will be sent out approximately one month before their scheduled date.

4. REVIEW OF BY-LAWS

STEERING COMMITTEE TERMS OF APPOINTMENT

The Steering Committee By-laws were discussed. It was suggested that the bylaws be revised to state that four non-officer members will hold staggered 4-year terms. One seat will be available for a special/academic library. Incoming officers will give up their term when taking their officer position and someone else will then fill their term. The sentence in the current bylaws that states the incoming SAB chair will be a member of the Steering Committee will be stuck. Language also needs to be added to the bylaws that allows members to meet electronically. Discussion ensued.

Ms. Gold recommends that the Committee leave the terms alone for the remainder of FY 07/08. Ms. Milliron can present the term revision recommendations at the October Administrative Council meeting, with the recommendation the revised terms take effect July 1, 2008. The Steering Committee can then meet between October 2007 and January 2008 to prepare the actual document for the January Administrative Council meeting. Discussion ensued.

COMMITTEE ASSIGNMENTS

The following committee assignments were made: ILL Committee – Jeanne Amos, Children's Services – Roxanna Parker, Reference – Fred Batt.

5. WEB PAGE PROJECT

Ms. Milliron reported that she has viewed the beta site of the MVLS webpage. She will have more to report at the next meeting.

6. OTHER UPDATES, ANNOUNCEMENTS, AGENDA BUILDING FOR COUNCIL MEETING AT ALPINE COUNTY PUBLIC LIBRARY IN OCTOBER

MEETING SCHEDULE

<u>DATE</u>	<u>GROUP</u>	<u>LOCATION</u>	<u>TOPICS</u>
7/12/2007 - 10 am	Steering Committee	Woodland Public Library	
09/13/2007 - 10 am	Steering Committee	Sacramento Public Library	Have lunch brought in
10/12/2007 - 11 am	Adm. Council	Alpine County – Markleeville	
1/17/2008 - 1 p.m.	Steering Committee	Lincoln Public Library	
1/24/2008	Adm. Council	Lincoln Public Library	
2/14/2008 - 10 a.m.	Steering Committee	Sacramento Public Library	
3/13/2008	Adm. Council	Roseville Public Library	
4/10/2008 - 10 a.m.	Steering Committee	Sacramento Public Library	
5/08/2008	Adm. Council	Folsom Public Library	

A Motion for MVLS to make a \$100 donation to the California Library Foundation in memory of Barbara Will was moved by Anne Marie Gold and seconded by Loren MccRory. The Motion passed unanimously.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 12:45 p.m.

Annette Milliron DeBacker
Clerk of the Board
July 12, 2007