

MINUTES
MOUNTAIN-VALLEY LIBRARY SYSTEM - ADMINISTRATIVE COUNCIL
PLACER COUNTY, LAKE TAHOE COMMUNITY CENTER, KING'S BEACH
SEPTEMBER 29, 2006

WELCOME AND INTRODUCTIONS

The meeting was called to order at 9:55 a.m. Mark Parker welcomed everyone to the meeting. Introductions were made. Mr. Parker invited the Council visit the Kings Beach branch library. He reported that there are 11 branches within Placer County. The Kings Beach branch is located in what was once a private residence. The location is small but construction expansion is difficult in the Lake Tahoe area. There may be some developer fees from construction in the Montis Valley.

Attendance:

Present	Absent	MEMBER LIBRARY	Representative
X		Alpine County Library	Bessie Platten
X		CSU Sacramento Library	Fred Batt
	X	Colusa County Library	VACANT
X		El Dorado County Library	Jeanne Amos
	X	Folsom Public Library	Diane Knight
	X	Lake Tahoe CC - LRC	Lisa Foley
X		Lincoln Public Library	Darla Wegener
X		Los Rios Community College District	Kathy Champion
X		Mono County Free Library	Bill Michael
X		Nevada County Library	MaryAnn Trygg
X		Placer County Library	Mark Parker
X		Roseville Public Library	Diane Bish
X		Sacramento Co. Public Law Lib.	Coral Henning
X		Sacramento Public Library	Alison Landers
	X	Sierra College Library	Brian Haley
	X	Sutter County Library	Roxanna Parker
	X	Sutter Resource	K. D. Proffit
	X	UC Davis	Sandra Vella
	X	Woodland Public Library	Paul Miller
X		Yolo County Library	Mary Stephens
	X	Yuba Community College Library	Dave Freiler
X		Yuba County Library	Loren MccRory
X		MVLS System Headquarters	Annette Milliron
X		GUEST: Chair, NBCLS	Gregg Atkins

ACTION ITEM Approval of Minutes: Moved: Mary Stephens. Seconded: Coral Henning. Unanimous vote: "Aye".

CHAIR'S REPORT:

1. System Consolidation Meeting Report

Mary Stephens reported that she had presented the MVLS staff with \$100 gift cards as decided upon at the last Council meeting. She has since received a nice thank you card from the staff, which was passed around for all of the Council to read.

Mark Parker referred the Council to the meeting packet, which included a report that Ms. Milliron wrote for the NBCLS Board regarding the Systems consolidation meeting in August. PLS, MOBAC, BALIS and Silicon Valley called this meeting. A LSTA grant was put together for this meeting and Maureen Sullivan was hired to facilitate. Sandy Cooper, Annette Milliron, Gregg Atkins, Patty Hector of Del Norte County/NSCLS, Loren MccRory, and Mark Parker/MVLS attended. All the systems were represented except for MOBAC – their people had complications and

couldn't make it. The Fish Bowl technique used at the meeting was discussed. The meeting started with typical topics then progressed to **"what would be the most meaningful benefit for the people of California"** and the focus turned to service. It was also asked if the systems were trying to fix something that's not necessarily broken. Ms. Milliron noted that after the meeting, she realized that the three Systems might not be ready to move forward. She noted that NBCLS, MVLS and NSCLS need to sit down and have a discussion on service. She had asked the MVLS Council for ideas on how the three systems could come together and identify a service that would move us forward as a single or unified system. The project might have a small, one time expense, but should be low cost. The systems would keep in mind the smaller libraries in North State who don't have any money. It was noted that it would be pointless to do a joint one time project that can't be continued due to lack of funds. An annual leadership training to inspire staff and bring everyone together to bond held possibly in Sacramento or Chico and an annual orientation on system services seemed to be of interest. Ms. Milliron will attend the mini-conference on the Future of Libraries at San Francisco Public Library to see if the content would be good to replicate at a joint meeting.

Another issue came up when Ms. Milliron asked the NBC Board for ideas on a joint project for the three systems; databases. The group realized that the systems were spending a large amount of money on databases; NBCLS as a group spends \$300,000 a year and that figure does not include the money that the libraries spend individually on database purchases. The estimate is that \$500,000 to \$750,000 is being spent annually by NBC and its member libraries, but the libraries aren't getting the use to justify that large of an expense. North Bay would like to hold a systems meeting using a facilitator with NSCLS and MVLS to discuss databases and ways to better utilize that money to better serve the members. Discussion ensued. Ms. Milliron asked the Council if they had any interest in attending a joint meeting and the three systems could share the cost of the facilitator. It was suggested that a mini needs assessment might be a component of the meeting. It was noted that the facilitator should be able to see both sides of the database issue and that Joan Frye Williams would not fit that description. Fred Batt reported that the State University system recently received an influx of over \$2.5 million for databases and it saved Sacramento State \$105,000. Discussion ensued.

Ms. Milliron reported that she recently received the Library of California's Board packet for their upcoming meeting. Included in the packet is a ten-page report about developing a new reference model and includes a scope of work statement from Ruth Metz, who use to be the director of the BALIS library system. Ms. Metz has been hired to redesign the reference program. A timeline is also included in the document which states that Ms. Metz will present an optimum model in March and Ms. Hildreth stated her goal is to roll out the new model in July of 2007. Discussion ensued. It was noted that the report can be found on the Library of California's website, but Ms. Milliron will also email this report to the MVLS Council.

Ms. Milliron discussed the delivery symposium that she attended in Colorado. She reported that beginning November 1st, North State delivery will connect with MVLS in Colusa. Currently, MVLS delivery connects with NBCLS at the Dixon Library and MVLS libraries that need to send books to NBCLS should use the yellow NBCLS routing slip when sending through delivery. It was noted that this wasn't clear to all MVLS libraries that they can send books to NBCLS via Dixon using the delivery system. Ms. Milliron will send out a memo and delivery slips to the libraries prior to November 1st to clarify the delivery opportunities for connection.

Kathy Champion asked how the various projects that Susan Hildreth is working on will affect the academics libraries. This is a tough question as CLSA money is for public libraries and cannot be used for academics. Discussion ensued.

COORDINATOR'S REPORT

1. Closure of Office

Ms. Milliron sent out a list to the libraries advising them of what equipment was available from the MVLS System office. She was able to give some things away but a few items still remain. She would like to close the office by the end of October and return it to Sacramento Public Library. Ms. Milliron will discuss with Alison Landers of Sacramento Public, the idea of leaving any remaining items in the office for the library to use. It was decided that the libraries who have requested items from the list will receive first priority. After that, it'll be first come, first serve. Anything items that remain at the end of October will be disposed of. Moved: Mary Stephens. Seconded: Darla Wegner. Unanimous vote: "Aye".

2. 2005/06 Audit

Ms. Milliron reported that MVLS did great on the payables side of the audit, but somehow, in the clearing and moving of the files, some of the receipts for the cash deposits may have been thrown away. There are ways of finding documentation for those deposits with the State; it is just more tedious. The amount that MVLS has in reserves is still unknown. PERS still needs to be paid but that shouldn't happen until the audit is completed. The Steering Committee will need to approve the audit prior to their meeting in December.

3. Annual Report

The Annual Report has been completed but was not included in the meeting packet. Ms. Milliron will email the document to the MVLS Council. Any questions on the document can be directed to Ms. Milliron.

4. Sale of Van and Equipment

a. ACTION ITEM Disposition of MVLS Inventory

MVLS currently owns two vans that need to be disposed of; the newer van with 49,000 miles on it is located in Auburn. The other van, which is located in Sacramento, is used as a back up and has over 100,000 miles on it. All member libraries have been offered the opportunity to purchase the vans but no one has expressed any interest. Ms. Milliron approached North State about purchasing the newer van as they currently run three vans, which are in use at all times and North State does not have any back up vehicles. North State is interested in replacing one of their older vans that has over 100,000 miles on it. Ms. Milliron recommended that MVLS sell the newer van to NSCLS, which books for \$14,000 through Kelley Blue Book as a private sale. The Council authorized Ms. Milliron to offer the newer van to North State for \$7,000, which is half of the Kelley Blue Book price. If North State is not interested, then the van will go to auction. Moved: Loren McCrory, Seconded: Coral Henning. Unanimous vote: "Aye". Discussion ensued. Bessie Platten of Alpine County is interested in the van now that a price has been set. An amendment to the prior motion is that the first right of refusal for the van will go to Alpine County, with the price to be negotiated and the second right of refusal will go to NSCLS, with the price to be negotiated; if neither party accepts, then the van will be sent to an auction in November, where the second van is also going, to be auctioned for the best possible price. Moved: Alison Landers. Seconded: Coral Henning. Vote: "Aye" with Bessie Platten abstaining from the vote.

5. Executive Director

Gregg Atkins informed the Council that he wanted to give some background on the NBCLS Board's decision to appoint Ms. Milliron to the newly created Executive Director position. He explained that the Board went through a process of examining what it would take for NBCLS to capably carry out the responsibilities that they have to the library systems North Bay has management contracts with; North State and MVLS; possibly 49-99. The Board's decision was that the management position needed to be realigned and a second position needed to be added. Job descriptions were examined and fortunately, PLS already had one that was close to what NBC wanted. The Board promoted Ms. Milliron to Executive Director and created a second management position; Assistant System Director to assist her in carrying out the management duties of the system. He stated that the Board felt they needed to do this to make the partnership with MVLS a success. The NBC Board wants to listen and have MVLS tell them what is needed. He noted that he does not plan on attending all of the MVLS Council meetings, but did want to attend today to let them know what was going with the NBC Board. Mark Parker stated that this was a great opportunity to explore new relationships and enhance services to both member bases and that the MVLS Council is very much looking forward to it.

The MVLS budget was discussed. Ms. Milliron noted that she will have the revised budget ready for the Steering Committee's October meeting to review.

The prison project was discussed. It was noted that the prison has been invoiced, but has not paid. Coral Henning reported that the prison project looks like it will be dismantled but she will know more in October. The project is funded through December.

COMMITTEE REPORTS

1. Steering: Loren MccRory

a. ACTION ITEM Policy on Delivery Sorting

Delivery procedures were discussed. Reports from the driver and the invoice for September reflects great improvement with library sorting as requested. No motion is needed for the Policy on Delivery. The Driver will monitor the situation.

b. ACTION ITEM Selection of Training Courses

The workshop survey was discussed. The Council chose the following workshops: Pat Wagner, *Fearless Employees* and Infopeople workshops #4 - *Communication Skills for Front Line Library Staff*, #7 - *Customer Friendly is More Than an Attitude*, #35 - *New Customer Service Techniques for Libraries: Learning from Fish and Pickle*, #46 - *Reshaping Reference to Fit the Internet Culture*. Moved: Fred Batt. Seconded: Mary Stephens. Unanimous vote: "Aye". Friday is best day. Unanimous. Online workshops versus ground workshops will be explored. Loren MccRory suggested that a leadership training be included as part of a Council meeting. Darla Wegener suggested an annual Council retreat approach where goals for the year could be set. Carol Starr of the NBCLS Board had suggested that the three systems meet annually for a leadership training. This matter will be referred back to the Steering Committee for development. It would be helpful to train up and coming managers; some type of succession training. NBC's Assistant System Director will attend at least one MVLS Council meeting annually.

c. ACTION ITEM Next Steps on CalCat/Resource Sharing Project

Feedback was received from four libraries regarding the CalCat evaluation. Mr. Parker reported that Phase 2 is on hold. Discussion ensued. Mr. Parker reported that the Placer County batch load has not been scheduled; OCLC has not even acknowledged the request. The Council approved \$26,000 for Phase One and almost all of the money has been spent. Discussion ensued. Motion to postpone Phase Two until more information is obtained. Motion: Loren MccRory. Seconded: Coral Henning. Unanimous vote: "Aye".

2. Children's Services

The Children's Services Committee will meet on October 4th at the El Dorado Hills Library. Mary Stephens reported that Roxanna Parker is taking over as Council liaison for the Children's Services Committee. She noted that the Children's staff are excited to be able to attend the Gay Ducey workshop that North State is holding in October. 22 people from MVLS will attend that workshop.

3. ILL

The future direction of the ILL Committee was discussed. With the recent changes within MVLS, it's important to keep the ILL staff informed of any changes. It was suggested that a ILL workshop be held for MVLS staff to discuss what's going on in the ILL universe; such as URSA, InnReach, etc. MOBAC can also be asked to attend and hold demos on CalCat and MVLS member library staff can talk about local programs and help keep everyone up on current practices.

4. Reference

The Reference Committee will meet on October 26th in Sacramento. Joe Cochrane, NBCLS Reference Coordinator, will attend as well.

5. SAB Report

The public libraries of MVLS have an obligation to appoint a representative to the System Advisory Board (SAB). In the past, the SAB met on the same day as the Council, in the morning and then would make a report at the Council meeting. There was high turnover within the SAB with little or no continuity. Darla Wegener asked for a job description for a SAB member. Ms. Milliron will have Kelli Logasa email an SAB description. In order to be successful, the SAB needs to have a focus or purpose. It was suggested that the SAB be invited to the next Council meeting in December so they can get a sense of what is going on. Another suggestion was to hold a training for SAB members, as done in past; possibly tie it into the CALTAC workshop for Spring. Or, have the SAB work on a project, possibly an unmet community need, and present it to the Council. Discussion ensued. It was asked if there was any to get the Library Act/requirement for the SAB changed. Ms. Milliron will speak with Susan Hildreth about the future of

the SAB. It was noted that many library systems have the same quandary in regards to SAB participation and usefulness and it may not be wise to devote too much time to it if the SAB requirement does go away. Ms. Milliron will also speak with the NBC Board about the MVLS Council and SAB joining NBC's annual trustees meeting and luncheon in 2007.

Ms. Milliron was contacted by a representative of Useful group. Two North State libraries are going to make a purchase from Useful of either software or workstations and Useful was offering a group discount if more libraries wanted to make a purchase. The Council has no interest at this time.

OTHER

a. ACTION ITEM Resignation of Chairman Mark Parker and Election of New Steering Committee Chair

Mark Parker reported that he is stepping down as Chair and has confidence that Loren MccRory will do a great job as his successor. Normally, the transition would have taken place in July, but the timing wasn't good with MVLS headquarters closing and NBC assuming management, etc. It is time for others to step up and participate; bring new ideas to the Council. Mr. Parker will remain on the Steering Committee but noted that he's not going to be very active for a while as he needs a break after chairing the Steering Committee and Council for numerous years. He noted that the System is in a good place right now. According to the bylaws, the Steering Committee can be left without a chair; Mr. Parker noted the Steering Committee chair is elected by the Council. Steering Chair nominating procedures were discussed. Paul Miller was nominated by Mary Stephens for the Steering Committee Chair. In the past, a stipend has been available for the Chair positions to help alleviate the costs of travel, etc. It was noted that Mary Stephens will leave the Steering Committee in January so the Council will need to appoint someone. Ms. MccRory will speak with Paul Miller to see if he will serve as the Steering Committee Chair.

The Council applauded Mark Parker and thanked him for his service as the Council Chair.

NEXT MEETING

The next Steering Committee meeting is on October 12th at the Sacramento Public Library. The next Administrative Council meeting is on December 14th and will be held at the Carmichael Branch of the Sacramento Public Library.

ADJOURNMENT

The meeting adjourned at 12:15 pm.