

**MOUNTAIN VALLEY LIBRARY SYSTEM
 Administrative Council Meeting
 October 12, 2007**

1. CONVENING:

The Mountain Valley Library System (MVLS) Administrative Council met this date at the Alpine County Library in Markleeville, California with Chair Loren MccRory presiding. The meeting convened at 11:17 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Yuba County Library	Loren MccRory - Chair
X		Alpine County Library	Bessie Platten
	X	CSU Sacramento Library	Fred Batt
X		Colusa County Library	Ellen Brow
	X	El Dorado County Library	Jeanne Amos
X		Folsom Public Library	Katy Curl
	X	Lincoln Public Library	Darla Wegener
X		Mono County Free Library	Bill Michael
X		Nevada County Library	MaryAnn Trygg
X		Placer County Library	Mark Parker
	X	Roseville Public Library	Lisa Dale
	X	Sacramento Co. Public Law Lib.	Coral Henning
	X	Sacramento Public Library	Alison Landers
	X	Sutter County Library	Roxanna Parker
	X	UC Davis	Sandra Vella
X		Woodland Public Library	Paul Miller
	X	Yolo County Library	Roger Pearson
	X	Yuba Community College Library	Dave Freiler
		OTHER:	
X		MVLS System Headquarters – Executive Director	Annette Milliron
X		MVLS System Headquarters – Assistant Director	Patty Hector

2. WELCOME AND INTRODUCTIONS

Loren MccRory thanked everyone for traveling to Markleeville.

3. PUBLIC INVITED TO ADDRESS THE COUNCIL

No public were present.

4. MINUTES OF MAY 17, 2007 ADMINISTRATIVE COUNCIL MEETING

A Motion to approve the May 17, 2007 Administrative Council minutes, subject to ratification by the next MVLS Council meeting by a quorum of members, was made by Mark Parker and seconded by MaryAnn Trygg. The Motion passed unanimously.

5. CHAIR’S REPORT: PAUL MILLER

A. JOINT MVLS/NBCLS STEERING COMMITTEE MEETING

Ms. Milliron discussed the idea behind the joint meeting of Steering Committees from MVLS, NBCLS and NSCLS in Vacaville that is scheduled for November 9th. The Council agreed that it would be a good idea to hold the joint meeting.

B. SPRING MVLS/NBCLS/NSCLS RESOURCE SHARING MEETING

Ms. Milliron reported that the Steering Committee thought that a meeting between the three systems would be beneficial to all. A date has not been chosen as of yet, but they are looking at April of 2008 and thought it should be held at the Sacramento Public Library. The Steering Committee would like to include more than just the system directors by possibly inviting vendors who could present their products. The Council discussed piggy-backing the Spring meeting on Legislative Day and holding it for more than one day. Ellen Brow suggested ideas for the meeting such as preservation and last copy storage/depository. Ms. Milliron will talk to other systems. Paul Miller will check into holding the meeting after Legislative Day. The Council noted that they would like to have a separate committee to oversee the details on this resource sharing meeting. The committee would include several Council members as well as the chair of the ILL Committee. Discussion ensued.

6. COORDINATOR'S REPORT

A. FINANCIAL STATEMENT

Ms. Milliron reported that \$377,000 is the unaudited amount that is left in reserve. A Motion to move \$50,000 of the MVLS fund balance to a formal reserve for economic uncertainty and wind down and that the Steering Committee develop a reserve fund policy, subject to ratification by the next MVLS Council meeting by a quorum of members, was made by Mark Parker and seconded by MaryAnn Trygg. The Motion passed unanimously.

B. CALCAT UPDATE

Mark Parker has developed a manual for libraries that want to set up patron initiated ILLs. Yolo County has started doing this and other libraries are gearing up for it. There are still several libraries whose records have not been loaded into OCLC. Discussion ensued.

C. WEB PAGE PROJECT UPDATE

Ms. Milliron reported that she is still looking for pictures of the various MVLS libraries for the web page. She anticipates the prototype of the web page will be ready when she returns to her office. Ms. Milliron reported that the System is also looking for a new logo. Loren MccRory brought a sample logo that one of her staff members had created. A Motion to direct Ms. Milliron to spend up to \$2000 on the development of a logo, subject to ratification by the next MVLS Council meeting by a quorum of members, was made by Loren MccRory and seconded by Ellen Brow. The Motion passed unanimously.

7. COMMITTEE REPORTS

A. STEERING

1. WORKSHOP SCHEDULING UPDATE

The Steering committee developed a scholarship fund for workshops that gives each public library \$1,000 to send staff to a training of their choice. MVLS will pay for the registration and travel expenses. A Motion to approve the allocation of training funds according to the recommendation of the Steering Committee, subject to ratification by the next MVLS Council meeting by a quorum of members, was made by Bessie Platten and seconded by Loren MccRory. The Motion passed unanimously.

2. ANNUAL REPORT FY 2006/07

Ms. Milliron referred the Council to the Annual Report included in their meeting packet. The Council did not have any corrections to the report.

3. NBCLS ADMINISTRATIVE SERVICES CONTRACT 2007/08

A Motion for the Council to accept the new version of the NBCLS administrative services contract, subject to ratification by the next MVLS Council meeting by a quorum of members, was made by Katy Curl and seconded by MaryAnn Trygg. The Motion passed unanimously.

4. SPRINT COURIER SERVICE CONTRACT 2007/08

Ms. Milliron has obtained samples of contracts and will use them to structure a new Sprint contract which she will bring back to the Steering Committee.

5. FISCAL POLICY

Ms. Milliron presented the proposed fiscal policy to the Council . Mark Parker suggested that it be expanded to include what checks and balances are currently in place as well as noted that MVLS is subject to Sonoma County's fiscal policies. Ms. Milliron was instructed to also check with the Auditor for other items that he would like to see in a fiscal policy.

6. REVISED BUDGET 2007/08

Ms. Milliron reported that the budget was revised to reflect the true CLSA allocation from the State as well as the adjustment made by the Steering Committee. A Motion to approve the revised budget, subject to ratification by the next MVLS Council meeting by a quorum of members, was made by Bill Michael and seconded by Katy Curl. The Motion passed unanimously.

7. CLSA REFERENCE PROGRAM UPDATE

Ms. Milliron was directed by the Steering Committee at their last meeting to write a letter to the State Librarian about the future of the statewide reference program. Before she was able to do so, Susan Hildreth answered a letter of the same type from NBCLS. Her answer was that she wouldn't address this issue until a coordinator had been hired for the project. The Council decided to wait until the State Library provides more information.

8. REVISED BYLAWS REGARDING STEERING COMMITTEE

A Motion that the Council adopt the paragraph in the bylaws to authorize electronic participation at meetings, subject to ratification by the next MVLS Council meeting by a quorum of members, was moved by Mark Parker and seconded by Mary Ann Trygg. The Motion passed unanimously.

Mark Parker drafted language that addressed issues related to Steering Committee members, representation of standing committees, and terms of service. That language was sent back to the Steering Committee for consideration, along with comments from other members of the Council.

Loren MccRory suggested that the directors make use of conference calls for future meetings to cut down on travel and its associated expenses. She also suggested that Mark Parker's plan be presented to the Steering Committee for consideration and also invite the committee liaisons to the meeting as well.

B. CHILDREN'S SERVICES

No report.

C. ILL

Ms. Milliron reported for Jeanne Amos that the ILL Committee had an OCLC training that was well attended in June.

D. REFERENCE

Ms. Milliron reported that the Reference Committee will be evaluating databases again this year. The Committee has approximately \$24,000 for a database.

E. SAB REPORT

No report.

8. OTHER

A. BOKOMATEN GRANT PROJECT IN YUBA COUNTY

Loren McCrory reported that her library is rolling out a Bokomaten book dispenser in Challenge, which is a rural town located in Yuba County. Challenge will be the first rural area to receive one of the dispensers and California is the first State in the U.S. to receive the dispenser, which costs over \$100,000 per unit and must be shipped from Italy. The dispenser holds 400 books and the books are returned to the dispenser. The materials must fit into the size of the internal plastic box. Service is 24/7 and the Bokomaten dispenser must be located in a covered space.

B. ROUND ROBIN

Bessie Platten updated the directors on Alpine County's bookmobile, a refitted MVLS delivery van. She noted that it took approximately one month for the van to be refitted and that it has been going out since April.

Katy Curl reported that Folsom Public Library will be opening a new branch in March 2008.

Bill Michael reported that Mono County Free Library will be opening their new 16,000 sq. ft. library in Mammoth Lakes, whose current branch is only 4,000 sq. ft. The new building will be a joint use facility.

Mark Parker reported that Placer County Library has three branches in line for renovation or rebuilding. He noted that he is looking at future programming for the boomer generation since Placer County has as many boomers as children aged 0-18. Placer County Library will be one of the videoconferencing sites for the new Ken Burns series "The War".

Ellen Brow discussed her attendance at the ARSL conference in Columbus, Ohio. She noted that the next conference will be held in Sacramento in 2008 and suggested that the directors send their staff from rural branches.

MaryAnn Trygg reported that Nevada County Library held a birthday party to celebrate their Carnegie Library's 100th year. She noted that the library has a book called "Open to All" that is a fundraiser for her library. Nevada County is sponsoring a basic book collecting workshop with an antiquarian/rare book person in the area.

Paul Miller reported that Woodland Public Library's circulation has reached double what it was when he first arrived. He noted that the library has \$400,000 to renovate their 100-year-old Carnegie building.

Ms. Milliron announced that Carol Starr, the director of the Marin County Free Library, is retiring and a dinner will be held for her on November 1st. Janet McCoy, the director of the Napa City-County Library is also retiring at the end of November. Henry Bates, the former director of Mendocino County Library, has recently passed away.

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:45 pm.