

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

**JOINT SYSTEMS MEETING
 November 17, 2008**

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 Silicon Valley Board Room of the Marriott Hotel in San Jose, California with Consolidated Task Force Chair Derek Wolfgram presiding. The meeting convened at 10:21 a.m.

ROLL CALL:

PRESENT	ABSENT	MEMBER LIBRARY	REPRESENTATIVE
X		Belvedere-Tiburon Public Library	Jacki Schafer for Debbie Mazzolini
X		Benicia Public Library	Diane Smikahl
X		Napa City-County Library	Danis Kreimeier
X		San Rafael Public Library	David Dodd
X		Butte County Library	Derek Wolfgram
X		Plumas County Library	Margaret Miles
X		Shasta Public Libraries	Jan Erickson
X		Lincoln Public Library	Darla Wegener
X		Mono County Library	Bill Michael
X		Nevada County Library	MaryAnn Trygg
X		Placer County Library	Mark Parker
X		Sutter County Library	Roxanna Parker
X		Yolo County Library	Patty Wong
X		Yuba County Library	Loren MccRory
X		UC Davis – Shields Library	Sandra Vella
X		State Library	Jon Torkelson
X		System Hdqtrs: NBCLS, NSCLS, & MVLS	Annette Milliron
X		System Hdqtrs: NBCLS, NSCLS, & MVLS	Patty Hector

WELCOME:

Mr. Wolfgram welcomed everyone to the meeting. He explained why we were here and what we want to accomplish.

REVIEW OF CONSOLIDATION TASK FORCE WORK TO DATE

LEGAL ISSUES:

PERS ISSUES AND LIABILITIES

Ms. Milliron reported that MVLS and NSCLS have both laid off all employees (or had them retire) and paid off their liabilities for PERS. Recently, MVLS received a notice from PERS that states they will owe \$700 for this year. NSCLS has not received their notice as of yet. PERS has advised Ms. Milliron that if the three system's choose to merge their PERS contracts, the new system would be required by PERS to take the highest benefit in each category. She noted that the three contracts were very different and would therefore increase the new system's overall contract amount. Ms. Milliron recommended the three systems retain their existing contracts as advised by PERS and not consolidate. Discussion ensued.

EXISTING ASSETS AND LIABILITIES

Ms. Milliron explained that the systems can vote to assign their liabilities to another organization and through the new JPA, can contract with NBCLS to provide employees. Discussion ensued. All other assets from MVLS and NSCLS have been transferred to NBCLS. The remaining assets that need to be transferred are the reserve funds and each system has a reserve fund of approximately \$400,000 to \$500,000. The audits for all three systems should be completed in the near future. The three systems will need to decide if they want to maintain the reserve funds separately or pool those funds into one.

Ms. Milliron and Ms. Hector attended a PERS workshop and learned that PERS offers the option of pre-funding retiree's health benefits, but it looks like it would be expensive. An annual actuarial would be required which could be \$5,000 to \$15,000. Ms. Milliron is checking with an actuary to get an estimate of how much an actuary study for our size company would cost. Discussion ensued.

ORGANIZATIONAL STRUCTURE

JPA

Mr. Wolfram reported that the Consolidated Task Force (CTF) voted and determined that the best solution is to have the three systems maintain their current structure and join a new JPA. This does mean that there will still need to be three separate audits. Ms. Milliron noted that PLS is also going to consolidate in this manner. Discussion ensued.

BYLAWS

The CTF is currently working on the merging of the three systems' bylaws. Anyone who wants to recommend changes should e-mail Kelli Logasa to be invited to Google Docs where the bylaws are available. The attorney has reviewed PLS' revised bylaws and Linda Crowe will forward those to Ms. Milliron. Ms. Milliron noted that the group might also want to review what should go in the Standing Rules and the Bylaws. The group concurred. Ms. Kreimeier and Ms. Miles agreed to go review the pending bylaws and highlight areas that could be put in the Standing Rules. Discussion ensued.

EMPLOYEE – UNION ISSUES AND BARGAINING UNITS

NBCLS has two positions that are covered by the Union. Ms. Milliron spoke with SEIU in August about the pending merger and they said they would "get back to her". They have not as of yet. When she spoke with John Shupe, the attorney working on a merger, he thought the Union might want to assign the contract to a new organization. If current System employees were going to be moved a new health or retirement contract, Ms. Milliron feels that there would at least need to hold a meet and confer with the Union prior to doing so as they would view that as reassigning a liability. Discussion ensued.

PROGRAMS & SERVICES

REFERENCE COMMITTEE

The consolidated Reference Committee continues to work on a consolidated Plan of Service document and Ms. Milliron hopes to present it at the next CTF meeting. Discussion was held on whether the committee should be renamed as the reference service is evolving to encompass other services. It was decided that new language should be incorporated that better explains what the reference committee does, but it must also meet the intent of the CLSA. Further discussion ensued.

YOUTH SERVICES COMMITTEE

Ms. Milliron thanked Roxanna Parker and Patty Wong for the work they did with the children's staff on merging the different plans of service. A draft copy of a plan of service has been posted on Google Docs for comments. Discussion ensued.

TOOLS/COMMUNICATION COMMITTEE

Mr. Wolfram explained the CTF identified a need to establish a committee to explore the tools that will be needed to help our libraries communicate in the new organization. Loren MccRory has been working with

various libraries to try out **Go To Meeting** and **Google Docs**. Mr. Wolfgram recommended that anyone with suggestion for other tools or anyone interested on serving on this committee should contact Ms. MccRory. Discussion ensued.

FINANCIAL ISSUES:

STATE FUNDING

The State has said they will hold the systems harmless and funding should remain at the same level as if the systems were still separate. Discussion ensued.

FINANCIAL ISSUES YET TO BE DEVELOPED:

EQUITABLE SERVICES/COSTS:

The Consolidated Task Force (CTF) will be delving into these issues at their meeting in January. Initial conversations have been held on whether the formula should be a tiered structure or created on a base level with additional costs for services. Roxanna Parker requested the CTF create a budget that shows a service level that uses solely CLSA funding. The concern is that a library might have to withdraw their membership due to the cost. Another concern is that the new structure might not have a place for nonpublic library members. Discussion ensued.

DELIVERY

Ms. Milliron reported that she is hearing great things about having one company handling all of the delivery for the three systems. She noted that NSCLC stopped running its own delivery route in June 2008 and started using Sprint. Delivery between the three systems has dramatically improved.

REFERENCE

DATABASES

TRAINING

ILS

GRANT DEVELOPMENT

POSSIBLE INITIATIVES AND SERVICES

EQUITABLE FEE STRUCTURE

EQUITABLE FORMULAS FOR SERVICES

NAME FOR CONSOLIDATED SYSTEM:

Mr. Wolfgram suggested having everyone email him any ideas for a new name and then letting the CTF make the decision at their meeting in January. Ms. Miles suggested having all of the member libraries vote online. Discussion ensued.

NEXT MEETING DATES FOR CONSOLIDATION TASK FORCE

The next CTF meeting is on January 16th at the Sacramento Public Library. The March meeting will need to be moved to February 27th, to be held at the Yolo County Library's Davis branch, since the LOC Board meeting has been moved to March 5th. Ms. Milliron stated that she would like the entire group to meet at Leg Day on April 15th. Everyone agreed to meet in the late afternoon so Ms. Milliron will book a room at the Sacramento Public Library. Ms. Milliron noted that the Library of CA Board will meet on March 5th.

ADJOURNMENT

The meeting was adjourned at 11:40 a.m.