

**MOUNTAIN VALLEY LIBRARY SYSTEM
 Administrative Council Meeting
 February 22, 2007**

CONVENING:

The Mountain Valley Library System (MVLS) Administrative Council met this date at the El Dorado Hills Branch of the El Dorado County Library, in El Dorado Hills, California with Chair Loren MccRory presiding. The meeting convened at 12:00 p.m. Ms. MccRory thanked the staff of the El Dorado Hills branch for hosting the meeting. The El Dorado Hills library branch is over one years old and a tour will be given after the meeting. MaryAnn Trygg was welcomed as the new director of Nevada County Library. Anne Marie Gold was also welcomed to the meeting. The Council went around the room and introduced themselves.

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	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	Dianne Bish
	X	Sacramento Co. Public Law Lib.	Coral Henning
X		Sacramento Public Library	Anne Marie Gold
	X	Sierra College Library	Brian Haley
X		Sutter County Library	Roxanna Parker
	X	UC Davis	Sandra Vella
X		Woodland Public Library	Paul Miller
X		Yuba Community College Library	Dave Freiler
X		Yolo County Library	Katy Curl
		OTHER:	
X		Placer County Library – Assistant Director	Mary George
X		Roseville Public Library – Library Supervisor	Lisa Dale
X		MVLS System Headquarters – Executive Director	Annette Milliron
X		MVLS System Headquarters – Assistant Director	Patty Hector

APPROVAL OF MINUTES – DECEMBER 14, 2006

Ms. Milliron and her staff were commended on the thoroughness of the meeting minutes. A Motion to approve the December 14, 2006 Administrative Council minutes was made by Mark Parker and seconded by Jeanne Amos. The Motion passed unanimously.

CHAIR’S REPORT:

No report.

COORDINATOR’S REPORT:

1. CALCAT UPDATE

Ms. Milliron reported that CalCAT was well underway in two locations; North State has started and MVLS will

begin shortly. She noted that the Council needs to discuss and decide what type of CalCAT workshops they would like and when they would like the workshops scheduled. Patty Hector is the CalCAT project leader and can report on the finer details of the project. She presented a chart to the Council that showed where each library stood in regard to the project. The chart varies from libraries who have never cataloged on OCLC before to libraries that are have been doing so for awhile. Ms. Hector brought flyers for various online training tutorials for any directors that are interested in training their staff now but she noted that until the libraries start using OCLC, no one will know what type of training their staff is going to need. Ms. Hector will send the Council the OCLC training seminars webpage link. Discussion ensued. Ms. Milliron asked the Council what they would like to see happen next. Should she schedule an on-ground training or wait to see what type of questions are brought up in the ILL Committee, who is meeting tomorrow. Anne Marie Gold of Sacramento Public is on the OCLC Council and would like to hear if libraries' batch loads are taking longer than anticipated. Sacramento Public is going live on LINK Plus (ILL System) in July. Ms. MccRory asked if MVLS could provide CalCAT promotional materials once the project finished. The Steering Committee will discuss that matter.

2. WORKSHOP UPDATE

Ms. Milliron reported that all of the workshops except one have been scheduled.

3. DATABASE RECOMMENDATIONS

Ms. Milliron reported that MVLS' \$40,000 is not enough to purchase a database and that to proceed, each library would need to contribute some money as well. The Reference Committee will present a recommendation to the Steering Committee.

4. WEB PAGE PROJECT

Ms. Milliron reported that North Bay Cooperative Library System also approved the web page project and dollar amount. She will be working with Carey Gordon on the design and needs a person to serve on the design committee; Ms. MccRory is willing to serve but Mary Ann Trygg will check with Dave Block from Nevada County to see if he's interested.

Ms. Milliron reported that the insurance company called and asked for clarification on why the Council wanted to have insurance on itself. Since MVLS contracts with North Bay, NBCLS has insurance on office and bonded staff. Discussion ensued.

COMMITTEE REPORTS:

1. STEERING – PAUL MILLER, CHAIR

a. PERS Obligation

The PERS obligation was discussed. A Motion to pay the \$116,197 PERS obligation was made by the Steering Committee. The Motion passed unanimously.

b. FY 2007/08 Budget and Member Share

Member Share fees were discussed. A Motion to not change the member share fees except in the case of the two libraries who moved into a higher category due to population changes was made by the Steering Committee. The Motion passed unanimously.

c. Theobald Project Funds

Ms. Milliron reported that the LSCA grant from 1999 included money that was donated from a local business and the Center for the Book. The grant was for a video author series. Money from the Yahoo Broadcast was returned after the grant year was over because they never delivered a product. Some of the money was spent and \$13,885 remains. Dan Theobald would like MVLS to use that money to do a video author series, which is similar to the original grant. Tom Anderson is investigating whether the money should be returned to the Federal government as unexpended grant funds. No action will be taken on this matter until Mr. Anderson reports his findings.

2. CHILDREN'S SERVICES – ROXANNA PARKER

a. Mother Goose on the Loose Workshop

The flyer will be sent again to all MVLS, North State and North Bay directors as well as Children's librarians. The MVLS headquarters contact information will be added to both pages of the flyer, as requested.

3. ILL – JEANNE AMOS

a. Meeting scheduled for Friday, February 24, 2007

Jeanne Amos reported that the ILL Committee will meet tomorrow, Friday, February 24, 2007.

4. REFERENCE – FRED BATT

In Fred Batt's absence, Ms. Milliron reported that the Reference Committee has not met since the last Council meeting.

5. SAB REPORT – ANNETTE MILLIRON

a. Joint Meeting with NBCLS May 3, 2007

Ms. Milliron reported that a joint meeting with NBLCS will be held on May 3, 2007 at the Upper Campus of Napa Valley College in St. Helena. It is NBC's annual trustees and commissioners luncheon. She hopes to have a speaker at the luncheon to talk about the Adult Summer Reading Program. Directors are encouraged to bring a prospective SAB member to represent their library if they don't have one already. Discussion ensued.

OTHER:

APPOINTMENT OF A STEERING COMMITTEE MEMBER TO FILL DAVE FREILER'S TERM THROUGH JUNE 2008

Bessie Platten has agreed to be appointed to the Steering Committee to fill in for David Freiler's term through June 2008.

ANNOUNCEMENTS:

Ms. Gold reported that Sacramento Public is restructuring their JPA representation so that each city they serve has a voice. This has been a year in the planning. The library's growth has been tremendous with five new branches currently in the works.

Roxanna Parker reported that Sutter County Library has been doing some merchandising and has experienced significant increases in circulation. She is working on her budget and has been told that the library can add some new positions, which hasn't been done in quite a while.

Mark Parker reported that Placer County's library budget is flat for the first time in several years. The County has given some rather large salary increases and GASB liability, which translated to the library experiencing a huge increase in personnel expenses that outstripped any new income. For each new employee hired, a department must pay \$150,000 into a trust account to fund post-retirement benefits. Placer County still has a library branch closed due to damage from frozen pipes that burst.

Darla Wegener reported that Lincoln Public's new library is going up pretty quickly and will hopefully open mid-August. She reported that the high school has pulled out for at least the next few years and the college is reconsidering their participation. Ms. Wegener is currently recruiting for a library media teacher position. She noted that Carnegie library is now open as the asbestos problem has been resolved. There is a new book drop in front of the Carnegie building.

Ellen Brow reported that she is also working on the budget for Colusa County library and it is looking grim. One of the branches experienced damage that resulted from frozen pipes and is currently closed. Hopefully will re-open this summer. The library will receive a new HVAC system and new shelving. Ms. Brow passed out a postcard of an upcoming photo exhibit at the library.

Paul Miller reported that he anticipates a small increase in next year's budget but expects this is the last year before Woodland Public Library's budget flat lines.

Katy Curl reported that Yolo County library's budget is starting to flatten. They will consider new staff and are in the

planning stages for the Winters library. There will be a parcel tax on the ballot for Davis this Fall.

Mary George is putting together a program for CLA. She would also like to put together some workshops for middle managers who might be interested in moving up their career ladder. She also is hoping to partner with UCLA for an "Actors Studio"-type program featuring experienced library directors sharing their expertise.

MaryAnn Trygg is the new county librarian of Nevada County. The library's Friends' group brought in \$47,000 in donations. Ms. Trygg is working on her first library budget and may be looking for help from other MVLS librarians. Nevada County library is having the California Poet Laureate, Al Young, do a reading in April. She noted that her library is also having trouble recruiting for open positions.

Jeanne Amos' El Dorado Hills branch has been open one year and has experienced a large turnover in staff in that time. She reported that she also had a library damaged due to frozen pipes. Ms. Amos explained that although her library has a parcel tax, her budget depends on the County's general tax.

Loren MccRory reported that she is asking that her part-time employees be moved into full-time positions next year. She noted that since 2002, Yuba County library's circulation has steadily increased, and they have had to use the same number of staff.

Lisa Dale reported that Roseville Public Library has a new branch that is slated to open in November 2007. She believes the manager position will be filled by an existing staff person. Ms. Dale stated that the library will retain the same operating budget so it will be a challenge with the addition of another branch.

NEXT MEETING:

The next Administrative Council meeting is scheduled for May 3rd and will be held in conjunction with the NBCLS Board meeting in St. Helena.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:20 pm.

Annette Milliron DeBacker
Clerk of the Board
February 22, 2007