

**MOUNTAIN VALLEY LIBRARY SYSTEM
 Administrative Council Meeting
 May 17, 2007**

CONVENING:

The Mountain Valley Library System (MVLS) Administrative Council met this date at the Colusa County Library in Colusa, California with Chair Loren MccRory presiding. The meeting convened at 1:43 p.m. 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	Alison Landers
	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		Colusa County SAB Member	Peggy Townzen
X		MVLS System Headquarters – Executive Director	Annette Milliron
X		MVLS System Headquarters – Assistant Director	Patty Hector

APPROVAL OF MINUTES – FEBRUARY 22, 2007

A Motion to approve the February 22, 2007 Administrative Council minutes was made by Mark Parker and seconded by Darla Wegener. The Motion passed unanimously.

CHAIR’S REPORT:

NOMINATIONS FOR STEERING COMMITTEE CHAIR

Nomination for Chair: Darla Wegener. A Motion to nominate Darla Wegener as Chair of the Steering Committee was moved by Mark Parker and seconded by Bessie Platten. The Motion passed unanimously. Mr. Parker stated that as the Past Chair, FY 05-06, he thought his term on the Steering Committee ended in

July. Therefore, the incoming Chair will need to appoint a new Steering Committee Member for public library representation.

APPOINTMENT OF A STEERING COMMITTEE MEMBER TO FILL ROXANNA PARKER'S SEAT THAT EXPIRES JUNE 30, 2007

Anne Marie Gold was nominated to fill this slot by acclamation. The Motion passed unanimously.

REVIEW OF BYLAWS REGARDING STEERING COMMITTEE COMPILATION AND TERMS LIBRARY OF CALIFORNIA BOARD MEETING REPORT

The Administrative Council directed the Steering Committee to go through the MVLS bylaws. If any changes need to be made, they will be presented at the next Administrative Council meeting. The number of Steering Committee slots will be reviewed as well as the terms of service.

PLAN OF SERVICE

Ms. Milliron explained the changes to MVLS' Plan of Service and asked for any suggestions from the Council. The Council expressed interest in researching a grant for MVLS to use for some type of information literacy program for library users. Supporting a MVLS representative at the Guadalajara Book Fair was also discussed. A Motion to accept the Plan of Service was moved by Ellen Brow and seconded by Alison Landers. The Motion passed unanimously.

COORDINATOR'S REPORT:

1. CALCAT UPDATE

Ms. Hector reported that she didn't have anything new to report. Two libraries don't have their records uploaded, but are in the process of getting that done. EZproxy software was discussed. Mr. Parker explained that EZproxy provides authentication for remote users to be able to access MVLS' group catalogs. Discussion ensued.

2. WORKSHOPS UPDATE

Ms. Milliron reported that the evaluations showed that most people were very satisfied with the workshops. Evaluations will also be coming from InfoPeople for the workshops they put on for MVLS. The Reference Committee requested an Excel workshop and that has been scheduled for June 15th. Ms. Milliron asked for workshop suggestions so she can schedule some classes in the summer and early fall. The following workshops were recommended:

- Understanding Cataloging for reference staff
- Library 101 (online)
- Weeding
- Designing online tutorials for training
- Law for librarians (from SCPLL)
- Post-Google web

There was also interest in having a wiki for MVLS libraries' reference staff

3. DATABASE RECOMMENDATIONS

The Reference Committee recommends that the reference money be spent on reference e-books. Ms. McCrory noted that she would like to see promotional materials purchased for libraries to hand out to make sure that the library is patronized. Ms. Milliron noted that next year, the Reference Committee will do a side-by-side comparison of various auto databases. Discussion ensued.

4. WEB PAGE PROJECT

Ms. Milliron reported that the web page designer, Cary Gordon, has been working on the MVLS EZproxy

project and with that now complete, he should have a first draft of the MVLS webpage ready in a couple of weeks.

COMMITTEE REPORTS:

1. STEERING – ANNETTE MILLIRON ON BEHALF OF PAUL MILLER, CHAIR

Ms. Milliron noted the March 22, 2007 Steering Committee minutes were included in the Council's meeting packet.

a. FY 2006/07 Revised Budget

Ms. Milliron explained the revisions that were made to the FY 2006/07 budget. She noted that the reserves will be approximately \$400,000. A Motion to adopt the FY 2006/07 revised budget with the provision that the System Director be authorized to make technical adjustments as needed was made by Mark Parker and seconded by Ellen Brow. The Motion passed unanimously.

b. FY 2007/08 Budget and Member Share

Ms. Milliron explained that she built in a 3.4% COLA for the North Bay administrative fee. She also built in a 15% increase for delivery as she anticipates a fuel surcharge since the price of gas continues to increase. Ms. Milliron reported that she had received an e-mail from Ann Marie Gold about the sorting of the ILL materials that are being delivered to Sacramento Public Library (SPL). Right now, SPL staff is sorting everything that goes through that library and they are sorting between 20-30 bins per day. Mark Parker stated that he noticed that 93% of delivery is to III libraries; libraries which share Sacramento Public Library's catalog. It was noted that SPL also needs the parking place back that the Sprint van uses. Discussion ensued. MVLS will inform Sprint Courier Service they must vacate use of the Sacramento Public Library parking space by July 30th. Also, Ms. Milliron and Ms. Hector will meet with Sacramento Public Library to review the sorting situation.

The Member Share fees were discussed. The only libraries that have a change in member share are Nevada County and Roseville, whose increase in population bumped them up to the next level. The Council discussed the request by Los Rios to either decrease their membership or let them take a sabbatical from paying for membership. The Council decided that Los Rios either needs to be a paying member or they need to withdraw from the membership. A Motion that the Council adopt the budget and member share as presented was made by Mark Parker and seconded by Jeanne Amos. The Motion passed unanimously.

2. CHILDREN'S SERVICES – ROXANNA PARKER

The Council stated that they would like Roxanna Parker to stay on as chair of the committee.

3. ILL – JEANNE AMOS

Jeanne Amos reported that the ILL Committee had a meeting after the last council meeting and it was very successful. She also reported that they will be having a meeting/workshop on Thursday, May 24th with an OCLC trainer in South Natomas at 9:00 a.m.

4. REFERENCE – FRED BATT

Fred Batt reported that most of the items that the Reference Committee has been dealing with had already been covered under other agenda items. He reported that North Bay has courtesy cards at several major libraries, (San Francisco, San Jose). Ms. Brow asked if the Council could see a report of the type of questions that North Bay is receiving from MVLS libraries as they are interested in viewing the data that would show areas of potential training for their staff or areas of their collection that could be improved. The Council would also like to see if things that could be answered at the local level are being forwarded to NBCLS instead.

5. SAB REPORT – ANNETTE MILLIRON

Ms. Milliron reported that the NBCLS Annual SAB luncheon and meeting was really fun and she was happy that so many MVLS directors and SAB members were able to attend. Dianne Bish reported that she has found a SAB representative for Roseville Public Library.

Ms. MccRory reminded the Council that they should be doing an annual evaluation of North Bay. Mr. Parker volunteered to send out a survey to the members to gather input for the Steering Committee.

OTHER:

MEETING DATES AND LOCATIONS FOR 2007/2008

October 12, 2007 - Alpine County

January 10, 2008 - Lincoln

March 13, 2008 - Roseville

May 8, 2008 - Folsom

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:30 pm.

Annette Milliron DeBacker
Clerk of the Board
May 17, 2007