

**MOUNTAIN VALLEY LIBRARY SYSTEM  
 Administrative Council Meeting  
 December 14, 2006**

**CONVENING:**

The Mountain Valley Library System (MVLS) Administrative Council met this date at the Carmichael Branch of the Sacramento County Library, in Carmichael, California with Chair Loren MccRory presiding. The meeting convened at 9:44 a.m. Ms. MccRory thanked the staff of the Carmichael branch for hosting the meeting. Ms. Milliron introduced Patty Hector, the new Assistant Director at NBLC to the Council. Ms. Hector stated that she worked at Del Norte County for three years and prior to that she worked at the Fort Smith Library in Arkansas for 15 years. Ms. Hector expressed her excitement at coming to work for North Bay and noted that she's really enjoyed it so far.

**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	Nina Biddle
	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		Yuba Community College Library	Dave Freiler
X		Yolo County Library	Mary Stephens
		OTHER:	
X		Sacramento Public Library	Doreen Lee
X		Yolo County Library	Katy Cure
X		MVLS System Headquarters – Executive Director	Annette Milliron
X		MVLS System Headquarters – Assistant Director	Patty Hector

**APPROVAL OF MINUTES – SEPTEMBER 29, 2006**

Several corrections need to be made to the “Attendance” section of the minutes. Under “ATTENDANCE” replace “Susan Rawlins” with “Vacant”, replace “Steve Fjeldsted” with “MaryAnn Trygg”, and replace “Lisa Dale” with “Dianne Bish”. On page 4, under 1. Steering, c. ACTION ITEM Next Steps on CalCat/Resource Sharing Project replace “...and almost all of it money has been...” with “...and almost all of the money has been...”. A Motion to approve the September 29, 2006 Administrative Council minutes as corrected was made by Mary Stephens and seconded by MaryAnn Trygg. The Motion passed unanimously.

**CHAIR’S REPORT:**

**1. UPDATE ON CALCAT STATUS MEETING**

**a. Next Steps on CalCat/Resource Sharing Project**

Loren MccRory explained that a last minute Steering Committee meeting was held with OCLC after the last CLA Conference, where OCLC was able to clear up some of the contract issues. Discussion ensued.

Paul Cappuzzello and Pam Bailey of OCLC joined the Council Meeting via conference call. Mark Parker asked Mr. Cappuzzello whether the contract with OCLC is for one library or many and could it be signed by Ms. Milliron or by each individual library. Mr. Cappuzzello explained that the libraries could have Ms. Milliron sign on their behalf and then have the billing mailed to each library. He explained that for the group pricing, OCLC builds in the credits that they believe the libraries will generate and that this is not the way it is done for individual contracts. MVLS must decide if they are going to participate in OCLC by the end of December. Mr. Cappuzzello explained that OCLC will need to recalculate the pricing because the current pricing MVLS has now is based on last year's use. The OCLC contract will lock in the pricing for three years, but the libraries can opt to drop out after a year. The advantage of having a group contract instead of an individual one, is the lower price and being able to lock-in the price up front for three years. If a library has a lower individual price, OCLC would need to check it's quote and the library's pricing in the group could be adjusted. If the State Library stops underwriting WorldCat after 2008, then OCLC would divide the amount paid by the State among the libraries, if they wanted to maintain a subscription, which would still be less than contracting individually. The billing cycle can be set up annually, monthly or even quarterly, but will be the same cycle for all of the participating libraries. Discussion ensued.

A Motion that MVLS accept the OCLC proposal for OCLC/CalCAT group services and authorizes the administrator to sign the contract on behalf of all participating members, and that participating libraries will be billed individually on a monthly basis, and that the Steering Committee be empowered to complete the process was made by Mark Parker and seconded by Jeanne Amos. Vote: 13 "Ayes" and two abstains (Dave Freiler and Kathy Champion).

**2. APPOINTMENT OF DARLA WEGENER TO FILL MARY STEPHEN'S TERM THROUGH JUNE 2008**

A Motion to appoint Darla Wegener to the Steering Committee was made by Mark Parker and seconded by Mary Stephens. The Motion passed unanimously with Darla Wegener abstaining.

**COORDINATOR'S REPORT:**

**1. CLOSURE OF OFFICE**

Ms. Milliron reported that the MVLS Headquarters office at Sacramento Public has been closed. Sacramento Public Library was able to utilize the old server.

**2. SALE OF VAN AND EQUIPMENT**

Ms. Milliron reported that both MVLS delivery vans were sold. Alpine County purchased the new van for \$5000 and plans to use it as a bookmobile. The second van was sold at the auction and was purchased for \$2200 but there is a consignment fee so MVLS will receive \$1900.

**3. 2005/06 AUDIT**

Ms. Milliron noted that each library should have received a hard copy of the audit via delivery. She reported that the fund balance in the audit is listed as \$415,699, which would be the System's reserves, but this amount varies from what the City of Sacramento has reported of \$430,000. Discussion ensued. Ms. Milliron reported that since the System is moving their money to a new management source, the Auditor has sent out a list of best practices and standards for money handling and has asked Ms. Milliron to respond in writing. Ms. Milliron stated she will send out her response letter within the next few weeks. A Motion to accept the audit was made by Paul Miller and seconded by Darla Wegener. The Motion passed unanimously.

**4. PERS OBLIGATION**

Ms. Milliron presented the PERS actuarial study which shows that MVLS owes \$121,271. MVLS has been moved from the active to the inactive pool and it will take one calendar year for PERS to close the account. The inactive pool is funded at 99% which means MVLS' financial obligation will be much less. Ms. Milliron is hoping to have the resolution from PERS for approval at the next Council meeting.

**5. WORKSHOP RECOMMENDATIONS/UPDATE**

Ms. Milliron reported that the Children's and Reference Committees were concerned that the workshops chosen by the Council were all customer service oriented and requested additional workshops that focused more on technical subjects. She noted that there is still \$13,903 available to spend on workshops. The recommendation from the Steering Committee is to use the money for scholarships by giving each library \$500 and then splitting the balance based on population. Ms. McCrory reminded the Council that the money could also be spent on a shared database instead of training. Mary Stephens suggested that \$2,900 be given to the Reference Committee for another workshop and use \$11,000 to purchase a database. It was noted that the college libraries might be able to be part of the price reduction although they would have to pay for the database themselves. Discussion ensued. A Motion to confirm the choice of workshops as reported, take \$11,000 of the training money and apply it toward the purchase of a database and give \$2,900 to the Reference Committee to use for another workshop was made by Paul Miller and seconded by Mary Stephens. The Motion passed unanimously with two abstentions by academic library directors.

## **6. DATABASE RECOMMENDATIONS**

Ms. Milliron reported that she did speak with Joe Cochrane about the cost of several databases that the Reference Committee recommended. Discussion ensued.

### **COMMITTEE REPORTS:**

#### **1. STEERING – PAUL MILLER, CHAIR**

It was clarified that Mr. Miller was nominated at the September meeting and is in fact the new Chair of the Steering Committee. Meeting dates were discussed. The next Steering Committee meeting will be held on January 25<sup>th</sup> at the Woodland Public Library beginning at 10:00 a.m. The next Council meeting will be held on February 22<sup>nd</sup> at the El Dorado Hills Public Library also beginning at 10:00 a.m. It was noted that the MVLS Steering Committee and Council meetings normally alternate every other month and are held on the second Thursday of the month. However, due to schedules, the following dates were chosen: A Steering Committee meeting will be held on March 22<sup>nd</sup> in Sacramento beginning at 10:00 a.m. The Council meeting will skip the month of April and a tentative date of May 17<sup>th</sup> was set so the Council meeting can be held in conjunction with the NSCLS and NBCLS meetings.

Dave Freiler reported that due to staff shortages and the majority of the focus on public libraries, he feels he needs to resign from the Steering Committee. The recommendation is that his replacement be a public library director. Ms. McCrory noted that Steering Committee appointments are appointed by the Council Chair and that she will keep the Council in the loop. Discussion ensued. Dave Freiler was thanked for his service on the Steering Committee.

#### **2. CHILDREN'S SERVICES – ROXANNA PARKER**

Roxanna Parker reported that the Children's Services Committee minutes were included in the meeting packet. The Committee are updating the bookmarks per recommendations by age levels and will distribute them to the Children's Librarian at each library. The Spring Children's program is called Babies, Toddlers and their Caregivers and will be held sometime in late March. Ms. Parker does not have the pricing for that program as of yet. The Children's Service program in 2008 will be by Gay Ducey.

#### **3. ILL – JEANNE AMOS**

Jeanne Amos reported that the ILL Committee list is being reconstructed and that they will be meeting at the end of January at the El Dorado Hills Library. People aren't appointed to the Committee; it is the person who performs ILL at each library who should attend the ILL Committee meetings. Discussion ensued.

#### **4. REFERENCE – FRED BATT**

Ms. Milliron noted that she had checked with Joe Cochrane and the Reference Committee minutes were not available for the meeting. She will speak with Fred Batt and Mr. Cochrane as they will need to start the planning for the annual Reference workshop.

#### **5. SAB REPORT**

None.

**OTHER:**

**SAB RESOLUTION IN SUPPORT OF FULL FUNDING OF PLF**

Ms. Milliron presented a resolution from CALTAC in support of fully funding PLF for the Council to endorse. It was noted that a few corrections needed to be made to the wording: Lincoln is not a County library and El Dorado's amount is incorrect. A Motion for the Council to endorse the resolution with the corrections as noted on behalf of the SAB was made by Mary Stephens and seconded by Darla Wegener. The Motion passed unanimously.

It was noted that the Legislative Day in the District is being held at the end of January and the beginning of February. This resolution should be brought to each member library's legislator as well. Discussion ensued.

**WEB PAGE**

Mr. Parker noted that the web page situation needs to be addressed. He has been making minor updates to it but would like to have someone take over the duty as webmaster. A member of the Reference Committee had expressed interest in maintaining the page. Discussion ensued. Ms. Milliron reported that she had received a verbal proposal from Cary Gordon, who is currently involved in the State website project, where the State library is paying to create web pages for libraries that don't have them. He recommended that NBC, NSCLS and MVLS move all three web pages to a common host. He will charge \$15,000 to blend the three websites. There would still be 3 URLs and individual pages, but any common areas where there is overlap would be blended. She has discussed the proposal with the NBC Board Steering Committee and they requested that she obtain a Scope of Work from Cary Gordon. Mr. Gordon is also designing Tehama and Modoc County's websites so they will have the opportunity to see his work. Ms. Milliron noted that she thinks it is smart to try and pull these websites together. Discussion ensued. Ms. Milliron will bring the quote to the next Council meeting.

**ANNOUNCEMENTS**

Mary Stephens of Yolo County Library reported that the library in Winters did get funded and will be a multi-use facility that is projected to be built by October 2008.

Ellen Brow, the new library director at Colusa County, offered her facility for future meetings.

Jeanne Amos of El Dorado County Library reported that she will be looking at getting funding through an election some time in the future.

Dave Freiler reported that Yuba Community College is building a new building.

Bill Michael reported that he is working on a new building in Mammoth Lake and it should be done next October.

Loren MccRory reported that Yuba County Library's funding is getting a little better.

Darla Wegener reported that Lincoln Public Library is also working on a new building as they are having trouble with the ceiling of the old library, which has collapsed repeatedly causing to staff to have no access to their upstairs area. The roof of their 100-year-old Carnegie building is being replaced.

Ms. Knight reported that Folsom Public Library is opening their new library on February 24<sup>th</sup> and will be closing their current facility on January 24<sup>th</sup>. They are going with an RFID system with Checkpoint.

The Hallmark movie "A Christmas Card" was filmed in Nevada City and Mary Ann Trygg was an extra in it which has garnered some publicity for the library. The Nevada County library is looking at a self-check system. The Nevada County Reads kickoff is in March.

Paul Miller reported that last June, Woodland had a ½ cent sales tax issue on the ballot for the library, roads, civic center and opera house and received 53% of the vote. Since it was an advisory measure, they only needed a majority vote. Woodland Public Library is hoping they can now expand their library.

Roxanna Parker reported that there were no big changes at Sutter County Library. She noted that she currently has

two vacancies.

Mark Parker reported that Placer County Library is undergoing numerous personnel changes; mostly retirements. He noted that they will be doubling the size of the Colfax library and also plan to remodel another branch as well. The library has been running a customer satisfaction survey and has received 1200 responses so far.

Dianne Bish reported that Roseville Public Library has TouchPolls to conduct a survey; they look like a laptop and are placed at the Circulation counters. The library's Strategic Plan focus is on Teens and Spanish-speaking customers. The library held a fee-based an after hours LAN computer gaming party for teens, with pizza and had a huge turnout. The library's circulation clerk is retiring Roseville had one librarian attend the Guadalajara book fair. The library is currently decorated with the 12 Days of Christmas theme, which the Friends group co-sponsored. The library is currently undergoing ADA renovation of the Taylor Street entrance and parking areas at the Downtown Library.

Doreen Lee reported that Sacramento Public Library has changed to a one-desk situation and also installed self-check which the staff are still getting adjusted to. There is a teen area in the new building with a large screen television and the Children's area has a sculpture. They are still working out the kinks in the new building, which has a lot more internet stations and laptops that can be checked out to patrons. They also house a special collection, the "California History Collection".

**NEXT MEETING:**

The next Administrative Council meeting is on February 22<sup>nd</sup> and will be held at the El Dorado Hills Public Library.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 12:15 pm.

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Annette Milliron DeBacker  
Clerk of the Board  
December 14, 2006