

Black Gold Cooperative Library System

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ADMINISTRATIVE COUNCIL MINUTES

April 25, 2014

Symbol	Key
<i>M</i>	Move to approve
*	PDF accompanies posted agenda
►	Item is an update for the Administrative Council Notebook

Present: Chris Barnickel, San Luis Obispo; Karen Christiansen, Paso Robles; Irene Macias, Santa Barbara; Ashlee Chavez, Lompoc; Mary Housel, Santa Maria;

Also present: Cindy Mediavilla, California State Library; Maureen Theobald and Alana Wolfe, Black Gold

Absent: Ned Branch, Santa Paula

1. **CALL TO ORDER** by Chair Irene Macias at Goleta Public Library at 10:11 a.m.
2. *M* - **ADOPTION OF AGENDA** — Moved/seconded (KC/CB) and carried unanimously to adopt the April 25, 2014 agenda as presented.
3. **PUBLIC TESTIMONY**
4. *M* - **CONSENT CALENDAR** —Moved/seconded (AC/MH) and carried unanimously to adopt the Consent Calendar as presented.
 - a. ***Administrative Council Minutes**, March 28, 2014
[After approval, the minutes are posted at <http://ats.blackgold.org/councilmeetings>]
 - b. ***Financial Statements** for the period ending March 2014
 - a. **Committee Meeting Minutes** [posted @ www.ats.blackgold.org/council-cmte-meetings]
 - Youth Services Committee Meeting Minutes, March 12, 2014
5. **AUXILIARY RECEIVE AND FILE** —
 - a. ► 2014 Library Holiday Schedule, modified
 - b. Spring 2014 Black Gold Communication Survey Summary w/biannual comparisons
 - c. Black Gold ATS Checkout & Renewal Statistics, March 2014
 - d. Bibliographic Unit Workflow Annual Report, added: March 2014
6. **NEW BUSINESS**
 - a. *M* - ***FY 2014/15 Plan of Service** draft for Council's approval — After a discussion, Council moved and seconded (MH/AC) and carried unanimously to approve the Plan of Service with the following addition of "most members of" (page 11, Section 2, #1, 2nd paragraph, 2nd sentence) to read, "In order to achieve the first goal **most members of** Black Gold will be eliminating the \$1 hold fee effective July 1, 2014."
Since Black Gold is eligible for CLSA's Delivery and Communication Funds, Council decided that the local funds set aside for delivery will be redirected to decrease the ATS contribution.
 - b. **Databases** —
 - i. **Collection HQ** — Housel said that Santa Maria Library is looking at its budget line by line and Collection HQ is not benefiting the library. Housel asked what the jurisdictional and overall cost for Collection HQ is. Theobald answered and added that last year a three-year Collection HQ contract was renegotiated. Theobald agreed to find out for Housel if there would be a penalty to get out of the contract.
 - ii. **NoveList** — Housel asked how much Santa Maria pays for NoveList and asked if other similar products would be cheaper. Theobald reviewed a statistical report from NoveList which showed heavy usage of its PAC integration feature. In order to make judicious and prudent purchasing decisions, Theobald stated that her standard practice includes reviewing different products, acquiring quotes and negotiating pricing. It was pointed out by other library directors that NoveList is an annual contract and a valuable OPAC enrichment, used regularly by staff and patrons, and inexpensive for what it does. Staff training on new databases was suggested.

- c. *Committee Representation, any changes for FY 2014/15? — Christiansen announced that Sandi Williams will be the new Paso Robles rep on the OPAC Committee.
- d. **M** - *Black Gold Distribution and Communication Protocols (last review 2001) — Council decided that it does not need to approve distribution and communication protocols for Black Gold.

7. EXECUTIVE SESSION — The job reclassification session began at 10:53 a.m. and ended at 11:10 a.m. No report from the meeting was given.

Chris Barnickel was given a baby shower gift for his newborn then the regular Administrative Council meeting resumed at 11:15 a.m.

8. ATS ISSUES —

- a. PCI Compliance — Theobald is concerned about the Ill purchase of Polaris and whether development for self-checks will continue. Theobald reiterated that Black Gold has received a quote from Envisionware and is in negotiations with Comprise. Envisionware has offered a big first year discount, but has higher maintenance costs; Comprise costs more up front, but has lower transaction fees. Due to high use of ecommerce, Theobald noted that San Luis Obispo had agreed to pay half of the implementation cost for the PAC.

9. BLACK GOLD EXECUTIVE DIRECTOR'S REPORT

Theobald will send a reminder to Macias to contact Deborah Doyle about a serving-with-a-purpose type workshop. When asked for more input, each director present expressed interest in an advocacy workshop. Theobald pointed out a workshop is not budgeted. It was agreed that planning a workshop would be a lot of work; Housel offered to help. Distance, lack of travel funds and motivating library supporters are additional issues. Theobald pointed out that the System Advisory Board drew in volunteers from the three counties to help put on their past workshops; but the Black Gold office does not have the ability to do that. Theobald was asked to check with Gold Coast Library Network about the potential for partnering with them to facilitate a workshop. Chavez, Housel and Macias plan to discuss the feasibility of a Friends group looking into a Santa Barbara Foundation grant for a workshop and then partnering with them. Buellton was suggested as a potential location, but it was noted that a webinar may provide more traction than an on-site workshop.

Theobald noted that the grant application for a Mobile Pac was not accepted. Chavez asked if some of the funds that had been set aside for delivery might be used for a Mobile Pac.

10. ROUNDTABLE — Remarks by Library Directors — It was mentioned that floating DVDs may be an agenda item for June.

11. **M - ADJOURNMENT —** Moved/seconded (CB/MH) and carried unanimously to adjourn the Administrative Council Meeting of April 25, 2014, at 12:37 p.m.

Respectfully submitted: Alana Wolfe

Irene Macias
FY 2013/14 Council Chair
Black Gold Cooperative Library System

Maureen Theobald
Executive Director
Black Gold Cooperative Library System