

**MCLS Council Meeting
November 29, 2007
Pacific Park Community Center and Branch Library
Glendale Public Library**

HIGHLIGHTS

Chairperson's Welcome. Kathy Gould, Chair, welcomed Council members to the meeting and introduced the guests in attendance. She then announced that the vacancy on the Executive Committee from the departure of Nancy Hunt-Coffey, GDL, will be filled by Sharon Cohen, BUR, who is next in the rotation to serve from that group.

Consent Calendar. The consent calendar was approved, consisting of the minutes of the September 27, 2007 MCLS Administrative Council Meeting and the CLSA System Uniform Budget 2007/08 submitted to the California State Library.

Financial Update. Rosario Garza, Executive Director, reviewed the financial forecast included in the agenda packet. She noted that interest rates are going down; MCLS is hoping to reinvest funds at a 4.3% interest rate. A positive budget is still projected for the end of the year, but at a lower level than formerly projected.

Audit and Finance Committee Report. Council approved changes to the Investment Policy as recommended by the Audit and Finance Committee which included a wording change for clarification, and provisions for opening a savings account, noting the possibility of online banking.

Approval of Travel for MCLS Executive Director. Council approved travel by Rosario Garza to the ALA Midwinter Meeting in Philadelphia, PA, January 11-14, 2008; and to the PLA Annual Conference in Minneapolis, MN, March 25-29, 2008.

Closed Session. Closed session was held for the Executive Director's performance evaluation.

FILL (From Interns to Library Leaders). Pam Alger, Training and Development Officer, referred to the FILL Update distributed at the meeting which summarized the intern placements to date for the year. She will be contacting libraries soon regarding summer openings. The FILL interns gave an excellent presentation at the CLA Conference.

Training Update. Pam Alger referred to the handout on workshops distributed in the agenda packet. Because of a jury duty summons, the next grouping of Web 2.0 workshops is being changed to start on January 23. Some workshop registration records may have been lost as a result of a computer glitch at MCLS Headquarters; if any staff member is uncertain about workshop registration status, please contact MCLS Headquarters for confirmation. Registrations are currently being accepted by fax only while the changeover to the new web site is completed.

AskNow Project Update. Pam Alger referred to the handout included in the agenda packet of AskNow activity in MCLS libraries. Almost all MCLS libraries are participating in the service.

Big Box Programming Grant Update. Pam Alger reported on the Big Box Programming grant for adult programming which is a joint project with the Peninsula Library System. Interviews for an Author Event Specialist are scheduled for the first week in December. The first event will be held in cooperation with the California Center for the Book in February or March. Ms. Alger asked Council members to let her know if they are interested in hosting the first event and would be able to draw and accommodate approximately 100 people.

MCLS Web Site Update. Rosario Garza reported that CraftySpace is porting over and installing data for the new web site which is expected to launch around mid-December. New usernames and passwords will be issued and libraries will be able to control their own passwords. The draft designs for the website may be viewed at mcls.craftyspace.com if anyone is interested.

Consolidation Update. Rosario Garza reported that several MCLS Council members, two South State, and three Santiago Council members would be attending a directors' retreat the next day for four systems in northern California that are planning to consolidate. The MCLS, South State, and Santiago systems are interested in exploring the issue. Ms. Garza then referred to the comparison chart distributed at the meeting that the MCLS Consolidation Task Force asked her to compile, showing the organization, size, finances, etc. of the MCLS, Santiago, and South State systems.

Legislative Update. Kathy Gould, PVP, CLA Legislative Committee member, reported that the State budget is grim. Although requests were sent out asking for calls to be made to the Governor regarding PLF and TBR, very few calls were made. PLF status may change from restoring the funds to saving the funds. She noted the importance of taking action when requested. Another bond proposition was being considered; however, with the chance of success being unlikely in the current economic climate, the CLA Executive Committee will be asked to authorize funds to hire Godbe and Associates to poll the public to determine the best strategy for success with the proposition. Day in the District dates are January 25 and February 1; information on making appointments with legislators will be sent out in mid-December.

Executive Director's Report. Rosario Garza, Executive Director, reported on the following:

- Work has begun on the LSTA grant, Día de los Niños/Día de los Libros. The project began at the Riverside County Library in a previous year; a manual was developed that will be tested with the South State libraries in an effort to develop the program statewide. The traditional day for the event is April 30; activities may take place during April and May.
- Progress is being made on the statewide second level reference plan. Ms. Garza has been working with Susan Hildreth, Tom Andersen, and Stacey Aldrich at the

State Library; and Jane Fisher at SJSU. The firm Zogby International is being hired to conduct a study of second level reference needs aimed at the end user, e.g., where users look for information, how they find information, whether or not they use the library. The firm has a database of survey participants to poll. Eventually, libraries will also be asked to place the link to the survey on their web sites if possible. Libraries will then be able to obtain information from the survey on potential users specific to their libraries. The survey instrument has not yet been developed; SJSU students have been asked about questions they feel would be useful for the survey.

- Information on Reference Center time by percentage was distributed at the meeting. The percentage of time being spent on question-answering has increased to 60%.
- MCLS Headquarters and Reference Center staffs all have new computer equipment which will facilitate troubleshooting.

Reference Center Supervisor's Report. A written report was submitted by Mike Germroth, Reference Center Supervisor, on staff development activities attended by Reference Center staff.