

## MOBAC Administrative Council

**December 21, 2018**

9:30 a.m. – 12:00 p.m.

### **Santa Cruz Public Libraries – Downtown Branch, Upstairs Meeting Room**

224 Church Street, Santa Cruz, CA 95060-3873 (enter on Locust Street)

1. Call to Order, Introductions, Announcements, Proxies Waite
2. Approval of Agenda (Action Item) Waite
3. Approval of Minutes of September 21, 2018 Meeting (Action Item) Waite Attachment 1
4. Administrative Business
  - A. Nominating Committee Formation Waite
  - B. Review and Approval of Process for Requesting and Approving Small Technology Requests from the MOBAC Committees (Action Item) Waite Attachment 2
  - C. Committee Program Updates and Funding Requests (Action Item) Waite
  - D. Report on “Keeping Partnerships Strong” Advocacy Event Addleman
  - E. PLP Update Nemitz/Waite
5. Reports
  - A. ILL – Report Fink
  - B. Reference – Report Addison/Mueller
  - C. SPLAMBA – Report Nillson/O’Grady
  - D. Technology – Report Amaral/Stephens
  - E. Literacy – Report Andrews
  - F. MOBAC Chair Waite
  - G. MOBAC Administration Frost
6. Public Comment – (Individuals are allowed three minutes; groups in attendance, five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. Translator/interpreter will be available upon request at least three days prior to the meeting. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendized pursuant to State law.)
7. Other Business
  - A. News from libraries
  - B. Agenda items and next meeting on March 15, 2018 at CSU Monterey Bay Library
8. Adjournment



Monterey Bay Area Cooperative Library System  
 2471 Flores Street, San Mateo, CA 94403-2273  
 Phone (650) 349-5538 Fax (650) 349-5089

MOBAC Administrative Council

**September 21, 2018**

9:30 a.m. – 12:00 p.m.

**Tanimura & Antle Family Memorial Library**

3054 Divarty St., Seaside, CA 93955

**Action Minutes**

**Council:** Georg Romero (CAB); Frank Wojcik (CSUMB); Inga Waite (MPL); Scott Bauer (PGPL); Cary Ann Siegfried (SAL); Nora Conte (SBCF);

**Proxies:** Jean Chapin for Ashlee Wright (HML); Chris Ricker for Jayanti Addleman (MCFL); Irma Fink for Edward Corrado (NPS); David Addison for Susan Nemitz (SCPL)

**Others:** Kris Amaral (MCFL); Erin Baxter (SBCF); Cathy Andrews (SPL); Carol Frost (PLP); Yemila Alvarez (PLP)

1. Meeting called to order at 9:42 AM (Waite)
2. Introductions/Proxies: Proxies were announced
3. Agenda: Adopted (Bauer/Wojcik)
4. Minutes: The June 15, 2018 Minutes were approved as presented (Romero/Bauer)
5. Administrative Business
  - A. Approve San Juan Bautista Library's Request to Continue MOBAC/PLP Membership
    1. Motion to approve SJBPL's request to pay outstanding dues and reinstate MOBAC/PLP membership was passed (Siegfried/Romero)
  - B. Accept Defense Language Institute Aiso Library's Notification of Withdrawal from MOBAC/PLP membership
    1. Motion to accept Aiso Library's withdrawal from MOBAC/PLP was passed (Romero/Siegfried)
  - C. MOBAC Regional Networking Event for Library Groups
    1. Event is scheduled for November 3, 2018 at the Marina Library. Details will be emailed to the membership.
  - D. Update Shared ILS Study Between Six MOBAC Libraries
    1. Waite reported the project is moving forward and participating libraries have been consulting with Lori Ayres from The Galecia Group, who is currently working on updating the scope of work to reflect the available funding. There have been discussions of trying to also integrate delivery into the scope of work. The revised proposal may require

additional funds, and will be presented at the next PLP Executive Committee for approval at their October 19<sup>th</sup> meeting.

- E. Committee Program Updates and Funding Requests (Action Item)
  - 1. Motion to approve the Technology Committee Request for \$40 and the Reference Committee request for \$150 of MOBAC reserve funds was passed. The MOBAC Chair and PLP staff will develop a MOBAC Procedure to approve requests up to \$200 of additional reserve funds for future technology expenditures, which would then be approved by the Administrative Council. (Romero/Wojcik)
  
- F. PLP Update
  - 1. The PLP Innovation Grant application deadline has passed and applications are being reviewed. The Future of Libraries one-day conference is October 3. The "Positioning Libraries for the Virtual Future" event in Palo Alto on August 31<sup>st</sup> was successful and notes are posted on the PLP site.
  
- 6. Reports – All Committees shared verbal reports and presented annual reports.
  
- 7. Public Comment – None.
  
- 8. Other Business
  - A. News was shared by all libraries attending.
  - B. Agenda items and next meeting on December 21, 2018 at Santa Cruz Public Library.
    - 1. Review and Approval of Draft Procedure for Chair Approval of Technology requests.
    - 2. Nominating Committee.
  
- 9. Adjournment at 11:24 am.

## **Process for Requesting and Approving Small Technology Requests from the MOBAC Committees**

### **Background**

MOBAC has several standing committees which enhance the services MOBAC provides to staff and the public. They provide guidance and support, and the enhanced resource sharing between libraries benefits all the libraries.

One of the major duties of the MOBAC Administrative Council is to support the committees through funding requests as well as through supporting initiatives.

From time to time, the committees may have small technology requests. The purpose of this document is to outline a process for the MOBAC Administrative Council Chair to approve funding requests up to \$200 in an expedient manner between meetings so that the work of the committees may continue without having to potentially wait several months for the next Administrative Council meeting for approval.

### **Process for Committees**

Should a MOBAC committee have a request for technology that is less than \$200, they may follow these steps:

- The committee chair should write a memo to the MOBAC Administrative Council Chair.
- The memo should include the item, the justification (need), the discussion of the committee, the research which has been done for the funding cost, and the funding amount.

Should the committee have a funding request which exceeds \$200, the committee should follow the procedures above, but send it to the PLP Assistant Director for inclusion in the next MOBAC Administrative Council packet. It should be sent two weeks prior to the Administrative Council meeting.

### **Process for the MOBAC Administrative Council Chair**

Should the MOBAC Administrative Council Chair receive a funding request, they may follow these steps:

- The Chair has the authority to negotiate and approve the funding request for up to \$200.
- The Chair will respond within 20 working days to the request.
- The Chair will notify the Administrative Council and PLP Administrative staff of all approved requests.