



(Approved May 25, 2017)

**Southern California Library Cooperative
Administrative Council Meeting
March 23, 2017
Thousand Oaks Library**

Minutes

Present:

Mindy Kittay, ALT
Elizabeth Goldman, BUR
Barbara Lockwood, CAB
Jo Rolfe, CAM
Nikki Winslow, GDL
Frances Tracht, ING
Shayna Balli, IRW
Christine Conwell, MOOR

Thomas Vose, PALM
Kathy Gould, PVP
Irene McDermott, SMAR
Patty Wong, SAM
Ryan Baker, SMD, Chair
Heather Cousin, THO
Hillary Theyer, TOR
Jackie Griffin, VEN

Present via Conference Call:

Darlene Bradley, ARC
Ann Graf, AZU
Barbara Custen, CoLAPL
Veronica Palacios, COV
(non-voting)

Debra Brighton, ELS
Glenda Williams, LBPL (non-voting)
Michelle Perera, PAS
Susan Anderson, RED
Kelly Behle, SCL

Absent:

Carmen Hernandez, AHM
Karen Buth, BEV
Beatriz Sarmiento, CMM
Shannon DeLong, DOW
Janet Stone, DORA
Susan Broman, LAPL
Norma Arvizu, MPK

Carey Vance, MON
Sofia Kimsey, OXN
Muriel Spill, POM
Joyce Ryan, SFE
Judy Kamei, SIG
Steve Fjeldsted, SOPAS
Paymaneh Maghsoudi, WHI

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Guests:

Natalie Cole, CA State Library

Staff:

Diane Satchwell, Exec. Director
Jerilynn Takeda, Admin. Officer

100. Opening

110. Chairpersons Welcome

Ryan Baker called the meeting to order at 10:10 a.m. and asked members and guests to introduce themselves.

120. Roll Call

Roll was taken by a sign-in sheet; a quorum was in attendance.

200. Public Forum

There were no guests or members of the public who wished to address the Council.

300. Consent Calendar

ACTION: It was MSP (Theyer, Tracht) to approve the Consent Calendar which consisted of the following:
310. Minutes from the November 17, 2016 Administrative Council Meeting
320. CLA Institutional Membership 2017

400. Adoption of the Agenda

ACTION: It was MSP (Rolfe, Kittay) to adopt the agenda for the meeting as amended with the addition of 650.a. SCLC Insurance Renewal and 650.b. National Library Legislative Day (NLLD) Update.

500. New Business

510. Organizational Update

Ryan Baker reported that the SCLC Finance Manager resigned on February 15, 2017. SCLC would like to reorganize to have a full-time Finance Manager/Deputy Director position and a part-time Clerk at a rate of \$15/hr. for 20 hrs./week. Until reorganization takes place, SCLC would like to hire a full-time Finance Manager and part-time 20 hr./week Clerk with the understanding that organizational changes will take place by the end of the year.

ACTION: It was MSP (Griffin, Wong) to approve hiring a full-time Finance Manager and a part-time Clerk for \$15/hr. for 20 hrs./week with the understanding that organizational changes will take place by the end of the year.

520. Financial Update

Diane Satchwell reported that the Finance Manager began medical leave on June 15, 2016. He resigned on February 15, 2017 with a settlement from SCLC of \$5,000 and a settlement from workers compensation of \$23,000.

She is working to close out last year's books. Financial reports for the grants are being generated from the migration to QuickBooks. A summary of grant revenue was distributed. She also mentioned that her contract is coming up for renewal and will be included on the agenda for the May meeting.

530. Transfer of Capital One Funds

Thomas Vose reported that the Audit and Finance Committee recommends moving the Capital One funds to the Local Agency Investment Fund account which is considered to be one of the safest investments by other government entities.

ACTION: It was MSP (Theyer, Kittay) to transfer SCLC funds from Capital One to the California United Bank account for transfer to the Local Agency Investment Fund account.

540. Deposit Account Policy

Thomas Vose reported that Hillary Theyer from the Audit and Finance Committee drafted a Policy on SCLC Deposit Accounts. The Executive Committee recommends approval of the policy.

ACTION: It was MSP (McDermott, Griffin) to approve the Policy on SCLC Deposit Accounts as presented.

600. New Business

610. LSTA 2017/18 Pitch an Idea Proposal: California Roadmap

Ryan Baker reported that a Pitch an Idea proposal was submitted titled, "California Roadmap . Strategic Planning for California Cooperative Library Systems" which would create separate strategic plans for all nine CLSA systems that would be combined into one summary document to represent overall statewide direction. If approved for funding, the Executive Committee recommends approval to move ahead with the project.

ACTION: It was MSP (Vose, Theyer) to approve moving forward with the California Roadmap . Strategic Planning for California Cooperative Library Systems if the project is funded.

620. ALA Conference Attendance by SCLC Staff

ACTION: It was MSP (Gould, Goldman) to approve travel to Chicago and \$2,000 for Nerissa Robinson, SCLC Project Manager, to attend the ALA Conference in June.

630. Highlights for CLSB

It was reported that SCLC staff would like to create a 2-page sheet highlighting both CLSA and non-CLSA projects to present to the CLSB. These could also be used locally and LSTA projects could be highlighted and used for National Library Legislative Day. SCLC libraries will be asked to submit items to showcase in the highlights.

ACTION: It was MSP (Theyer, Lockwood) to approve production of SCLC highlights for the CLSB meeting in April.

640. Contract Renewals to Provide Administrative and Fiscal Services to the 49-99, Serra, Inland, and Santiago Library Systems 2017/18

Ryan Baker reported that SCLC provides administrative and fiscal services to the 49-99, Serra, Inland, and Santiago systems through agreements that will need to be renewed for the new fiscal year. The agreements include some items that are outside of CLSA eligible costs. The Executive Committee concurred with the recommendation of the Executive Director to create more specific agreements with the addition of a scope of work fee schedule.

ACTION: It was MSP (Goldman, McDermott) to approve requesting the Executive Director to submit a fee schedule to the Council at the May meeting.

650. Nominating Committee Report

Glenda Williams, Nominating Committee Chair, reported that the committee was asked to select candidates for both Chair and Vice-Chair/Chair-Elect as Thomas Vose, the current Vice-Chair/Chair-Elect will be leaving his position at the Palmdale City Library.

Candidates presented by the Nominating Committee are:

Chair: Joyce Ryan, Santa Fe Springs

Vice-Chair/Chair-Elect: Carmen Hernandez, Alhambra

There were no nominations from the floor. The election will be held in May.

650a. SCLC Insurance

Ryan Baker reported that the SCLC JPA requires SCLC to carry \$10 million in liability insurance. At the time the JPA was signed, the system had its own delivery drivers. SCLC has been working with the same insurance broker for many years but with this year's renewal, the fees are being raised considerably, possibly up to \$100,000, for coverage in the amount of \$10 million. The current policy expires April 1, 2017.

ACTION: It was MSP (Tracht, Griffin) to approve the recommendation from the Executive Committee that SCLC pursue a \$1 million policy with another insurance broker.

650b. National Library Legislative Day (NLLD) Update

Hillary Theyer reported that she, Jo Rolfe, and Diane Satchwell will be attending NLLD. She would like to have letters from directors or community members about federally funded or regulated library issues addressed to the local legislator to include in the packets that are given to the legislators. They should be sent to SCLC Headquarters

flat, not folded, by April 17 to be received in time to take to Washington, D.C. She is willing to assist in any way needed and the State Library and CLA websites also have information. Patty Wong mentioned video testimonials being collected by the PLA Legislation and Advocacy Committee; she will find out if any would be available for sharing.

660. Other

In response to a question about CENIC billing and rebates, Natalie Cole reported that the reimbursement is issued in the fiscal year following the year the library is connected. Patty Wong reported that she is one of three public library representatives on the CENIC Board in addition to Greg Lucas and Susan Hildreth, and to let her know if there are any issues with CENIC or if there are stories to share.

Reports

710. State Library Report

Natalie Cole, State Library Consultant, highlighted her report included in the agenda packet which included the following:

- California Center for the Book and CLA Adult Services Interest Group's Adult Services Symposium scheduled for Torrance on May 10, 2017.
- The Edge assessment has been reopened. Contact Laura Mitchell for information, mitchell@plpinfo.org.
- Harwood regional meetings scheduled for Burbank on April 20 and Stockton on May 18, 2017. Contact her to be added to the listserv or Facebook group.
- ELF Initiative has an interim School Readiness Position Paper available for download. A webinar will be held on software to track unduplicated counts.
- PLSEP grant awards were given to 84 students: 46 continuing students and 38 new students. Contact Lena Pham with any questions, lena.pham@library.ca.gov.
- Summer Reading Outreach workshops taking place on March 24 in Bakersfield and April 13 in Encinitas. Libraries may still participate in the Summer Reading Outcomes Initiative.

720. Chairperson's Report

Ryan Baker reported the following:

- Comments to the draft LSTA Five-Year Plan were due the next day.
- Kathy Gould sent information on the directors list about the Access to Accurate Information resolution initiated by her Board.
- It is important to reach out for support for IMLS.
- He will be on vacation for two weeks.

730. Roundtable

Written reports submitted prior to the meeting were distributed with the agenda packet. The following reports were given at the meeting:

Thousand Oaks Heather Cousin reported that a tour of the library was available. Two full-time positions were opened in Adult Services and Children's Services.

More announcements will be coming soon.

- Santa Monica Patty Wong reported that First Friday with 200 authors would be held the following week in conjunction with Santa Monica High School; 3000-4000 are expected to attend. The adult literacy program is very active. She thanked SCLC for support of the Leamos in the Library project. The library is beginning a program to loan laptops.
- Ventura County Jackie Griffin reported that two fully bilingual librarians have been hired. A new branch is opening in the fall. Equipment from Biblioteca will be used to extend hours without staffing the library in the evenings.
- Palmdale Thomas Vose reported that the 2nd Annual Book Festival was scheduled for April 29. The library will be joining the Inland Library Network in May for sharing resources. The library has a new Gaming Interest Group with the California Library Association.
- Camarillo The library was scheduled to begin construction on a new teen renovation in mid-April. She is looking forward to participation in NLLD.
- Moorpark Christine Conwell reported that plans are underway for a new 18,000 square foot library, with completion expected by fall of 2020. The Friends of the Library are planning a bus trip for the L.A. Times Festival of Books.
- Altadena Mindy Kittay reported that the main library is closed for a mini-renovation using \$280,000 in HUD funds that will be expiring in September. During this time, 24 community conversations have been completed. The library will reopen around May 1. A grand reopening will be held on June 10 from 10 am . 10 pm. to kick off summer reading and to celebrate its 50th anniversary. The library is now fully staffed after a large turnover. The library is in its second month of Unique handling telephone answering for the library. She was looking for assistance with facilitating challenges with her Friends group; Kathy Gould can send contact information.
- Calabasas Barbara Lockwood welcomed members to visit her library while in the area. A Fun Fair was held in the Multi-Purpose Room with teens having booths to raise money for their clubs. A new hourly librarian has been hired.
- Inglewood Fran Tracht reported that the Friends group just received over 10,000 books from a bookstore that closed in West L.A. They are hoping to sell them to raise funds for a project in the library. The library is facing some difficult issues.
- Crowell/
San Marino Irene McDermott reported that the library is preparing for summer reading. One of the Children's Librarians was getting married that Saturday.
- Irwindale Shayna Balli reported that the library is in the process of connecting with CENIC. A series of Science Family Nights was planned for April, and summer reading plans were being finalized.

- Burbank A strategic plan is being finalized. New scheduling software has been implemented called Snap Schedules and is going well. New summer reading software will be used called READSquared. CLA program proposals may be submitted until April 17.
- Palos Verdes Kathy Gould reported that one of her trustees was elected to a local City Council; the Board will need to fill the vacant seat through an appointment process. The library received a Cal Humanities grant for \$5,000 being used for an Asian Pacific American month celebration in May. The library has been working towards more inclusivity and diversity in the community. The first After Hours Happy Hour was planned for April 21 at a local restaurant. The library has a vacancy for an HR Analyst. Letters of support are needed for SCA-3.
- Glendale Nikki Winslow reported that she just began as the Assistant Director the past Monday. The grand reopening of Central Library was scheduled for May 1 at 10 a.m. The library will begin extended hours to 10 p.m., Monday-Thursday and hope for additional funding in the budget to maintain the hours. She will be working to transition staff back to Central Library. There will now be a single service point for Reference and Circulation. Automated Materials Handling will be installed and RFID will be implemented. The new library will have a reading spa, makerspace, remembrance room, more conference spaces, expanded literacy and outreach services. The library administrator who oversees technology and technical services and collections has resigned effective on Friday; recruitment for a replacement will be held.
- Sierra Madre Ryan Baker reported that the library is hiring an archivist. He is interested hearing from anyone who has done a \$5 million capital campaign.

800. Farewell to Thomas Vose, Palmdale City Library

Ryan Baker presented a plaque and card to Thomas Vose who will be leaving his position in Palmdale to accept a position in Maryland, in appreciation for his services to the Administrative Council from 2013-2017.

900. Adjournment

There being no other business, the meeting was adjourned at 11:49 a.m.

SCLC Council Meeting
March 23, 2017
Roundtable

Camarillo

There is so much going on this year but here are just a few highlights.

- **Events:** the most talked about adventure at Camarillo Public Library in January 2017 was the inaugural **TEDxCamarillo** presentation planned and implemented by Georg Winkler, Coordinator of the Russell Fischer Business Collection: <https://www.ted.com/tedx/events/20260>. The January 28th event had the theme of *Unabridged*, and it was acclaimed universally by attendees as a triumphant success! Library staff partnered with literally dozens of willing and happy volunteers to make sure the strict guidelines expected by the international group of TEDx consultants were respected and upheld. The result was one of the most professional, theatrically designed, and community engaged performances the Library has ever hosted. We were immensely proud! This was the successful culmination of a yearlong effort to put together the extraordinary professional experience of **TEDx Camarillo**. The videos have now been approved by TED International and are available to view online.
- **Partnerships:** the following week on February 4th City Mayor, Jan McDonald thanked over a thousand members of the community for coming out to Camarillo Public Library to celebrate Chinese New Year! The weather cleared up and cooperated just in time for this successful Library partnership with the Ventura County Chinese American Association (VCCAA). The 200 foot dragon-kite in the Library lobby welcomed patrons from January 8 to Feb 14 and served as a conversation piece as well as advance promotion for the event. A display board, also in the foyer, showed a colorful history of Chinese American culture in Ventura County. VCCAA member Irene Sy organized the performances highlighting a variety of Chinese Cultural dances, tai chi demonstrations, an amazing acrobat, and the always popular Camarillo Kung Fu Lion Dance Association. Kay Ito Wolverton, who regularly works with teen and adult volunteers in the Library's Homework Center, coordinated a large team of volunteers from several service groups. The number of attendees and volunteers surpassed those of previous years. We had approximately 1,200 visitors that were assisted by 104 volunteers and the event involved the logistical engagement of staff from all Library departments under the guidance of Mary Goldberg, Youth Services Librarian.
- The newsletter for March and April is now available and the staff are engaged in what we anticipate will be a spectacular 10th Birthday Party on April 1st for a program of Pirates, music, games, scavenger hunts, and festivities sponsored by the City of Camarillo. Children who are 10 years old this year, and come early to the party, will receive a Happy Birthday gift.
- **Staff training:** Multiple webinars have been reviewed during this reporting period but 2 courses are of particular note. Librarian Jon Trolinger is working on an Infopeople course entitled "Library Services for Patrons Experiencing Homelessness" and Teen Librarian Kelcey Soderstrom is working on a Library Journal course for "Engaging Teens with Digital Media: Creating Stories and Games--eCourse to Take your gaming nights up a notch!" Supervisors also took the LS&S HR provided management legal basics webinar online; Jo Rolfe took a 2 hour program on Professional Ethics that is required for my position on the Executive Board of the Southern California Library Cooperative and it is mandatory for the City of Camarillo along with Form 700 declaration of economic interest. Joseph Mangold, Circulation Supervisor and Brittany Baldwin his assistant took a one day workshop entitled "The Ultimate Supervisor".
- The **Friends of the Camarillo Library** never cease to amaze us with the organization of the bookstore and sheer quantity of materials that they sort and shelve for sale. They always ask how they can help and what they can do to get involved. We are so

fortunate to have this wonderful group of people who share their passion for our mission! They have been awarded Camarillo's Service Organization of the Year and will be honored at the Chamber of Commerce dinner on March 24th. The Friends Treasurer also will receive the award for Volunteer of the year for her work teaching adult reading learners within the Library's Adult Literacy Center.

- **Outreach:** Mary Goldberg, YS Librarian continued our outreach endeavors at the second annual Pleasant Valley School District Career Fair on February 23rd. This year the fair was opened to the entire K-8th grades in the district in addition to GATE students. After talking to the students one on one and in small groups about her work and background, Mary asked them about their favorite books. This one question started animated discussions on the joy of reading and sharing favorite titles. This was also an opportunity to add to the library's must read+lists for children and teens.
- **Facilities:** In April we begin the long planned renovation and reconfiguration of our Teen Area. It is hoped that this will provide a learning environment with teen specific resources as well as address the concerns of patrons who prefer a less lively and noisy space. Also our gallant colleagues from the City staff, with whom collaboration has notably improved by all accounts in recent months, helped us relocate one of the Library catalogue computers from the teen area to the center of the grand entryway. Now patrons can search for an item independently almost as soon as they enter the Library. Another new feature patrons may notice is the redesigned signage highlighting the re-positioned catalogue, and helping to skip-the-lines by indicating the self-check stations to the left of the circulation desk. We would also like to highlight the Camarillo Public Library App that served 113 unique users and received over 7 thousand queries just during February.
These are fun times at Camarillo Public Library!

Redondo Beach ~ The Redondo Beach Public Library continues to weed the adult collection with the help of pickups by Discover Books.

- We are in the planning stages of another Book-To-Action program this April and May with Hermosa Beach, Manhattan Beach, and Torrance Public Libraries. The topic this year is bicycling.
- The City is rolling out a new website in March so we have been reorganizing, rearranging, and condensing all the information on the Library webpage- a huge task!

We are also in the midst of planning the FY 2017-18 budget this month.

Torrance ~ Torrance added Lynda.com and it has been getting a lot of use.

- ~ We are joining Redondo Beach, Hermosa Beach, and Manhattan Beach in a month-long Beach Cities Read+using David Byrne's Bicycle Diaries as the book, and hosting many events about cycling in the South Bay.
- ~ Internally, we are focusing on budget preparation for next fiscal, and evaluating RFPs for online homework assistance and materials purchasing. We are also using the Harwood training on internal organizational development.
- ~ We are back to wrestling with the good problem of way too many people attending youth programs, and the debate over registration, tickets, more programs, and where to put 20 strollers and a giant line in a library building not constructed for that purpose.
- ~ After an interesting, and unexpected, debate over giving out bags for Summer Reading, the Friends of the Torrance Library fully funded the program again, including bags. We will change the bags from being themed and dated for each summer, to being Summer Reading Program and Torrance Public Library generic, to use year after year.

“ The Friends of the Torrance Library celebrate 50 years of existence this year, and will get a special Proclamation in front of the Torrance City Council April 4.