



(Approved July 27, 2017)

**Southern California Library Cooperative
Administrative Council Meeting
May 25, 2017
Monterey Park Bruggemeyer Library**

Minutes

Present:

Carmen Hernandez, AHM
Melissa Potter, BUR
Jo Rolfe, CAM
Barbara Custen, CoLAPL
Debra Brighton, ELS
Janet Stone, DORA
Frances Tracht, ING
Shayna Balli, IRW
Glenda Williams, LBPL
Carey Vance, MON

Kathy Gould, PVP
Michelle Perera, PAS
Susan Anderson, RED
Irene McDermott, SMAR
Matthew Hortt, SCL
Joyce Ryan, SFE
Patty Wong, SAM
Ryan Baker, SMD, Chair
Judy Kamei, SIG
Hillary Theyer, TOR
Paymaneh Maghsoudi, WHI

Present via Conference Call:

Barbara Lockwood, CAB

Sofia Kimsey, OXN

Absent:

Mindy Kittay, ALT
Darlene Bradley, ARC
Ann Graf, AZU
Karen Buth, BEV
Beatriz Sarmiento, CMM
Veronica Palacios, COV
Shannon DeLong, DOW
Cindy Cleary, GDL

Susan Broman, LAPL
Norma Arvizu, MPK
Christine Conwell, MOOR
Deborah Petersen, PALM
Muriel Spill, POM
Steve Fjeldsted, SOPAS
Heather Cousin, THO
Jackie Griffin, VEN

Guests:

Natalie Cole, CA State Library

Staff:

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

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100. Opening

101. Chairperson's Welcome

Ryan Baker called the meeting to order at 10:20 a.m. and asked members and guests to introduce themselves.

102. 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, Rolfe) to approve the Consent Calendar which consisted of the following:

- 301. Minutes from the March 23, 2017 Administrative Council Meeting
- 302. Administrative Council Meeting Schedule 2017/18
- 303. Executive Committee Meeting Schedule 2017/18
- 304. Audit and Finance Committee Meeting Schedule 2017/18

400. Adoption of the Agenda

ACTION: It was MSP (Hernandez, Williams) to adopt the agenda for the meeting as amended with the addition of Update on Litigation as 700a. and Executive Director Performance Evaluation will be 700b.

500. New Business

501. National Library Legislative Update

Diane Satchwell reported that she, Hillary Theyer, and Jo Rolfe attended National Library Legislative Day in Washington, D.C. and visited the offices of all 55 California legislators. Visits were also held with the Senators and she feels the trip is well worth the expense. It was noted that it was helpful to stay the third day. As next steps, follow-up with the legislators and having relationships with the legislators locally is critical.

502. Contract Renewals to Provide Administrative and Fiscal Services 2017/18

Ryan Baker reported that the agreements are specific to CLSA. A fee schedule is attached with costs for providing additional services to be negotiated.

a. 49-99 Cooperative Library System

ACTION: It was MSP (Theyer, Rolfe) to approve the Agreement with the 49-99 Cooperative Library System to provide administrative and fiscal Services for 2017/18.

b. Serra Cooperative Library System

ACTION: It was MSP (Theyer, Williams) to approve the Agreement with the Serra Cooperative Library System to provide administrative and fiscal Services for 2017/18.

600. New Business

601. Audit and Finance Committee Report

Hillary Theyer, Interim Chair of the Audit and Finance Committee, reported on recommendations from the committee. It was noted that the large pension liability should be addressed.

a. Reserve Fund Recommendation

ACTION: It was MSP (Williams, Hernandez) to approve the recommendation that \$1,500,000 be designated to meet operating costs needs in the event that SCLC has to draw on the reserves.

b. Annual Financial Report, June 30, 2016

ACTION: It was MSP (Kamei, McDermott) to accept the Annual Financial Report, June 30, 2016.

602. Proposed Budget 2017/18

Diane Satchwell reviewed the proposed budget for 2017/18.

ACTION: It was MSP (Anderson, Ryan) to approve the proposed budget for 2017/18.

603. CLSA Plan of Service and Budget 2017/18

Diane Satchwell reported that CLSA funding has been approved by the CLSB; approval is needed by the Governor. She worked on proposed changes for the CLSA Rules and Regulations which were approved by the CLSB with the exception of the issue of contiguous borders which was tabled; further study is recommended. Assessment is now an approved CLSA expense and the definition of resource sharing has been broadened. A draft Plan of Service was included in the agenda packet. Ms. Satchwell requested directors to send information on non-CLSA activities and services that could be included in the appropriate sections of the Plan of Service.

ACTION: It was MSP (Theyer, Rolfe) to approve submission of the CLSA Plan of Service and Budget 2017/18 as discussed at this meeting.

Michelle Perera and Joyce Ryan volunteered to serve on a task force to prioritize use of the CLSA funds once the funding is approved.

604. Election of Officers 2017/18

Glenda Williams, Nominating Committee Chair, presented the slate of officers for 2017/18 and thanked Irene McDermott and Susan Anderson for their assistance.

ACTION: It was MSP (Maghsoudi, Theyer) to approve the following candidates as SCLC officers for 2017/18:

Chair: Joyce Ryan, Santa Fe Springs
Vice-Chair/Chair-Elect: Carmen Hernandez, Alhambra

605. Selection of Executive Committee 2017/18

The following members will serve on the Executive Committee for 2017/18:

Section 1: Glenda Williams, Long Beach (1 yr); Matthew Hottt, Santa Clarita (2 yrs.)

Section 2: Elizabeth Goldman, Burbank (1 yr.); Carmen Hernandez, Alhambra, Vice Chair/Chair-Elect (3 yrs.)

Section 3: Mindy Kittay, Altadena (1 yr.); Janet Stone, Glendora (2 yrs.)

Section 4: Karen Buth, Beverly Hills (1 yr.); Carey Vance, Monrovia (2 yrs.)

Section 5: Joyce Ryan, Santa Fe Springs, Chair (2 yrs.); Ryan Baker, Sierra Madre, Past Chair (1 yr.)

With it being difficult to fill some of the positions, Ms. Satchwell recommends that the selection process be reviewed.

606. Other

There was no other New Business.

700. Closed Session

Closed session was held for an update on litigation and the Executive Director performance evaluation, resulting in three agenda items to be included on the July meeting agenda regarding the Executive Director position: performance evaluation, salary discussion, and renewal of contract.

800. Reports

801. State Library Report

Natalie Cole briefly highlighted the written report submitted in the agenda packet and reported on California Center for the Book activities, California Rare Book School Summer 2017 applications, Edge assessment reopened, Pitch an Idea and statewide grant applications, the LSTA Five-Year Plan, and the CLSA Libraries Illuminated grant.

802. Chairperson's Report

Ryan Baker reported on the FCC's Restoring Internet Freedom Act policy and its impact on net neutrality and the 90-day comment period before the wording of the law is drafted.

803. Roundtable

Roundtable reports submitted before the meeting were distributed with the agenda packet. The following additional reports were given during the meeting:

- Glendora Janet Stone reported on a successful low budget Staff Development Day presented by Ryan Baker.
- Torrance Hillary Theyer reported on a successful presentation on a materials contract of over \$1 million to the City Council, resulting in the Councilmember who voted against the CENIC project and who usually grills staff with questions, thanking the library staff for educating him on the tremendous value provided by the library. The budget passed with no changes as expected.
- Palos Verdes Kathy Gould reported that one of the Library Trustees was elected to City Council. The vacancy has been filled by someone who will hopefully run for election in November. Sylvia Richardson, Adult Services Manager, was retiring the following Friday; recruitment was being held for her position.
- Monterey Park Norma Arvizu reported that a power outage occurred on Tuesday, trapping a family in the elevator. The elevator had to be broken open and would not be fixed for a week. She is trying to convince the city to provide funds for a generator. The library implemented passport services eight months ago, generating a tremendous amount of revenue.
- Redondo Beach Susan Anderson reported that the city and library have a new website and the library is looking at a new catalog. The library has a new programmable robot that can be used to teach 3 and 4-year olds basic programming concepts and can be used during story time.
- Inglewood Fran Tracht reported that the library has had issues with two elevators. The library will have a few extra spaces for Polaris training in the next few months.
- Monrovia Carey Vance reported that the Summer Reading Program begins June 12. The library is beginning the transfer with CENIC and she thanked Diane Satchwell for her assistance through the process.
- Burbank Melissa Potter reported that the library has its first-ever strategic plan which is now on the website. The library has an RFP for architects for a new central library.
- Pasadena Michelle Perera reported that she began in her position five months ago and has three vacancies.

- Signal Hill Judy Kamei reported that the library had to move last year with three months notice. Bids for the new building have been received and will hopefully be awarded soon, with groundbreaking by the end of summer.
- San Marino Irene McDermott reported that the library has an RFP for RFID with implementation in August. Many changes in the city are taking place.
- Santa Fe Springs Joyce Ryan reported that the city celebrated its 60th anniversary and the library was tasked with organizing a parade which was a success.
- Alhambra Carmen Hernandez reported that the library had a Vision Day for Chamber and City Council members, volunteers, public, and staff to envision the library in 5-10 years as part of its strategic plan. They are interviewing companies for a new ILS. On April 28, the Foundation had a fundraiser called Table of Contents Dinner. This year was Chapter 4 with a Spanish theme from Tales from the Alhambra to celebrate the library's 110th year of service. She is managing the third annual Employee Summer Reading Program for city employees; staff manages the public program.
- Whittier Paymaneh Maghsoudi reported that the city is working on a ballot measure for the November election for an expansion of the remodel for the library. The passport service has made \$1.3 million as of the past month over the past 10 years. A community foundation sponsors Dancing with Whittier Stars. She danced three performances as one of the back up dancers because the person who was dancing promised to give her share of the fundraising to the Library Foundation.
- Santa Clarita Matthew Hortt reported that he has been in his position for about two months. The city is moving forward with site selection for a new library in Saugus with plans for it to be built by 2020.
- Camarillo Jo Rolfe reported that the library is in final stages of planning for its teen area renovation.
- Sierra Madre Ryan Baker reported that Judy Chu and Anthony Portantino visited the library's open house. The library trustees voted to be a fine-free library for a year. The library building is very old; there are plans to move into the recreation center, sell the old building, and renovate the recreation center building with the sale from the old library building without going to the taxpayers.

900. Presentation of Gavel to Outgoing Chair

Glenda Williams presented Ryan Baker with an engraved gavel in appreciation for his services as Chair of the SCLC Administrative Council for 2017/18.

1000. Adjournment

There being no further business, the meeting was adjourned at 12:20 p.m.

SCLC Council Meeting
May 25, 2017
Roundtable

Long Beach

• **National Library Month**

Long Beach Public Library celebrated National Library Month in the month of April. Special events and workshops took place at every library location. For example, we had the *Hogwarts at Dana Library* event, *Earth Day* at Bach Library and *Dia De Los Ninos* at Burnett Library. The Speed Reader, our new LBPL Book Bike, cruised around Long Beach during the month. In addition, we launched the Mobile Studio on Saturday, April 1 at the Michelle Obama Library. The event featured a ribbon cutting and technology workshops, including 3D printing, events with Scratch and Tinkercad and painting with robots. As an expansion of the library's current technology programs, the Mobile Studio will bring tech classes and workshops to all 12 library locations, community centers, schools and neighborhood special events. Look for the blue van!

• **Amnesty in April Program**

Long Beach Public Library once again offered an Overdue Fines Amnesty Program with the approval of the Long Beach City Council. Fines were forgiven for all overdue materials returned to the Long Beach Public Library. Free replacement library cards were also given to anyone who has lost their card. More than 5,000 residents benefitted from this year's amnesty program, returning \$247,000+ worth of overdue materials. Recovering overdue materials increases the availability of materials for circulation, and reduces material replacement costs. Preliminary figures for last month show that more than 5,800 people participated and returned 3,200 items that were considered lost.

• **2017 IMLS National Medal Award Winner!**

Long Beach Public Library was selected as a winner of the 2017 National Medal Award. This award is the nation's highest honor for a library or museum. *The National Medal for Museum and Library Service honors outstanding institutions that make significant and exceptional contributions to their communities. Selected institutions demonstrate extraordinary and innovative approaches to public service, exceeding the expected levels of community outreach.* I will travel to Washington, DC to receive the award this summer.

• **New Services @ at the Michelle Obama Library**

Play and Learn Enrichment Workshops

This workshop runs weekly for four 1-hour sessions and targets families with children ages 1-3. Topics include: Nutrition, General Health, Childhood Safety and Early Literacy. Toys are provided for parents and children to play with, while local professionals mingle and talk to parents/caregivers and interact with children. The atmosphere is designed to make parents/caregivers feel comfortable to ask questions, or discuss their child's development with the professionals.

After approximately 40 minutes of interacting with the invited professional, the session moves into a circle story time that includes books and songs. During the play time, library staff provide informational pamphlets and books from the library's collection based on that session's theme for the adults to browse, checkout, and take home. Afterwards parents are given the option to checkout an entire story time kit that has been specially developed by library staff. The kits contain a book for preschoolers, a book for toddlers, and a book for babies, along with a CD, a toy, and a flannel story that all fit in with the theme for that kit. The themes vary and include dinosaurs, transportation, colors, etc.

- **City 101**

The City 101 program is an opportunity for emerging young adults in North Long Beach to develop a personal relationship with the city they live in. Through this program, students will develop a knowledge of resources provided to city residents, the kinds of residents present in the city and how to communicate with their neighbors, and ways that students can contribute to make their community a better place to live.

This program runs weekly for eight 3-hour sessions, each with a different topic: Art & Culture of Long Beach, Living Healthy and Being Green, Safety and Self Defense, How to Vote and Your Local Government, Digital Literacy and Engaging with Your City Online, etc.

- **California Listens**

This year LBPL was one of the systems selected to participate. Earlier this month at the Main Library, nine patron's stories were heard and recorded in a two-day digital storytelling workshop hosted by StoryCenter. Stories ranged from describing the healing of California National Parks to the story of how one's parents met in the late 1940s at the Pike in downtown Long Beach. There will be a screening in the Main Library Auditorium for the public as well as participant's family and friends to see sometime in July.

- **Another Award for LBPL**

Last month I was invited by our Public Works Department to receive an award for the Michelle Obama Library. The project was chosen as the winner in the category of Public Buildings for \$11 million - \$50 million by the Construction Management Association of America, Southern California Chapter. It was truly a pleasure working with the Vanir Construction Management, Inc. team to complete our newest library.

- **Recruitment**

Interviews have concluded for the vacant Administrative Officer position and a selection should be made soon. Recruitment closed for the vacant Manager of Branch Library Services position on May 12, 2017.

Oxnard

- Sofia Bellos-Kimsey was appointed City Librarian in March after being the Interim Library Manager for almost two years as the City reorganized several departments including the library under the Cultural and Community Services Department. Sofia also recently completed a certificate from Cal Lutheran University in their MPPA program.
- The Oxnard Public Library celebrated its 110th Anniversary – with a successful event on Saturday, April, 29th attended by over 3400 community members. Press coverage included local news as well as NPR. Congresswoman Julia Brownley's office recognized the Library and staff's outstanding and invaluable community service, a resolution by Assemblywoman Jacqui Irwin's office was presented and the Oxnard City Council presented a Proclamation. Winners of the Library's bookmark contests were unveiled and will be used during the SRP. After the ceremony, patrons were invited to take part in the party atmosphere throughout the Main Library. In the Children's area, there were several simultaneous story times presented by Library staff, Library Board and the Oxnard School District. Children were given bags of free books to take home and encouraged to be "super readers" and transform their world. Multiple craft programs were held in the Children's area. In the Lobby, several local authors were on hand with their works available for signature and sale. Upstairs, young adults from Rio Mesa High School's Robotics Club had a wonderful display next to the Library's 3D Printer demonstration. Outside, hotdogs, drinks, and cupcakes were given away. Children were able to take a ride on a train in the parking lot as well as talk with local police and fire staff on hand with their special vehicles. A youth mariachi band serenaded the crowd, "characters" roamed the Library including "Chewbacca", "Harry Potter", "Waldo" and "The Cat in the Hat". It was a wonderful day for community members who were

reminded of all the Library has to offer! City staff, Friends, the Library Board and School District are looking forward to a yearly library celebration!

- Two new YA librarians, an office assistant, and 2 Library Aides were recently hired. Current vacancies include a ½ time library aide and extra help. We hope to start a recruitment soon for two Librarian III positions overseeing Reference and Technical Services respectively.
- Several staff attended the Mental Health First Aid offered to Ventura County area libraries. The National Council for Behavioral Health was instrumental in bringing this training to the area.
- Security issues in the Library have decreased by 50% since last year. We have implemented a partnership with Police and Downtown Security to have security presence in the library all open hours. Police have made themselves more accessible and available for library security issues.
- Oxnard Public Library has an exciting SRP planned but not just for children and teens. Several years ago we began implementing Adult SRP so that the whole family could enjoy summer reading together. This summer we are taking the Reading by Design theme seriously and expanding the adult summer programming with Coloring for Adults; Learning to compose poetry; an architectural tour of Oxnard's Heritage Square with a docent led tour of vintage homes built; as well as celebrating the creative writing process with local Mystery Writer David Keith.

Palos Verdes

Programs and events

- Successful One Book, One Peninsula featuring Queen Sugar by Natalie Baszile. Ms. Baszile grew up in PV and the book has been made into a well-reviewed show on the Oprah network. Used South Coast Botanic Garden as venue for the main author talk which worked very well. Now working on 2018 book selection.
- We have outgrown our largest meeting rooms which hold 100 people. Library programs regularly fill the rooms. About 15 people stood through a two-hour-long Jazz and Swing program because all seats were taken.
- Annual Living History Museum of African American Heroes was very successful. Over 200 people visited the two session of the museum, 28 children portrayed heroes, and 10 teens served as docents.
- Growing our Art in Our Library programs – artists can rent exhibit space or “barter” to show their work in exchange for doing a program for the library. Also starting a “Book to Art” book group – discuss the book while making an art project related to its theme.
- Full month of activities for Asian Pacific Heritage month in May – got a \$5,000 grant from Cal Humanities to support the programs which will focus on the history of Japanese Americans in our community.
- Lots of other programs!

Finances, Staff, etc.

- Now offer Passport Service at all three libraries. Business is booming so much that we eliminated “drop in” service and moved to appointments only on April 3. Also looking at adding Sunday Passport hours.
- Working on 17/18 budget.
- Beginning to actively promoting Malaga Cove Library as a wedding venue.

Buildings/Technology

- Construction has started on the strip mall property adjacent to the Peninsula Center Library. Plans include a new two deck parking structure to replace the parking displaced by the redevelopment. So far things are going fairly well although library parking is filled to capacity most afternoons and people have to park on the street or at nearby shopping centers. Thought we were done with negotiations but the developer has now asked for easements onto our property so we are back into it!
- Temporary Annex is working pretty well, but we are starting to seriously discuss building a new Annex on the roof of the Peninsula Center Library. Also planning for a new layout for the Young Readers area at Peninsula Center.
- Finished our 10-year-long, donor funded restoration of the historic Malaga Cove Library!
- Converted what had been a large quiet study room into a new meeting room for library programs and community rental. It seats up to about 50 people depending on configuration. Doesn't solve our space issue but has helped meet the demand for room rentals.

Other

- A Library Trustee was elected to City Council in one of the cities we serve, so we will have a vacancy on the Library Board. Board will have to decide whether to fill it by appointment for the period until the next election (Nov 2017) or leave it vacant until the election.
- Dealing with repeated incidents of excrement smeared in womens' restrooms.
- Working on ways to promote diversity and inclusion and media literacy given current political environment. Reviewing collections, esp fiction, to ensure diversity. Promoting diverse authors through displays and social media, placing Libraries Are For Everyone posters throughout library. Board of Trustees resolution supporting ALA's recent Resolution on access to accurate information. Planning "How to Spot Fake News" programs and developing a "Fact or Fiction" webpage – link to draft is here <https://www.pvld.org/factorfiction>

San Marino

- Crowell Public Library is preparing for its summer reading club: Reading by Design to begin on Monday, June 5.
- We also plan to implement an RFID system. RFPs went out in April, to be awarded in May. The library hopes to go live in early August after closing for a week to do some serious tagging. Benefits include self-checkout for patrons, easy check-in and shelf scanning for inventory and finding misshelved items.

Santa Monica

- Santa Monica Public Library is pleased to present its 2015-2016 annual report, featuring images from the Santa Monica Image Archive collection. We are thrilled to report that in 2015-2016 our libraries served approximately 2.1 million visitors in-person and virtually. Over 1,900 programs were administered across our Santa Monica Public Library system, receiving approximately 65,800 participants. The Library is proud to have an amazing team that takes pride in the work they do, and are continuously exploring ways to develop new programming, and expand the library's offerings.
- In June 2016, the Library celebrated the reopening of its Fairview Branch Library and showcased its newly configured adult computers; new shelving and book displays; additional self-checkout stations; a more efficient service desk; new paint and carpet; and much more.

Please become one of those visitors by joining us for one of our popular programs or to learn something new. I look forward to seeing you at the Library or at one of the pop up libraries in the community.

[Santa Monica Public Library annual report 2015-2016](#)

Torrance

- Torrance added Lynda.com and it has been getting a lot of use.
- We have joined 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 received a special Proclamation in front of the Torrance City Council April 4.