



(Approved November 17, 2016)

**Southern California Library Cooperative  
Administrative Council Meeting  
July 21, 2016  
Whittier Public Library  
Whittwood Branch Library**

**Minutes**

**Present:**

Carmen Hernandez, AHM  
Mindy Kittay, ALT  
Mary Beth Hayes, ARC  
Karen Buth, BEV  
Barbara Custen, CoLAPL  
Janet Stone, DORA  
Frances Tracht, ING  
Meghan Kennedy, IRW  
Glenda Williams, LBPL  
Carey Vance, MON  
Jo Rolfe, MOOR

Thomas Vose, PALM  
Kathy Gould, PVP  
Jan Sanders, PAS  
Susan Anderson, RED  
Irene McDermott, SMAR  
Kelly Behle, SCL  
Joyce Ryan, SFE  
Ryan Baker, SMD, Chair  
Hillary Theyer, TOR  
Paymaneh Maghsoudi, WHI

**Present via Conference Call:**

Barbara Lockwood, CAB  
Sofia Kimsey, OXN

Heather Cousin, THO

**Absent:**

Ann Graf, AZU  
Elizabeth Goldman, BUR  
Laura Burnett, CAM  
Beatriz Sarmiento, CMM  
Amy Hall-McGrade, COV  
Shannon DeLong, DOW  
Debra Brighton, ELS

Cindy Cleary, GDL  
Susan Broman, LAPL  
Norma Arvizu, MPK  
Muriel Spill, POM  
Judy Kamei, SIG  
Steve Fjeldsted, SOPAS

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Jackie Griffin, VEN

**Staff:**

Diane Satchwell, Exec. Dir.

Jerilynn Takeda, Admin. Officer

**100. Opening**

101. Chairpersons Welcome

Ryan Baker called the meeting to order at 10:15 a.m. and introduced new members and guest representatives. Jo Rolfe, Director of the Moorpark Public Library announced she will become the Director of the Camarillo Public Library on August 15.

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, Ryan) to approve the Consent Calendar which consisted of the following:

- 301. Minutes from the May 26, 2016 Administrative Council Meeting
- 302. SCLC Salary Schedule 2016/17
- 303. Financial Update 2016/17
- 304. Executive Director Update

**400. Adoption of the Agenda**

ACTION: It was MSP (Hernandez, Theyer) to adopt the agenda for the meeting as distributed.

**500. Unfinished Business**

501. Financial Proposed Budget 2016/17

Diane Satchwell reported that the California Library Services Board (CLSB) met on July 12 and augmented the funding, however the funds are restricted. The proposed budget will be distributed at the next meeting. She also noted that the SCLC finances are being migrated from ACCPAC to QuickBooks.

502. Santa Monica Public Library Membership Update

Diane Satchwell reported that the CLSB approved Santa Monica Public Library membership back into SCLC, with a waiver of the deadline, enabling membership to be effective July 12, 2016.

503. Inland Library System Update

Diane Satchwell reported that the Inland Library System (ILS) approved the contract with SCLC for administrative and fiscal services. She also reported that SCLC has no obligation for the retirement of Linda Andersen who is employed by ILS under the San Bernardino County system. According to the attorney, the retirement is the burden of the member libraries at the time of Linda's hire date.

504. CLSA/Legislative Update

Diane Satchwell reported that the California Library Services Board (CLSB) met on July 12 by conference call. State Library staff made two recommendations for spending a portion of the \$3 million in one-time funding: \$1 million for zipbooks for rural libraries and \$500,000 for enki. It was noted that these projects serve a very limited population. It was also noted that using the funding toward a process or plan for innovating and transforming services is needed and would be valuable.

Additional CLSA funds were approved for the systems; the amended Plan of Service is due August 29, 2016. The CLSB is interested in innovative and sustainable projects, however, this is difficult with the restrictions on the funds.

**600. New Business**

601. 2016/17 Executive, Audit and Finance, Nominating Committees

Lists of committee members and charges for the 2016/17 Executive, Audit and Finance, and Nominating Committees were included in the agenda packet. Ryan Baker thanked members for volunteering for the committees.

602. Agreement to Provide Administrative and Fiscal Services to the Santiago Library System

Diane Satchwell reported that the agreement to provide CLSA administrative and fiscal services to the Santiago Library System is similar to the agreements with the other systems. Linda Andersen provides administrative support for the Santiago and Inland systems.

ACTION: It was MSP (Theyer, Sanders) to approve the agreement to provide administrative and fiscal services to the Santiago Library System for 2016/17.

603. Documents Review Task Force

ACTION: It was MSP (Kennedy, Williams) to approve a Documents Review Task Force to review SCLC administrative working documents and policies and procedures.

Joyce Ryan, SFE and Heather Cousin, THO volunteered to serve on the task force.

604. Other

There was no other New Business for the meeting.

**700. Reports**

701. State Library Report

A written report submitted by Natalie Cole, State Library Consultant, was included in the agenda packet. There were no questions or comments.

702. Chairpersons Report

There was no report from the Chair.

703. Roundtable

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

- Arcadia Mary Beth Hayes reported that the library is busy with summer programs and has had a lot of staff turnover. She is retiring at the end of December.
- Glendora Janet Stone reported that the library had its Night on the Plaza fund raiser exceeding the goal of \$160,000. She will be attending the Stanford Summer Local Governance Institute.
- Santa Clarita Kelly Behle reported that a new Branch Manager has been hired, filling all three of the Branch Manager positions. Community needs assessments and site selection meetings have been held for a new library in the Saugus area.
- Redondo Beach Susan Anderson reported that one of the Technical Services librarians has retired and another was leaving the following week. She hopes to post the positions soon. Baker & Taylor books will be arriving at the library shelf-ready. The library now has Rosetta Stone through Califa. Collections are being shifted to create a digital lounge. The Leadership Redondo group gave the library \$5,000 that was used for a teen reading lounge.
- Palos Verdes Kathy Gould reported that a new Deputy Director began during this week; the position had been vacant for 13 years. The adult collection has been shifted to become more accessible, opening up the mezzanine which will be used as study space for the teens. The Teen Annex has been moved to a smaller space across from the library, with plans to design and raise money to construct the Teen Annex on the library roof. Agreement has been reached with the owner of the reciprocal parking area next to the former Annex; the parking area will be reconstructed and the library will receive \$350,000. The library has had a lot of staff turnover. The library now has JSTOR with academic journals. The IT Manager is reinstating the SCLC Library Technology Interest Group; she asked directors to encourage staff to participate.
- Moorpark Jo Rolfe reported that Moorpark will begin self-check without RFID. She will be leaving the library to become the City Librarian for the Camarillo Library, and will be serving on several committees for ALA and SCLC.

- Santa Fe Springs Joyce Ryan reported that the library is busy with the Summer Reading Program. The library gives out lawn signs to children who read up to a certain level as library champions to help promote the library. She is Chair of the city's Youth Master Plan Committee; 12-18 is the highest age group in the city. The library is moving ahead with broadband implementation.
- Whittier Paymaneh Maghsoudi welcomed members to the library. The library is preparing for the end of the Summer Reading Program event with 2500 expected in attendance from 3-9 pm for hot dogs, ice cream, and entertainment donated by the Friends and a few community organizations. The library celebrated 65 years of the Summer Reading Program; 5,000 registered for the program this year. Expansion and remodel of the Central Library is being planned.
- Pasadena Jan Sanders reported that the library also distributed yard signs and was able to obtain the wire signs from those who were campaigning once the election was over. E-offerings are being added: Freegal, Flipster, and Comics Plus. This fall, library staff will be attending Harwood training and will be evaluating the branch service plans. The Western Justice Center in Pasadena provides programs on mediation and conflict resolution that would be valuable training for staff to become effective leaders in community discussions.
- Beverly Hills Karen Buth reported that the City Librarian has been appointed as Community Services Director; reorganization is taking place in the library. Over 600 children attended a Summer Reading Program concert in the Civic Center. The library has begun working with Wallis Theater and will be providing story times for some of their events.
- Inglewood Fran Tracht reported that the Summer Reading Program is doing well but hopes for higher numbers next year. The library recently hired six part-time staff with three being librarians. The city is undergoing a major transformation; she is hoping for more hours and programs next year. The library received funds for new carpeting.
- San Marino Irene McDermott reported that the library is undergoing staff turnover. Long-time Librarian Rex Mayreis will be retiring; recruitment will be held for a Librarian II. The City Finance Director has been released and accounting is being outsourced. The City Manager is also retiring.
- Long Beach Groundbreaking for the new Civic Center was held which will include a new City Hall and Main Library. The new Michelle Obama Library opens on September 10. Members from the Department of Finance came to talk with her about state funding. A mobile studio will soon be ready to go out to the branches and events in a Dodge Sprinter van.
- Altadena Mindy Kittay reported that the library had its grand opening of the water conservation demonstration garden, funded by a grant from the LA Parks and Recreation Dept. Supervisor Antonovich attended the event. The library received a Pitch an Idea grant for iCell for water conservation in the library. The library continues to offer water conservation programs. Wireless printing is available at the library, as well as Flipster and free

Office 365. Staff is learning about marketing library services. Recruitment is taking place for a Collection Development Manager. A couple of staff members will be retiring. The library is in the midst of a positive transformation.

- Irwindale Meghan Kennedy reported that a new Librarian will begin August 8. The library will be adding hours to be open on Friday and Saturday. Page positions are being filled. The Summer Reading Program will end on August 3 with Beach Blanket Bingo. A Kidthink STEM-based program was held, funded from a Pitch an Idea grant. Ten new computers for the public were donated to the library. The Foundation will be disbanding.
- Palmdale Thomas Vose's report was included in the agenda packet.
- Monrovia Carey Vance reported that the library has had the Apollo ILS for a month and is very pleased with it. It can be used on ipads and taken out to the public to check out materials and issue library cards. The library will receive a Veterans Connect grant and will build a Veterans Resource Center, possibly with a soft opening in the fall. Recruitment will be held for two part-time librarians, for Adult Services and Teens.
- Torrance Hillary Theyer reported that in addition to the written report she submitted, a team of five will be attending the Harwood Institute, and recruitment was taking place for a Sr. Librarian Branch Manager position. Her goal is to be fully staffed by December 31.
- Alhambra Carmen Hernandez reported that she will be meeting with the new City Manager who was the former Police Chief, so he can learn about the library. The Summer Reading Program is held for children, teens, adults, and a program was held for city employees with an Olympic theme. The library is participating in the One Million Readers Challenge.
- Oxnard Sofia Kimsey reported that the library is under the Department of Cultural and Community Services. There is no longer a Library Director position; her title is Interim Library Manager. Succession planning is needed. The Summer Reading Program is going well.
- Calabasas Barbara Lockwood reported that the city celebrated its 25<sup>th</sup> anniversary June 24-26; the library had a historical display and attendees could sign up for the Summer Reading Program during the event.
- Sierra Madre Ryan Baker reported that he was now serving as the Library and Community Services Director.

**800. Farewell to Jan Sanders**

Ryan Baker presented a plaque and card to Jan Sanders acknowledging her retirement and in appreciation for her services to the South State and SCLC Administrative Councils from 2005-2016.

**900. Adjournment**

There being no other business, the meeting was adjourned at 11:58 a.m.

SCLC Council Meeting  
July 21, 2016  
Roundtable

Glendale

- “ After almost one year we are now in phase two of the Central Library Renovation. The first phase was focused on our staff areas and the main floor stacks. Some unforeseen circumstances slowed us down but our contractor is hoping to make up the time so that we can be completed in early spring of 2017.
- “ Bestselling author Cynthia Sweeney, author of *The Nest*, is coming to Central Library on July 21. All of our programs are being held at the adjacent Adult Recreation Center during the renovation.
- “ Our marketing department is accepting proposals for a consultant to re-brand the Central Library in anticipation of our re-opening.
- “ As overseer to the Arts & Culture Commission we are spearheading the development of a Public Art Master Plan. Interviews have been completed and a consultant will be engaged soon. We expect that will be a 6-9 month process.
- “ To date we have had over 5,000 Summer Reading Program sign-ups.

Palmdale

- “ Director Vose joined the DCFS Regional Community Alliance this month, bringing him into contact with stakeholders throughout the region, with whom the Library hopes to partner on programs. Everything was basically wrapped up in the Book Festival this month:
  - The Library partnered with PATH, a group providing outreach and referrals to the homeless, and they will be coming in every other week to provide their services.
  - The Library has been intensifying its outreach to the local schools and districts. We have developed new relationships with the high schools, and have succeeded in getting our card application form included in Palmdale School District's new student packet, thus opening the door for all incoming students in Palmdale to obtain a library card. We consider this to be a major accomplishment.
  - As part of this outreach, the Library is trying to promote a new civics discussion group in development for teens, tentatively entitled "Young Americans." In it, teens will discuss current events, learn about the government at its various levels, learn financial literacy, information literacy, and many other skills that will help make them better citizens. The first meeting of this monthly group will take place in August.
- “ The Summer Reading Program is well underway, with over 500 signups as of right now. It began with a kickoff event featuring games and snacks on June 14, which had 184 participants, and has continued solidly over the last month. In addition, our BMX demonstration with John Parker had another 61 patrons attend, despite the heat and the unorthodox location outside in Poncitlan Square.

Palos Verdes

**Programs and events**

- Summer Reading is the name of the game! New online system is working well.
- Will be participating in State Library's "California Listens" project in August

- Invited to participate in School District's Summer Institute for teachers and presented two workshops on library resources, research skills, and how to foster a love of reading. Also will be writing a monthly column for the new School District newsletter that is sent to every Peninsula household 3x/year.
- Received Pitch an Idea grant to develop research skills boot camps for high school sophomores, and for teachers.
- Will have a resident archivist working with our Local History Librarian starting in August as part of LA as Subject program.

#### **Finances, Staff, etc.**

Budget is fairly healthy thanks to rising property taxes but still do not fully meet our reserve policy so we need to continue to manage expenses and grow revenues.

- Board of Trustees approved new fee structure for weddings at our libraries. Planning to market Malaga Cove Library as a wedding venue.
- Expanding Passport service to Malaga Cove Library August 1. Will have Passport service at all three libraries.
- Jennifer Addington (former PVLD employee and most recently Deputy Director at Pasadena Public Library) is returning to PVLD as Deputy Director. Also hired Laura Ishizaka as Adult Services Librarian to fill vacancy left by Ashley Kagan's move to Santa Monica.
- Negotiations for a new MOU with SEIU 721 ended on a messy and divisive note due to an error made by the union. Long and fairly ugly story but the MOU is now adopted and we are implementing all of the provisions.
- Board of Trustees and Friends Board are wrestling with naming rights for rooms and major assets/programs. If anyone has insight or experience please share!

#### **Buildings/Technology**

- Completed shifting the entire adult fiction collection at Peninsula Center Library from mezzanine to main floor. Also integrating previously separate genre collections into the larger fiction collection at all branches. Collection shift has freed up a large amount of floor space at Peninsula Center Library that we are designating for teens. Budget limitations mean that we will be furnishing and decorating progressively as we find funds.
- Relocated the Annex due to redevelopment of original location. Have moved to a space across the street from the library, but ultimately plan to construct a new Annex on the library roof.
- Completing a series of office/workspace moves in our administrative area at Peninsula Center Library. Sounds simple but it's not!
- Went live with new door counting system in May, and with wireless/remote printing on July 5<sup>th</sup>.
- ~ Now using Raspberry Pi's for our catalog terminals. big cost savings in both equipment and energy use.

- Redondo Beach ~ The Redondo Beach Public Library is currently working with Baker and Taylor to have books arrive shelf ready.+
- ~ The Library recently added Rosetta Stone and four of Criterion's online collections (Art Cinema of the 1980s and 1990s, Italian Cinema, Modern French Cinema, Recent and Classic Cinema) to its offerings.
- ~ Summer Reading Program was kicked off June 18<sup>th</sup> with a sports-themed carnival at both locations.
- ~ A group of volunteers from the South Bay Galleria helped with a big shifting project, clearing space for a future laptop lounge.+
- ~ The furniture has also arrived for a new teen reading lounge, funded with leftover money from the Leadership Redondo 2014 project.

San Marino

- “ Summer Reading Club winding up successfully with nearly 1000 participants.
- “ Fall programming includes a six-session history of jazz class from the USC Emeriti.
- “ Crowell Library has just completed a new five-year strategic plan.
- “ Librarian Rex Mayreis will retire on September 29, 2016. We will be looking for his replacement. (Although how can Rex be replaced?)
- “ Our annual fundraising gala Delicious Destinations will be held on October 15, 2016. This year’s destinations are Japan and Mexico.

Santa Clarita

- “ Summer Reading is in full swing. At the two week mark, almost 4,000 readers of all ages had logged 3,156 books. One of the most popular adult programs has been a presentation about local hiking opportunities. Fandom Fridays for Teens and Dance Parties for Toddlers are well attended in the libraries, and Wacko the Magician’s performance at the local Performing Arts Center was a great success.
- “ The Santa Clarita Public Library celebrated their fifth anniversary on July 1, 2016. Parties were held at all three library branches that included a coloring craft for children and free birthday cake for all. Mayor Bob Kellar shared highlights of five successful years of library service and stories. Library staff members with five years of employment were also honored at the special celebration.
- “ Community meetings and a site-selection survey of residents in the impacted neighborhoods are being planned for the Saugus Library Center. The proposed center is a 30,000 to 38,000 square foot joint use facility for recreation and library services in the Saugus community which has a population of 56,000.

Torrance

- “ Torrance is doing a flurry of hiring, filling 3 Senior Library Technician positions, 15 Library Technician positions, and 11 vacant Library Page positions all in the past three months. Having mostly permanent staff, who don’t have to depart before 6 months or 999 hours is up, is a new feeling for us! A delightful one though. We will also be recruiting for Senior Librarian very soon, due to a retirement.
- “ We started as a site for Lunch at the Library, and among working out the myriad of details with our awesome partners the Recreation Division and the Torrance Unified School District, we have got the basics down. Kids are coming to the recreation room adjacent to our North Torrance Library to eat a healthy lunch, then they can play on a brand new playground in the park and bring lots of books home from the library. What could be better! We learned that kids still do not like celery very much, they like PB&J and Grilled Cheese much better (no surprise, right?)
- “ We continue to grow our Book Group in a Box collection, which started as a way to both use books we had bought for book groups, and to extend the reach of the book group preparation and already being done by our Librarians. Each contains ten book copies, prepared discussion questions, and references to other information available. They check out for six weeks, and we are getting positive results. Search our catalog by keyword %book group in a box+and you will see a wide variety of titles. Soon to come, I’m taking the work from a grant and making book group kits on leadership themes. Books will include Leading at the Edge, Switch, Collaborate or Perish, Creativity Inc, Start with Why, Five Dysfunctions of a Team, and Leaders Eat Last. I am also preparing three novels with leadership themes for this set . The Goblin Emperor, Killer Angels, and Ender’s Game. These will have discussion questions focused on leadership themes, and are aimed at a work group, small business, or other team to use in their own professional development for their group. Those should be in the catalog late this summer.
- “ We just added downloadable audio, thanks to a pilot collection grant from our Friends of the Torrance Library. We only use B&Ts Axis360 right now, for both ebooks and audio, and they were awarded a three year contract after RFP. We are also about to

upgrade our SIRSIDynix catalog, after they were awarded a five year contract after RFP. We are a little worn out on RFPs right now, but will do at least two more next fiscal . materials wholesaling and online homework assistance.

~ We also are getting ready to officially connect to the CENIC project, equipment is actually being shipped. All of our locations will get very fast wireless internet, which will enable us to add smart door counters at our branches, build the model for our first wireless homework center, and down the road start broadcasting programming to all locations. It was a long process, including long explanations about what this project was and why we needed it and how we were going to pay for it, but we are nearing installation. As I told someone, my end of things wasn't just jumping through bureaucratic hoops+it was more competing in bureaucratic American Ninja Warrior.+