



(Approved November 30, 2017)

**Southern California Library Cooperative  
Administrative Council Meeting  
July 27, 2017  
Whittier Public Library  
Whittwood Branch Library**

**Minutes**

**Present:**

Mindy Kittay, ALT  
Darlene Bradley, ARC  
Karen Buth, BEV  
Elizabeth Goldman, BUR  
Barbara Custen, CoLAPL  
Debra Brighton, ELS  
Janet Stone, DORA  
Frances Tracht, ING  
Christine Conwell, MOOR  
Robert Shupe, PALM  
Kathy Gould, PVP

Michelle Perera, PAS  
Susan Anderson, RED  
Irene McDermott, SMAR  
Matthew Hottt, SCL  
Joyce Ryan, SFE, Chair  
Erica Cuyugan, SAM  
Jill Schofield, SMD  
Judy Kamei, SIG  
Hillary Theyer, TOR  
Paymaneh Maghsoudi, WHI

**Present via Conference Call:**

Ann Graf, AZU  
Barbara Lockwood, CAB  
Jo Rolfe, CAM

Veronica Palacios, COV  
Heather Cousin, THO

**Absent:**

Carmen Hernandez, AHM  
Beatriz Sarmiento, CMM  
Ben Dickow, DOW  
Cindy Cleary, GDL  
Shayna Balli, IRW  
Glenda Williams, LBPL  
Susan Broman, LAPL

Carey Vance, MON  
Norma Arvizu, MPK  
Sofia Kimsey, OXN  
Muriel Spill, POM  
Steve Fjeldsted, SOPAS  
Jackie Griffin, VEN

**Staff:**

Diane Satchwell, Exec. Dir.  
Jerilynn Takeda, Admin. Offcr.

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**100. Opening**

101. Chairpersons Welcome

Joyce Ryan called the meeting to order at 10:15 a.m. and introduced the guests and new members.

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

- 301. Minutes from the May 25, 2017 Administrative Council Meeting
- 302. Administrative Council Meeting Schedule 2017/18
- 303. Executive Director Update

**400. Adoption of the Agenda**

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

**500. Unfinished Business**

501. Financial Update 2017/18

Diane Satchwell reported the following:

- Carol Dinuzzo, Finance Manager, has redesigned the timesheets to better track hours worked for the various programs.
- The Technology TNT grant has been augmented, providing an additional \$9,000 in indirect funds.
- SCLC will receive LSTA grant funding for new and continuing grants in 2017/18 and the Broadband grant continues until June 30, 2018.
- The office lease expires in August 2018; the office will be downsized and moving to a more remote model.
- The liability for the CalPERS deficit will continue to increase over the next 10 years. It will be included as part of the operational costs for services being provided to other systems or organizations.
- The budget is being fine-tuned.
- A reorganization will be presented at the November meeting.

- The former South State members have agreed to close the South State account being held by the County of LA. Carol Dinuzzo is working to close the Capital One account.

502. Approval of Agreement to Provide Administrative and Fiscal Services to the Inland Library System 2017/18

Diane Satchwell presented the agreement to provide administrative and fiscal services to the Inland Library System in 2017/18, noting that Linda Andersen continues to provide clerical and meeting support to the Inland Library System.

ACTION: It was MSP (Theyer, Kamei) to approve the agreement to provide administrative and fiscal services to the Inland Library System in 2017/18.

503. Approval of Agreement to Provide Administrative and Fiscal Services to the Santiago Library System 2017/18

Diane Satchwell reported that services to the Santiago Library System had been provided through the Inland Library System, however, as the administrator of the Inland System, SCLC was doing much of the work. The Inland System did not renew the contract with the Santiago Library System for 2017/18. Linda Andersen will continue to provide support to the Santiago Library System as she does with the Inland Library System. The Santiago Library System, which has not paid membership dues since leaving SCLC, is now considering membership dues. They will be reducing their meeting schedule from six meetings to four meetings per year.

It was MSP (Gould, Tracht) to approve the agreement to provide administrative and fiscal services to the Santiago Library System in 2017/18.

504. CLSA/Legislative Update

Diane Satchwell reported that Brett Lear, former Sonoma County director, has been working on a template for the workshop priority reports to be used by all of the systems, aligning them with the new CLSA Rules and Regulations.

505. Executive Director Contract

- Salary Discussion
- Contract Renewal

ACTION: It was MSP (Maghsoudi, McDermott) to approve a three-year contract with a 3% COLA each year, 5 weeks of vacation, and for this year only, a bonus of \$25,000, with a commitment to formally create a policy for a bonus structure for the Executive Director of SCLC to be included in the SCLC Personnel Policies and Employee Handbook, with a recommendation by January 2018.

**600. New Business**

601. SCLC Past Chair

With Ryan Baker, former Chair, accepting a director position outside of SCLC, Joyce Ryan appointed Hillary Theyer, who served as Chair in 2014/15, to serve in the Past

Chair position. The Past Chair serves on the Executive Committee and chairs the Nominating Committee.

602. 2017/18 Executive, Audit and Finance, Nominating Committees

The lists of committee members and charges were presented as an informational item.

603. SCLC Directors in Decision-Making Positions on Non-SCLC Library-Related Boards and/or Committees

This list was presented as an informational item for members to be aware of possible resources or conflict of interest.

604. Conferences

ACTION: It was MSP (Kittay, Tracht) to approve travel outside of California by the Executive Director up to \$2500 to attend the PLA conference in Philadelphia in March 2018; and up to \$2500 to attend the Innovative Public Library Directors Symposium in Austin, Texas, January 15-17, 2018.

605. Other

There was no other New Business.

**700. Reports**

701. State Library Report

Natalie Cole was unable to attend the meeting but submitted a written report, included in the agenda packet.

702. Chairpersons Report

Joyce Ryan thanked members for giving her the opportunity to serve as Chair, and looked forward to seeing everyone at the Public Library Directors Forum on November 1 in Riverside.

703. Roundtable

Roundtable reports submitted before the meeting were distributed with the agenda packet and attached to these minutes. Additional reports were given during the meeting.

**800. Adjournment**

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

SCLC Council Meeting  
July 27, 2017  
Roundtable

Arcadia

- “ The Arcadia Public Library is in the middle of a refresh of the Adult Services area of the building. New carpet, paint, and some new furnishings have been installed. Additional new furnishings are scheduled for this new fiscal year and potentially next fiscal year.
  - “ A new payment device has been installed for the fax/scanner, copy and print machines. It accepts credit cards and contactless smart phone payments.
  - “ The Library Technology Center will be updated this fall to include a smaller and larger learning lab space and new furnishings. The public computers have almost all been updated to Windows 7 and Windows 10 and we will be making three Mac Pro computers available for the general public this fall. (Currently these have been reserved for Teen Zone, for students to use after school but we would like to make them available many more hours to the public).
  - “ We just started loaning out Chromebooks for use in the library.
  - “ In the past year, we have had a number of retirements and staff turnovers. New staff include Denise Tang, supervisor for Shelving Management, Peter Mercado, Information Systems (computer infrastructure and public support), new paraprofessional staff in Children’s (Sujey, Michele, and Daisy) and Circulation Services, (Jamie and Myra), and at the end of September, David Dolim, Principal Librarian for Adult and Teen Services will be leaving us to pursue a new endeavor in the private sector.
- Upcoming Programs:
- “ Finding Emotional Well Being . Wed. August 23; 7:00 p.m.
  - “ John Muir: From Yosemite to Arcadia . Sat. Aug. 26; 1:00 p.m. . Adult lecture on John Muir and his ties to the San Gabriel Valley area.
  - “ Parenting Program . Read Aloud Workshop . Thursdays, Sept. 7, 14 & 21; 7:00 p.m. For parents, grandparents, caregivers, and educators.
  - “ Kids on the Block Puppet Show Sat. Sept. 23; 2:30 p.m. . Enlightening combination of puppet show about the timely subjects of bullying and being active through exercise. This is a performance group sponsored by the Assistance League of Arcadia.

Monrovia

- “ Summer Reading was a huge success! We had 1800 sign up last year and set our goal for registrations this year at 2400. As of 7/19 (with one week left of SRP) we have 2890!
- “ We are hiring a full-time Youth Librarian that will oversee teen programming as well as collaborate with the Youth Services Team on children’s and family programs and services. The job posts on July 20 and closes August 3.

Palos Verdes

**Programs and events**

- Rethinking One Book, One Peninsula with a goal of more community engagement in the book selection. Also working with our community partners to redefine their involvement. Will take a pause in 2018 and return in 2019.
- Successful month of activities for Asian Pacific Heritage month in May . got a \$5,000 grant from Cal Humanities to support programs focused on the history of Japanese Americans in our community.

- Have done a well-received series of displays honoring diverse segments of our community . e.g. Black Voices Matter, Muslim Voices Matter, Immigrant Voices Matter, LGBTQ Voices matter . for our community this is pretty edgy!
- Also working to increase diversity of our other programs and services. e.g. by moving our music programs away from the western canon of classical music to more multicultural offerings.
- Awarded a Pitch an Idea grant for %Boomers and Beyond+. a yearlong series of programs aimed at older adults.
- Peninsula Friends of the Library are having their annual fundraising gala at Villa Narcissa, the private estate of our community's founder, on September 10<sup>th</sup>, and a celebration of the restoration of the Malaga Cove Library on October 8<sup>th</sup>.
- Summer Reading is going great gunsõ .

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

- Just started Sunday Passport Service at Peninsula Center Library. We now have Passports by appointment at all three libraries, with weekend and evening hours at Peninsula Center Library.
- Board approved a balanced 17/18 budget that includes an additional payment towards our CalPERS unfunded liability and reserves funds for three years of projected capital projects.
- Have developed a brochure promoting Malaga Cove Library as a wedding venue and are working on a website.

#### **Buildings/Technology**

- Construction on the new parking structure next to the library is underway. When it is completed there will be about 160 parking spots available for library patrons, with 84 providing direct access to the library property.
- Part of the redevelopment next door is a new assisted living facility, and we just completed negotiations with the developer over construction monitoring and payment of expenses to minimize any impact on the library.
- Temporary Annex is working pretty well, but have plans to build 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.
- Upgraded our WiFi with new access points at all libraries.
- About to implement credit card payment for printing.
- Working on upgrades to the Young Readers area at Peninsula Center Library.

#### **Other**

- Board of Trustees decided to appoint someone to fill the vacancy created when a Trustee was elected to the City Council in one of the cities we serve. Jenny Hong was appointed for the period until the next election (Nov 2017) or leave it vacant until the electionõ so far she is terrific. We are now anticipating a contested election in November for the first time in a decade.
- Completed successful, staff-led %Safe Zone+training aimed at making staff more comfortable dealing with LGBTQ patrons and issues and supporting the library's designation as a safe place for people from these communities. Now looking for training to help us improve how we serve disabled patrons of all ages.

Redondo Beach ~ Redondo Beach Public Library is pleased to report that as of July 11<sup>th</sup> we had already surpassed our number of SRP registrations as compared to last summer. Having a

full-time Youth Services Librarian has been a big help! We have also expanded the program from six weeks to ten this year. We have received our virtual reality equipment from the State Library and hope to start programming soon. Weeding of the collection continues at a brisk pace with assistance from volunteer retired librarians Don Gould and Claudia Fishler. We added Qello, a streaming music concert and documentary service, to our digital offerings and patrons seem to like it. We will be adding the 3M Cloud Library in August.

San Marino

- " The passport business continues to thrive at Crowell. The library grossed over \$230,000 in FY 16-17 in passport acceptance fees.
- " We prepare to start our programming for fall. Highlights include LA Opera Talks and the return of Dr. Thom Mason with his history of Jazz series.
- " We will not hold our fundraiser Delicious Destinations in the fall. Instead, we plan an event for the library's 10<sup>th</sup> anniversary in January.
- " Our implementation of RFID has been delayed by a funding snag. We hope to find additional support soon.
- " Our print circulation numbers continue to soften and sink. Have other libraries experienced this?

Signal Hill

- " Construction bids were received for the new library building in June which were all over budget and rejected. The city is reviewing the plans and will seek bids again in the next month. They hope to have construction start in the fall with a completion date in late 2018.
- " Our summer reading program is in full swing with children, teens, and adults participating. Special programs have included, Paint Night, Cartooning, Conquer Your Clutter, Family Movie Night, and Stuffed Animal Sleepover.
- " Finally, I will be retiring on August 18. The city is in the process of recruiting my replacement.

Thousand Oaks

- " **Staffing:** The Library is experiencing a wave of retirements, consistent with the rest of the City. Since January, seven staff have retired or announced their intention to retire. Plans are underway to consider how best to use the positions as part of the Library's ongoing reorganization and strategic planning process.  
The Library has welcomed two full-time librarians with the promotion of part time librarian, Gena Ball and the recruitment of Jacquie Kowalczyk. Gena has worked for the City of Thousand Oaks for three years and Jacquie is new to California, having come here from New York State.
- " **Programming:** Summer Reading continues to be popular with Library patrons. Using the online platform has made participation easier.  
The Library piloted an elementary school aged literacy program with great success. Based on feedback received from the Conejo Valley Unified School District administration, Library staff worked with Rancho Cucamonga Public Library's Literacy program, Back to Basics/Reading Enrichment to develop a similar model and test run during the Summer. It is anticipated the program will continue and grow, in the fall.

Torrance

- " We launched quite a few new things recently. First, the entire City of Torrance launched a new website, with the Library as one of four areas presented at the City Council meeting. This was a lot of hard work from Dana Vinke, our Principal Librarian of Operations, working with the web design team, our Communications and Information Technology Department, and the entire Library staff as we decide what stayed, what went, what got added, and what got redesigned. Migration was mostly

smooth, and we are now taking comments, discovering what we forgot, and tinkering around the edges.

- “ We also launched a new collection of SMART Cases . Science, Math, Activity, Reading, and Teaching. Each is a case with two books, a DVD, and an activity on a science topic. The topics include oceans, earthquakes, the solar system, bridges and tunnels, buildings, insects, and the human body. Each Case was evaluated by teachers from our Torrance Unified School District, and comes with a grade level and the tie to the Next Generation Science Standards. The activities are the huge added element. For the Solar System case, there is an actual mini-planetarium that asks trivia questions, the Human Body case has a mini torso like the ones you see in science labs where you take the heart, lungs, liver, intestines, and other stuff out. Two come with microscopes. There are 12 in the catalog right now, and within a week of our press, they were all checked out. One of our Library Commissioners even took the one I brought to a meeting home that night.
- “ We will have a Youth Services Librarian opening posted by our meeting, as we promoted a Youth Services Librarian to Senior Librarian. We then expect to hire a Senior Library Technician, a part-time Reference Librarian, and two Library Technicians this year as they are all vacancies. We are finding that our minimum wage Library Page position is not drawing the pool of candidates we have gotten used to in a down economy, so I am working on promoting Library Page over other minimum wage jobs with the added benefits such as the indoor work, guaranteed hours and predictable schedule, training, and career ladder.