



(Approved March 15, 2018)

**Southern California Library Cooperative
Administrative Council Meeting
November 30, 2017
Long Beach Public Library
Michelle Obama Library**

Minutes

Present:

Carmen Hernandez, AHM
Mindy Kittay, ALT
Elizabeth Goldman, BUR
Barbara Custen, CoLAPL
Debra Brighton, ELS
Hala Shonouda, GDL
Janet Stone, DORA
Frances Tracht, ING
Shayna Balli, IRW
Glenda Williams, LBPL

Robert Shupe, PALM
Kathy Gould, PVP
Michelle Perera, PAS
Susan Anderson, RED
Irene McDermott, SMAR
Matthew Hottt, SCL
Joyce Ryan, SFE, Chair
Hillary Theyer, TOR
Paymaneh Maghsoudi, WHI

Present via Conference Call:

Darlene Bradley, ARC
Jo Rolfe, CAM
Veronica Palacios, COV
Sofia Kimsey, OXN

Patty Wong, SAM
Heather Cousin, THO
Jackie Griffin, VEN

Absent:

Ann Graf, AZU
Karen Buth, BEV
Barbara Lockwood, CAB
Beatriz Sarmiento, CMM
Ben Dickow, DOW
Susan Broman, LAPL
Carey Vance, MON

Norma Arvizu, MPK
Christine Conwell, MOOR
Muriel Spill, POM
Jill Schofield, SMD
Alison Dobay, SIG
Steve Fjeldsted, SOPAS

Staff:

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

Guests:

Natalie Cole, State Library

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100. Opening

101. Chairperson's Welcome

Joyce Ryan called the meeting to order at 10:06 a.m. and introduced the guests in attendance.

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, Hernandez) to approve the Consent Calendar consisting of:
- 301. Minutes from the July 27, 2017 Administrative Council Meeting
 - 302. CLSA System Program Annual Report and Expenditure Report 2016/17 submitted to the California State Library
 - 303. CLSA System Detailed Budget 2017/18 submitted to the California State Library
 - 304. IRC Section 125 Premium Only Plan Resolution

400. Adoption of the Agenda

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

500. New Business

501. Financial Report

Carol Dinuzzo, Finance Manager, reviewed the budget report presented in the agenda packet and noted that the Capital One funds have been transferred to the SCLC California United Bank checking account. The California United Bank has been acquired by the Pacific Western Bank with the conversion date set for December 2, 2017. The deposit accounts are being reconciled and she will work with individual libraries as needed. She is working on a more detailed cost analysis to track SCLC staff expenses for the various cooperatives and projects.

502. SCLC Office Reorganization

Diane Satchwell gave a PowerPoint presentation which included SCLC history, savings, revenue, expenses, projected savings, reorganization recommendation, CLSA and non-CLSA projects, and accomplishments. The Executive Committee suggested researching the pension liability to have an idea of the resources available for the

staffing reorganization. Council members favored moving forward with one or two positions before information on the pension liability is received. Job descriptions with fully-loaded costs could be presented to the Executive Committee at their January meeting.

ACTION: It was MSP (Gould, Shupe) to authorize the Executive Committee to make decisions to move forward with the reorganization at their January meeting.

503. Membership Dues 2018/19

ACTION: It was MSP (Williams, McDermott) to approve the proposed membership dues for 2018/19 as presented in the agenda packet.

504. Pension Liability Task Force

ACTION: It was MSP (Theyer, Anderson) to approve creation of a Pension Liability Task Force.

Kathy Gould (Palos Verdes) and Mindy Kittay (Altadena) volunteered to serve on the Pension Liability Task Force.

505. National Library Legislative Day, May 7-8, 2018

Diane Satchwell reported that attendance at National Library Legislative Day last year was very successful, with visits to all 55 California legislators and meetings with the two Senators' offices. She has been asked to replicate the process in 2018 that she and Hillary Theyer implemented last year.

ACTION: It was MSP (Shupe, Anderson) to approve attendance at National Library Legislative Day by Diane Satchwell and Hillary Theyer at a cost of \$2500 per attendee.

Hillary Theyer noted that she will send a message to the all directors list asking for letters to include in the legislators' packets about impacts federal funding has had on their libraries.

506. League of California Cities Conference Booth

Diane Satchwell reported that a booth for the League of California Cities Conference has been secured and as suggested by the Executive Committee, she and Carol Frost, Pacific Library Partnership, will be submitting a proposal to present a session at the conference. The conference will be held September 12-13, 2018 in Long Beach.

ACTION: It was MSP (Theyer, Kittay) to approve \$3,000 for the League of California Cities Conference booth and travel.

507. CLSA Discussion

Diane Satchwell and Joyce Ryan reported on a meeting called for all CLSA system chairs, vice-chairs, and coordinators to determine how to better communicate and work

with each other and the State Library using the Harwood concept, and to become better educated about CLSA. A follow-up meeting has been scheduled for February 2 in Stockton to discuss what the systems can do statewide, how to stay engaged with CLSA, and attending CLSB meetings.

ACTION: It was MSP (Williams, Tracht) to approve funds for the chair and vice-chair to attend the meeting of CLSA system officers and coordinators being held in Stockton on February 2. Costs for attendance by the Executive Director will be divided among the five systems being administered by SCLC.

508. 3D Printers

Diane Satchwell reported that each system was given two 3D printers through a grant program. The printers have been shared among SCLC libraries and next steps for the two printers need to be determined. She noted that clsainfo.org has information on policies and how 3D printers are being used in various libraries.

ACTION: It was MSP (Theyer, Shupe) to direct SCLC to conduct a survey of the member libraries, and if it is confirmed that there is no longer interest in the loaning of the printers, they may be given to interested libraries.

509. Other

Diane Satchwell reported that she will be out of the office December 11-15; Carol Dinuzzo will be in charge of the SCLC office during that time.

600. Reports

601. State Library Report

Natalie Cole highlighted the written report included in the agenda packet including California Center for the Book and ELF programs, the Innovation Station Project, Maximizing Learning Spaces, Lunch at the Library, USA Learns, and she congratulated those who received Libraries Illuminated awards. Harwood regional meetings will be held January - April 2018. State Library meetings are being held to discuss goals in the five-year plan and outcome statements are being developed to align with the goals. Summer reading trainings are also being planned. LSTA-funded leadership workshops are being held through CLA; Elizabeth Goldman reported that applications were being received for the cohort; more information is available via claleadership.wordpress.com.

602. Chairpersons Report

Joyce Ryan reported on net neutrality and the proposal being voted on by the FCC Board on December 14. If it passes, it will likely affect library service.

603. Roundtable

Roundtable reports submitted before the meeting were distributed with the agenda packet. Additional reports were given during the meeting.

700. Farewell to Debra Brighton, El Segundo Public Library and Jackie Griffin, Ventura County Library

Joyce Ryan acknowledged the upcoming retirements of Debra Brighton and Jackie Griffin. She presented a plaque to Debra Brighton in appreciation for her service to the MCLS and SCLC Administrative Councils, 1999-2017. Nancy Schram accepted the plaque for Jackie Griffin who was attending via conference call, for her service to the SCLC Administrative Council, 2010-2017.

800. Adjournment

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