



**Southern California Library Cooperative
Administrative Council Meeting
May 24, 2018
Burbank Public Library
Buena Vista Branch Library**

Minutes

Present:

Carmen Hernandez, AHM
Elizabeth Goldman, BUR
Barbara Lockwood, CAB
Beatriz Sarmiento, CMM
Patricia Rivera, CoLAPL
Cindy Cleary, GDL
Janet Stone, DORA
Frances Tracht, ING
Meghan Weeks, LBPL
Robert Shupe, PALM

Jennifer Addington, PVP
Michelle Perera, PAS
Susan Anderson, RED
Irene McDermott, SMAR
Shannon Vonnegut, SCL
Joyce Ryan, SFE, Chair
Christine Smart, SMD
Darren Jeffery, THO
Hillary Theyer, TOR
Nancy Schram, VEN

Present via Conference Call:

Darlene Bradley, ARC
Karen Buth, BEV
Shayna Balli, IRW
Carey Vance, MON

Christine Conwell, MOOR
Sofia Kimsey, OXN
Patty Wong, SAM

Absent:

Ryan Roy, ALT
Ann Graf, AZU
City Librarian, CAM
Veronica Palacios, COV
Ben Dickow, DOW
Mark Herbert, ELS

Susan Broman, LAPL
Norma Arvizu, MPK
Muriel Spill, POM
Charles Hughes, SIG
Steve Fjeldsted, SOPAS
Paymaneh Maghsoudi, WHI

Staff:

Diane Satchwell, Exec. Dir.
Carol Dinuzzo, Controller
Jerilynn Takeda, Admin. Offcr.

Guests:

Darren Hernandez, SCL (conf. call)
Natalie Cole, CA State Library

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1. Opening

a. Chairperson's Welcome

Joyce Ryan called the meeting to order at 10:22 a.m. and introduced the guests in attendance.

b. Roll Call

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

2. Public Forum

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

3. Consent Calendar

ACTION: It was MSP (Perera, Tracht) to approve the Consent Calendar consisting of the following:

- a. Minutes from the November 30, 2017 Administrative Council Meeting
- b. Administrative Council Meeting Schedule 2018/19
- c. Executive Committee Meeting Schedule 2018/19
- d. Audit and Finance Committee Meeting Schedule 2018/19

4. Adoption of the Agenda

ACTION: It was MSP (Hernandez, Lockwood) to adopt the agenda for the meeting with addition of 5b. Approval of Travel.

5. Financial Update

Carol Dinuzzo reviewed the budget report presented in the agenda packet.

5b. Approval of Travel

Joyce Ryan reported that the CLSA systems are interested in increasing their presence at the CLSB meetings. SCLC would like to send possibly two SCLC representatives to attend the two CLSB meetings held per year.

ACTION: It was MSP (Sarmiento, McDermott) to increase the Travel budget not to exceed \$1,000 for travel to the CLSB meetings.

6. Proposed Budget 2018/19

Carol Dinuzzo reviewed the proposed budget for 2018/19 presented in the agenda packet. It was noted that the increase in Travel approved above will be included in the 2018/19 budget.

ACTION: It was MSP (Schram, Theyer) to approve the proposed budget for 2018/19.

7. Audit and Finance Committee Report

Carmen Hernandez and Carol Dinuzzo reported on the conference call meeting held by the committee.

ACTION: It was MSP (Lockwood, Anderson) to approve the following committee recommendations:

- a. Reserve designation recommendation that \$1,500,000 be designated to meet operating costs needs in the event that SCLC has to draw on the reserves.
- b. Acceptance of the Annual Financial Report and Single Audit Report, June 30, 2017.

8. CLSA Plan of Service and Budget 2018/19

Diane Satchwell reported that revised CLSA Rules and Regulations have been approved but still need posting before they become effective. The Plan of Service will include funding for e-resources, the digilabs, and will include a statement that there are unallocated funds that will be set aside for any projects that may come up during the year. This will allow CLSA funds to cover projects such as Analytics on Demand.

ACTION: It was MSP (Anderson, Hernandez) to approve signature of the CLSA Plan of Service and Budget documents by the Chair based on the discussion noted above.

9. CLSA Update

Joyce Ryan reported on attending the CLSB meeting where proposed changes to the CLSA Rules and Regulations were discussed, regarding changing the CLSB meeting schedule to one meeting per year, and changing the wording from "will" to "may" in regard to recognition of speakers at any State Board meeting. The Board approved at least two meetings per year and that the President will recognize speakers at the State Board meetings. She also reported on a productive meeting with Greg Lucas that she attended with John Alita from Stockton and Todd Deck from Tehama County. It was agreed that it is important to have a presence at the CLSB meetings to show the CLSB what libraries are doing and the impact state funding has on library services. Also mentioned were an online newsletter, making presentations at the board meetings, and providing system annual reports to the board.

10. National Library Legislative Day (NLLD)

Hillary Theyer reported that she and Diane Satchwell stuffed packets that were distributed to all 55 legislators' offices. In 2019, NLLD will not be held because the ALA conference will be held in Washington, D.C. It is likely the program will be different in 2020. Jennifer Addington recommended letting a CLA Legislative Committee member know whenever contact is made with a legislator's office.

11. Contract Renewals to Provide Administrative and Fiscal Services 2018/19

Diane Satchwell reviewed the agreements with the 49-99, Serra, Inland, and Santiago Library Systems, noting that she will hire a system manager to work with the Serra System.

ACTION: It was MSP (McDermott, Cleary) to approve contract renewals to provide administrative and fiscal services in 2018/19 for:

- a. 49-99 Cooperative Library System
- b. Serra Cooperative Library System
- c. Inland Library System
- d. Santiago Library System

12. Election of Vice-Chair/Chair-Elect 2018/19

ACTION: It was MSP (McDermott, Theyer) to approve the Nominating Committee recommendation of Janet Stone, Glendora to serve as Vice-Chair/Chair-Elect of the Administrative Council for 2018/19. Carmen Hernandez, Alhambra, the current Vice-Chair/Chair-Elect will serve as Chair for 2018/19.

13. Executive Committee 2018/19

Diane Satchwell presented a new procedure for Executive Committee membership. Members will be selected based on an alphabetical rotation of library jurisdictions within the population groups. The Chair, Vice-Chair, and Immediate Past Chair also serve on the committee.

ACTION: It was MSP (Hernandez, Conwell) to approve the following Executive Committee members for 2018/19:
Section 1: Glendale (2 years), Santa Clarita (1 year)
Section 2: Alhambra - Chair (2 years), Inglewood (1 year)
Section 3: Arcadia (1 year), Glendora – Vice-Chair (3 years)
Section 4: Covina (2 years – need to ask), Monrovia (1 year)
Section 5: Santa Fe Springs – Past Chair (1 year), Sierra Madre (2 years)

14. SCLC Office Reorganization Update

Diane Satchwell reported that the lease on the current facility expires July 1, 2018 and will be moving to the Pasadena Library, saving between \$65,000-\$80,000 per year. Staff will be working more remotely and files are being moved to the cloud. The recently hired Project Assistant accepted a position out of state.

ACTION: It was MSP (Shupe, Lockwood) to approve the Executive Director signing the agreement with the Pasadena Public Library.

15. SCLC Interest Groups and Committees

Diane Satchwell reported that the structure of SCLC interest groups and committees needs to be assessed regarding compliance with the Brown Act. Possibly changing the names of some of the groups would attract more members and could avoid confusion with CLA interest groups. Role within SCLC. More information will be brought back to the Council.

ACTION: It was MSP (Sarmiento, Anderson) to approve directing staff to survey libraries to compile a list of interest groups and committees and to report to the Administrative Council and determine next steps.

16. This item number was inadvertently omitted from the agenda.

17. Closed Session: Executive Director Performance Evaluation

ACTION: It was MSP (Shupe, Tracht) to approve a \$42,000 bonus for the Executive Director. Diane Satchwell was commended for her excellent job performance and the Council appreciates the clarity and transparency brought to the finances and to the organization.

18. Other

There was no other business for the Council.

19. State Library Report

Natalie Cole briefly highlighted the report included in the agenda packet. She received a positive response to the possibility of holding another Harwood Lab. She is no longer the monitor for the Libraries Illuminated project but noted the importance of the evaluation of the projects.

20. Chairperson's Report

Joyce Ryan extended appreciation to Elizabeth Goldman for hosting the meeting. She then presented Cindy Cleary with a plaque and card upon her retirement in appreciation for her service to the Administrative Council from 2008-2018; her last day is June 28, 2018. Kathy Gould is also retiring and a plaque and card will be forwarded to her.

21. Roundtable

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

22. Presentation of Gavel to Outgoing Chair

Carmen Hernandez presented Joyce Ryan an engraved gavel in appreciation for her service as SCLC Chair for 2017/18.

23. Adjournment

There being no further business, the meeting was adjourned at 1:16 p.m.

Respectfully Submitted,



Jerilynn Y. Takeda
Administrative Officer



Joyce W. Ryan
Chair



Diane R. Satchwell
Executive Director

