



(Approved October 17, 2019)

**Southern California Library Cooperative
Administrative Council Meeting
July 25, 2019
Altadena Library District**

Minutes

Present:

Cindy Cleary/
Estella Terrazas, ALT
Darlene Bradley, ARC
Elizabeth Goldman, BUR
Barbara Lockwood, CAB
Melissa McCollum, ELS
Nikki Winslow, GDL
Janet Stone, DORA, Chair
Fran Tracht, ING
Gladstone Bucknor, LACO
Carey Vance, MON

Diana Garcia, MPK
Robert Shupe, PALM
Jennifer Addington, PVP
Michelle Perera, PAS
Irene McDermott, SMAR
Shannon Vonnegut, SCL
Joyce Ryan, SFE
Patty Wong, SAM
Cathy Billings, SOPAS
Hillary Theyer, TOR
Paymaneh Maghsoudi, WHI

Present via Conference Call:

Glenda Williams, LBPL
(non-voting)

Susan Anderson, RED
Nancy Schram, VEN

Absent:

Carmen Hernandez, AHM
Ann Graf, AZU
Karen Buth, BEV
Antonio Apodaca, CAM
Beatriz Sarmiento, CMM
Krizia Virbia, COV
Ben Dickow, DOW
Shayna Balli, IRW

Susan Broman, LAPL
Monique Atwood, MOOR
Sofia Kimsey, OXN
Muriel Spill, POM
Charles Hughes, SIG
Christine Smart, SMD
Heather Cousin, THO

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: sclcadmin@socallibraries.org

Staff:

Diane Satchwell, Exec Dir.
Carol Dinuzzo, Controller (conf. call)
Lori Rivas, Project Assistant

Nerissa Robinson, Project Manager
Jerilynn Takeda, Admin. Officer
Wayne Walker, Dep. Exec. Dir. (conf. call)

1. Opening

a. Chairperson's Welcome

Janet Stone called the meeting to order at 10:16 a.m. and introduced the guests in attendance.

b. Roll Call

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

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 (Theyer, Ryan) to approve the Consent Calendar consisting of
a. Minutes from the May 23, 2019 Administrative Council Meeting.

4. Adoption of the Agenda

ACTION: It was MSP (Maghsoudi, Tracht) to adopt the agenda for the meeting with the addition of the following items:
19a. Change of meeting dates – Council and Executive Committee to 10/17/19
19b. LinkedIn Learning – Hillary Theyer
19c. GARE – Patty Wong
19d. Potential Withdrawal – Camarillo

5. Final Budget Status -- FY18/19

Carol Dinuzzo reviewed the Final Budget Status Report – FY18/19 included in the agenda packet, reflecting reconciled bank statements and account balances through June 30, 2019. Diane Satchwell noted that she has been informed that CLSA funds can cover the IT expenses for the SCLC move and will be submitting an amended Plan of Service.

6. Budget Status Report – FY19/20

Carol Dinuzzo reviewed the Budget Status report included in the agenda packet, noting no expenses to report with the brevity of the fiscal year. Diane Satchwell reported that audits can no longer be covered with CLSA Baseline funds.

7. SCLC Move to Pasadena

Diane Satchwell reported that over \$85,000 has been saved with the move to the Pasadena Library. It is recommended that membership dues for the Pasadena Library be waived in light of the services and support being received by SCLC as tenants of the library. This will be included on the agenda for the next meeting.

8. Investment and Reserve Fund Policy

Diane Satchwell reported that the CalPERS liability and pension deficit is substantial. SCLC has been working to bring in revenue to help cover the costs and to avoid having this become a burden to the member libraries. Revisions and updates were proposed for the Investment

Policy, Reserve Fund Policy, and Reserves Allocation Policy to protect the funding for the pension liability.

ACTION: It was MSP (Shupe, McDermott) to approve the proposed changes to the SCLC Investment Policy, Reserve Fund Policy, and Reserves Allocation Policy.

9. Pension Deficit

Diane Satchwell reported on the SCLC pension liability which is part of the statewide CalPERS deficit, projected through FY2024-25 to total \$972,075 for CalPERS Classic employees. She noted that grant personnel for a grant SCLC no longer receives is included as part of the liability. She also noted the importance of protecting the funding to cover the pension deficit. Diane Satchwell was commended for her efforts to protect member libraries from the liability.

10. Grants Update

Diane Satchwell reviewed the grants awarded to SCLC for FY19/20, noting that the indirect amounts vary at approximately 3-5% but the grants can cover some staffing costs.

11. CLSB Meeting, September 17, 2019

Diane Satchwell encouraged members to attend the CLSB meeting being held on September 17, 2019. It is important that assessments and audits be covered under Baseline rather than System Administration funding.

12. CLSA Annual Report 2018/19

Diane Satchwell reviewed the CLSA Annual Report form to be submitted September 3, 2019 and information to be solicited from the members.

ACTION: It was MSP (Shupe, Lockwood) to approve the Chair to sign the CLSA Annual Report when completed.

13. CLSA System Detailed Budget 2019/20

Carol Dinuzzo reviewed the CLSA System Detailed Budget for 2019/20 to be submitted to the State Library in September, projecting revenue to be received during the year.

14. 2019/20 Executive, Audit and Finance, Nominating Committees

Janet Stone noted the members for the Executive, Audit and Finance, and Nominating Committees for 2019/20.

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

Janet Stone noted that this information will be collected for distribution at a future meeting.

16. Executive Director Recruitment Committee

Janet Stone reported that Diane Satchwell is planning to retire as of November 1, 2019.

ACTION: It was MSP (Addington, Tracht) to approve volunteers Michelle Perera, Paymaneh Maghsoudi, Joyce Ryan, Robert Shupe, and Diane Satchwell to serve as the Executive Director Recruitment Committee. Carol Dinuzzo will be available to respond to any HR questions.

It was noted that updates will be sent to Council members for input as needed.

17. CalPERS Resolution for 180-Day Wait Period Exception

Janet Stone reported that the Administrative Council requested Diane Satchwell to be available during her retirement to train and transition the new Executive Director. This would require approval of a resolution for a CalPERS 180-Day Wait Period Exception.

ACTION: It was MSP (Ryan, Theyer) to approve directing the Controller and Executive Director to investigate specific language for the resolution to train and transition the new Executive Director, and to authorize the Executive Committee to meet if necessary to meet any deadlines.

18. Simi Valley Public Library Membership in SCLC

Diane Satchwell reported that the Simi Valley Public Library has requested membership in SCLC, retroactive to July 1, 2019 if possible.

ACTION: It was MSP (McDermott, Theyer) to approve the membership of the Simi Valley Public Library in SCLC and to recommend membership approval to the California Library Services Board.

19. Monterey Park

Diane Satchwell reported that Monterey Park does not have documentation of the agreement to join the system and is requesting SCLC to sign an agreement for retroactive execution of the original agreement.

ACTION: It was MSP (Ryan, Maghsoudi) to approve attorney review of the agreement and to provide any fiscal impact moving forward.

19a. Change of meeting dates to 10/17/19

Diane Satchwell reported that the next Executive Committee meeting is scheduled for October 24, 2019 which conflicts with the CLA Conference. The next Administrative Council meeting is scheduled for November 21, 2019 which is after her proposed retirement date.

ACTION: It was MSP (Wong, Shupe) to change the October 24, 2019 Executive Committee meeting and the November 21, 2019 Administrative Council meeting dates to October 17, 2019.
(Ed. Note: The location will be the Whittier Whittwood Branch Library)

19b. LinkedIn Learning

Hillary Theyer reported on LinkedIn Learning's change in access for former Lynda.com library users, requiring users to create a LinkedIn profile that defaults to a public profile which conflicts with the California Government Code and privacy laws that protect the library use of their patrons. Statements have been released by the State Library and ALA, and this may be addressed further at the CLA Conference.

19c. GARE (Government Alliance for Race and Equality)

Patty Wong reported that the State Library has awarded a statewide grant for year-long GARE (Government Alliance for Race and Equality) training. They will be looking for participation from five libraries each in northern, central, and southern California to become a collegial cohort to develop policies and procedures within the library and other city departments, with mini-trainings to possibly take place in conjunction with some system meetings. The call for applications will be sent out in September.

19d. Potential Withdrawal – Camarillo

Diane Satchwell reported that Antonio Apodaca has indicated that the Camarillo Library is reconsidering their payment for SCLC membership fees for the current year. Withdrawal from the system would discontinue their SCLC digilab equipment and participation, SCLC delivery, Califa membership through SCLC, and they are waiting for determination regarding their CENIC participation. It is important for a decision to be made by August 31 in order for it to be placed on the agenda for the September 17, 2019 CLSB meeting. Interested members were encouraged to share information with Antonio Apodaca on the value of their membership in SCLC.

24. Farewell to Hillary Theyer

This item was taken out of order as Hillary Theyer needed to leave the meeting. She was commended for her work at her library and with the system and was given best wishes as she moves on to her new position as the Monterey County Librarian.

20. Policy for SCLC Interest Groups and Committees

Patty Wong and Jennifer Addington discussed the proposed policy for Interest Groups and Committees which includes definitions, roles, requirements, benefits, and implications for the groups, and applications for the formation of committees and interest groups.

Committees would be more formal with adherence to the Brown Act. They could serve in an advisory role to the Administrative Council with possible leadership opportunities for participants. Administrative Council members would serve as liaisons to the committees.

Interest groups are less formal with members meeting to exchange information and network on topics shared by the group.

It was noted that the Form 700 requirement for committee leadership should be included, with acknowledgement of the requirements to be renewed annually with the new leadership. Also to be added could be the availability of a member e-list/roster for the interest groups, and a process for interest groups to make recommendations or request discussion with the Administrative Council.

ACTION: It was MSP (Ryan, Billings) to approve the resurrection of official committees and interest groups and the proposed policies for the committees and interest groups, noting the additions mentioned above.

21. State Library Report

There was no report from the State Library.

22. Chairperson's Report

There was no report from the Chair.

23. Other

There was no other business for the Council.

25. Roundtable

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

26. Adjournment

There being no further business, the meeting was adjourned at 1:07 p.m.