ADMINISTRATIVE COUNCIL MEETING
Thursday, March 16, 2023
10:00am – 12:00pm
Hybrid meeting

On Site:
Riverside Public Library
3900 Mission Inn Ave. Riverside, CA 92507

Alternate Meeting Locations:
Banning Library District 21 W Nicolet St., Banning, CA 92220
Beaumont Library District 125 E Eighth St., Beaumont, CA 92223
Colton Public Library 656 N. 9th St., Colton, CA 92324
Corona Library 650 S. Main St., Corona, CA 92882
Hemet Public Library 300 E. Latham Ave., Hemet, CA 92543
Inyo County Library 168 N.Edwards St. Independence, CA 93526
Moreno Valley Public Library 25480 Alessandro Blvd. Moreno Valley, CA 92553
Murrieta Public Library 8 Town Square Murrieta, CA 92562
Ontario Public Library 215 East “C” St., Ontario, CA 91764
Palm Springs Public Library 300 S. Sunrise Way, Palm Springs, CA 92262
Palo Verde Valley Library District 125 W. Chanslorway Blythe, CA 92225
Rancho Cucamonga Library 12505 Cultural Center Dr. Rancho Cucamonga, CA 91739
Rancho Mirage Public Library 71-100 Highway 111, Rancho Mirage, CA 92270
Riverside County Library System 5840 Mission Blvd., Jurupa Valley, CA 92509
San Bernardino Public Library 555 W. 6th St., San Bernardino, CA 92410
Upland Public Library 450 N Euclid Ave., Upland, CA 91786
Victorville City Library 15011 Circle Dr., Victorville, CA 92395

Minutes Approved May 11, 2023

Attendance
Caines, Kathye – Hemet
Christmas, Erin – Riverside Public
Erjavek, Ed – San Bernardino Public
Espinosa, Aaron – Rancho Mirage
Garcia, Wess – Rancho Cucamonga
Kays, Jeannie – Palm Springs
Masters, Nancy – Inyo
Racelis, Melvin – Murrieta
Sunio, Maria – Moreno Valley
Thrasher, Shawn - Ontario
Van Valkenburg, Kelly – Beaumont
Whittington, Daneill – Corona

Other
Beck, Andy – SCLC
DePriest, Meg – CSL
Powers, Christine – SCLC
Snodgrass, Nerissa – SCLC

Absent
Carter, George – Victorville
Howison, Barbara – Riverside County
Hurtado, Yuri – Upland
Lee, Kevin – Banning
Orosco, Melanie – San Bernardino County
Pedroza, Edward – Colton
1. Call to Order and Roll Call
   Erin Christmas
   Meeting called to order at 10:00am.

2. Public Comment
   Erin Christmas
   Opportunity for any guest or member of the public to address the committee on any
   item of Administrative Council business.
   None.

3. Consent Calendar
   Erin Christmas
   All items on the consent calendar may be approved by a single motion. Any Council
   member may request an item be removed from the consent calendar and placed on
   the agenda for discussion.
      MSP (Sunio/Erjavek) to pass the Consent Calendar, without changes.
      12 yes, 0 no, 0 abstain

4. Adoption of the Agenda
   Erin Christmas
   Chair adopts the agenda as presented, without objection.

5. SCLC Personnel Update
   Christine Powers
   Powers introduced herself as SCLC’s new Executive Director, and Beck introduced
   himself as SCLC’s new Controller. Both Powers and Beck spoke on their
   backgrounds and eagerness to work with Inland.

   End of COVID-19 Emergency Order
   Powers presented information on the end of AB 361, and the introduction of AB
   2449. Going forward, meetings must be hosted at a site accessible to the public, and
   members who chose to teleconference into meetings must list their location on the
   agenda, and the site must be open and accessible to the public. Under AB 2449, if a
   member has an emergency and must teleconference without their location published
   on the agenda, this triggers a requirement for meeting quorum at the host site.

7. Designation of San Bernardino County Account Funds
   Christine Powers
   Executive Committee recommends to the Administrative Council to place the San
   Bernardino County Account Funds in a reserve account, marked for unrestricted
   funds.
   MSP (Kays/Caines) to place the San Bernardino County Account Funds in a reserve
   account, marked for unrestricted funds.
   12 yes, 0 no, 0 abstain
8. Budget Status Report FY2022/23  
Andy Beck

CLSA funding for FY2022/2023 was received in December 2022. Membership dues for the fiscal year are 60 percent collected. The Public Library Staff Education Program (PLSEP) has been approved and is being run through SCLC. Expenditures include payments of $52,473 for E-Resources and $17,330 for delivery services. The unrestricted cash balance totals $124,332 as of February 28, 2023.

9. PLSEP Grant Update FY2022/23  
Christine Powers

Due to an issue with the Unique Entity Identification (UEI) which would not allow Inland to apply individually, SCLC staff worked with the State Library to join all contracted systems applications under SCLC to be managed by SCLC as one larger grant. Eleven Inland students have been awarded the PLSEP. There is no fiscal impact to Inland, as this a pass-through grant. Thrasher requests that SCLC apply for a UEI on behalf of Inland as soon as a physical address can be secured.

10. CLSA Planning FY2023/24  
Christine Powers

Powers reviewed current CLSA fund allocations, and members agreed to continue with current allocations.

1. eResources (87%)
   a. Cloudlibrary
   b. Overdrive
   c. Hoopla
   d. Truflix
   e. Palace Project

2. Contract Services (11%)
   a. Courier delivery
   b. Audit services

3. Telecommunications (2%)
   a. Zoom license
   b. Website hosting
   c. Internet service

11. Membership Dues FY2022/24  
Andy Beck

MSP (Thrasher/Sunio) to approve the membership dues for FY2023/24, and table the discussion on Califa membership until the May 2023 meeting.

11 yes, 0 no, 0 abstain

Kays left meeting at 11:06 Council retains quorum.

12. Nominating Committee Officers FY2023/24  
Erin Christmas

MSP (Caines/Espinosa) to accept Sunio as the third and non-Executive Committee member of the Nominating Committee, alongside Chair Erin Christmas and Past Chair Aaron Espinosa.

11 yes, 0 no, 0 abstain
13. Signature Authority

MSP (Thrasher/Espinosa) to authorize SCLC to update the Bank of America signature authority to add Executive Director, Christine Powers, as an authorized signer on accounts.
11 yes, 0 no, 0 abstain

14. Conflict of Interest/Form 700

Inland’s Code will be distributed in order to conduct the required 45-day public notice and comment period. The 45-day public notice period will commence the day that email is distributed. Councilmembers asked to submit their completed Form 700s to Lori Graver (lgraver@socallibraries.org).

15. State Library Liaison Report

LSTA grants are now open for FY2023/24. Literacy Services have upcoming deadlines for current participants. Reminder that California Library Connect is open. Building Forward Infrastructure Program is open March 16, 2023. IMLS accepted the library data, and dePriest will distribute the information, including how to access the data.

16. Administrative Council Chair Report

None.

17. Other

None.

18. Member Library Updates

Beaumont: recruiting for a part-time, on call reference librarian.
Hemet: celebrating 100 years of the Ramona pageant this year.
Inyo: conducting after school program via grant from State Library, including homework and activities; wrapping up remodel of central library.
Ontario: Encourage registration for CLA conference in June 2023; submit nominees for CLA awards; Ontario passed a sales tax that adds $90 million to budget, which allows hiring of 9 new staff people.
Rancho Cucamonga: hiring for 9-15 children’s library positions.
Moreno Valley: wrapping up Creative Studio workshops for adults, with over capacity every event.
Riverside Public: just finished Riverside Reads 2023, selected title Poppy, and gave away 850 copies of the book.

19. Adjournment

MSP (Racelis/Garcia) to adjourn meeting at 11:19 am.