ADMINISTRATIVE COUNCIL MEETING
Thursday, September 14, 2023
10:00am – 12:00pm
Hybrid meeting

On Site:
Anthony Munoz Community Center
1240 W. Fourth St. Ontario, CA 91762

Alternate Meeting Locations:
Corona Library, 650 S. Main St., Corona, CA 92882
Inyo County Library, 168 N. Edwards St. Independence, CA 93526
Moreno Valley Public Library, 25480 Alessandra Blvd., Moreno Valley, CA 92553
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 Archibald Library, 7368 Archibald Ave, Rancho Cucamonga, CA 91730
San Bernardino County Library, 268 W. Hospitality Lane, 3rd Floor, Suite 301, San Bernardino, CA 92415-0035
San Bernardino Public Library 555 W. 6th St., San Bernardino, CA 92410

Minutes
Approved December 14, 2023

Attendance
Dickinson, Luren – Beaumont
Erjavek, Ed – San Bernardino Public
Kays, Jeannie – Palm Springs
Masters, Nancy – Inyo
Orosco, Melanie – San Bernardino County
Pedroza, Edward – Colton
Racelis, Melvin – Murrieta
Thrasher, Shawn – Ontario
Tyler, Joan – Riverside County
Vera, Cara – Rancho Cucamonga
Whittington, Daniell – Corona
Williams, Kime – Palo Verde

Other
Beck, Andy – SCLC
DePriest, Meg – CSL
Powers, Christine – SCLC
Walker, Wayne - SCLC

Absent
Caines, Kathye – Hemet
Christmas, Erin – Riverside Public
Espinosa, Aaron – Rancho Mirage
Hurtado, Yuri – Upland
Lee, Kevin – Banning
Meester, Donna – Victorville
Sunio, Maria – Moreno Valley
1. Call to Order and Roll Call
   Meeting called to order at 10:04am. Roundtable introduction of directors, as there were several new in attendance.

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

3. Consent Calendar
   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 (Dickinson/Thrasher) to approve Minutes, with amendment to Item 19, report from Hemet, to reflect instead, “100th Ramona pageant, with literary landmark dedication at the Ramona Bowl.”
      12 yes, 0 no, 0 abstain

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

5. Budget Status Reports
   The Budget Status Report for FY2022/23 reflects reconciled bank statement through June 30, 2023. All revenues and expenses have been recorded. Financial highlights include a surplus of $35,625 compared to a surplus of $50,283, as budgeted. The Budget Status Report for FY2023/24 reflects reconciled bank statement through July 31, 2023. No unexpected expenditures were noted.

6. CLSA Annual Report FY2022/23
   MSP Dickinson/Racelis to authorize the Chair to sign the CLSA FY2022/23 Annual Report for submission to the State Library.
   12 yes, 0 no, 0 abstain

7. Inland Library System Webpage Update
   At the last system meeting, members of the Inland Library System voted to allow staff to create and manage Inland’s webpage as a subpage of the Southern California Library Cooperative’s website. Staff will update this site regularly to post agendas in compliance with the Brown Act and current member library contact information. The new webpage is still under construction and is not yet public, pending one technical issue. Once the site is complete, staff will share a link to the website with all members via email.
8. Authority for Financial Institutions

Christine Powers/Andy Beck

Recommended by the Executive Committee. MSP (Racelis/Thrasher) to authorize staff to close Inland Library System’s Bank of America account, open a new government account with JP Morgan Chase, and transfer all funds from Bank of America to JP Morgan Chase. Continue to authorize signature authority for the new account as directed to Christine Powers, Executive Director; Erin Christmas, Chair; and Nerissa Snodgrass, Project Manager.
12 yes, 0 no, 0 abstain

9. Executive Committee Election Result

Melanie Orosco

Jeannie Kays is the newly elected Member-at-Large for the Executive Committee.

10. Inland Interest Groups

Shawn Thrasher

Recommended by the Executive Committee. MSP (Racelis/Vera) to recommend establishing interest groups, as presented (Youth, Teen, Volunteer, Adult and Circulation Services), with the addition of a Technology Interest Group; each Interest Group to have a Chair and Vice Chair; Thrasher volunteers to be the interest group liaison to the Administrative Council; each group to hold quarterly meetings; workshops would require approval from the Administrative Council; budgets would be approved by the Administrative Council.
12 yes, 0 no, 0 abstain

11. State Library Liaison Report

Meg dePriest

Lunch at the Libraries will close on Nov 29; Inspiration grants closing on Nov 30; public library survey is open and due by the end of November; Career Online High School no longer requires a local match; Catalyst is a new library leadership program; announcements expected in September for Building Forward; Community Center Libraries launched.

12. Administrative Council Chair Report

Melanie Orosco

None.

13. Other

Melanie Orosco

None.

14. Member Library Updates

Melanie Orosco

San Bernardino County: opened Ani-maker space in Fontana, in partnership with Garner Holt Productions.

Palm Springs: Chromebook and hot spot programs are struggling because of missing materials and high maintenance requirements; successful Passport Fair on August 5, processed 109 applications; Prideonthepage.org LGBTQ+ book event coming up; Palm Springs Speaks will host Temple Grandin on November 17; Drag Story Hour coming back on October 24.
Murrieta: started passport services yesterday; completed visioning projects for Building Forward grant; two active recruitments; nominated by Congressman Issa for IMLS medal.

Beaumont: Building Forward expansion project continues.

Ontario: conference planning committee for CLA.

Inyo: extended learning opportunity (after school program) focused on literacy.

Rancho Cucamonga: Building Forward grant – October recarpeting of one location; schematic design for Archibald relocation project; in November, soft opening for Childrens’ Discovery Space, with grand opening in January 2024.

Riverside County: expanded Parks Passes and partnering with the County system.

15. Adjournment

Melanie Orosco
MSP (Thrasher/Racelis) to adjourn meeting at 11:17am.

Respectfully submitted by Lori Graver on December 21, 2023.