Executive Council Agenda

November 14, 2023
2:00 - 4:00 pm

Meeting Location:
Newport Beach Central Library
1000 Avocado Ave., Newport Beach, CA 92660

Alternate meeting location:
Anaheim Public Library 500 W. Broadway Anaheim, CA 92805

Minutes
Approved February 13, 2024

Attendance
Booth, Judy – Fullerton
Contreras, Jeanette – Placentia
Curtis, Dave – Orange Public
Duarte, Ann – Buena Park
Framson, Jessica – Huntington Beach
Hansen, Genesis – Mission Viejo
Lightfoot, Rebecca – Newport Beach
Lixey, Carrie – Yorba Linda
Lujan, Audrey – Anaheim
Sternberg, Brian – Santa Ana
Starkey, Brian – OC Public Law
Toth, Sherry – OC Public

Other
Beck, Andy – SCLC
Graver, Lori – SCLC
Powers, Christine – SCLC
Villalobos, Kaela – CSL
Walker, Wayne - SCLC

1. Opening
Meeting called to order at 2:05 pm.

2. Public Comment
Opportunity for any guest or member of the public to address the Council on any item of Santiago business not represented on the current agenda.
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.

   a. Minutes of the August 15, 2023, meeting
MSP (Hansen/Booth) to pass the Consent Calendar, without changes.
4. Adoption of the Agenda      Jessica Framson
Chair adopts the agenda, as presented, without objection.

The Budget Status Report for FY 2023/24 reflects reconciled bank statements
through September 30, 2023. Financial highlights for revenues include the
receipt of 83% membership dues. There are no unexpected expenses.

6. CLSA FY2023/24 Plan of Service Update   Christine Powers
Each year, the Santiago Library System receives California Library Services Act
(CLSA) funds from the state. To receive these funds, Santiago submits a Plan of
Service to be approved by the California Library Services Board (CLSB). The
CLSB approved Santiago’s Plan of Service on October 19, 2023. Staff has filed
the required paperwork with the State Library to claim the CLSA funding for the
Santiago. Staff anticipates that the CLSA funds will be distributed to member
library systems by the end of the calendar year.

7. Banking Status and Reconsideration of Financial  Christine Powers
Authority
In August 2023, Santiago authorized staff to close Santiago’s Pacific Premier
Bank account, open a new account with JP Morgan Chase, and transfer all funds
from Pacific Premier to Chase. The Executive Council granted financial authority
to two members of SCLC staff, as well as the System’s Chair and Vice Chair.
Santiago’s JPA and Bylaws do not require Council Members to be authorized
signers on any financial accounts, nor mention financial authority as duty of Chair
or Vice Chair.
MSP (Contreras/Starkey) to discontinue the practice of granting Signature
Authority to Council members, effective immediately, and going forward, staff will
provide financial statements in Council Agenda Packets.
12 yes, 0 no, 0 abstain

8. Santiago Library System Webpage Update   Christine Powers
Santiago Library System had voted to discard the use of the System’s Google
Drive and allow SCLC staff to manage Santiago’s website as a subpage of
SCLC’s website. Staff provided an update of the website, and relayed future
plans for the site, anticipated in early 2024.

9. 2024 Performers Showcase     Christine Powers
The Santiago’s Children’s Services Committee has presented the Performers
Showcase for many years, to familiarize attendees with performers available for
library programming.
MSP (Curtis/Lujan) to approve execution of the 2024 Performer’s Showcase by
Santiago Children’s Committee, as presented in the report.
12 yes, 0 no, 0 abstain
10. Committee Reports
   a. Technology Committee  
      Genesis Hansen  
      Committee discussed scheduling software, Wonderbooks, VOX Books, laptop waivers, and staff borrowing equipment for in home use.
   b. Children’s Services Committee  
      Judy Booth  
      Committee discussed the Performer’s Showcase.
   c. Teen Services  
      Dave Curtis  
      Committee discussed summer programming at last meeting, and will discuss fall and winter programming at the November meeting.
   d. Circulation Committee  
      Ann Duarte  
      Committee would like to bring back homebound services, which were discontinued under COVID. Also discussed promoting the Parks Pass program, and will discuss the book return process at the next meeting.
   e. Reference Committee  
      Brian Sternberg  
      Committee discussed how to store and manage local history artifacts.

11. State Library Report  
    Kaela Villalobos
    Broadband aggregator applications are open.  
    Inspiration grants opportunity closes on November 30, 2023.  
    Lunch at the Library applications close on November 29, 2023. Funding has increased to $5.4 million.  
    California Connect applications are being accepted.  
    Career Online High School no longer requires jurisdictions to provide a cash match.  
    Building Forward round two announcement is forthcoming.  
    Writer to Writer Challenge for adult learner entries are due February 15, 2024.  
    California Libraries Learn (CALL) calendar continues to offer many options for professional development.  
    The Parks Pass program will be adding a backpack component.  
    Ready or Not Cultural Heritage Disaster Preparedness and Zip Books Programs are ongoing.

12. Executive Council Chair Report  
    Jessica Framson  
    None.

13. Other  
    Jessica Framson  
    None.

14. What's New at your Library  
    Jessica Framson
Buena Park: wrapping up the HVAC project; implementing new city non-smoking policy; bilingual story times are successful (Spanish and Korean); passport program has resumed.

Fullerton: Working to make facilities ADA compliant; city granted raises across the board.

Huntington Beach: Issued an RFP for a Master Plan; in October, held an all staff meeting on safety issues; migrating to iCloud library; with new branch manager, now fully staffed in FT positions; city council imposed new policies for materials deemed to contain sexual content, including evaluating existing materials, shelving, access, and acquisition of new content.

Mission Viejo: Mentorship program was successful, and several participants were subsequently hired; applying for an Inspiration grant.

Newport Beach: Soliciting bids to construct a lecture hall; collection development policies are changing.

OC Public: closing three branches for remodeling; in negotiations with Irvine.

OC Public Law: in person usage is up as researching services and programming are bringing more people into the building.

Orange Public: encountering challenges endemic with rotating city staff; Foundation hosted Legacy Award program and raised $16k; Curtis is retiring in December.

Santa Ana: Building Forward funding received to continue updating and refreshing facilities; innovations lab and other projects are funded from multiple sources; book challenges have subsided.

Yorba Linda: Solar panels installed; received a $600k donation and will use to host annual author talks.

15. Adjournment

Meeting adjourned at 3:45 pm.

Respectfully submitted by Lori Graver on February 16, 2024