



Southern California Library Cooperative
Administrative Council Meeting
August 27, 2020
10:00 am-12:00 pm

Minutes

Approved November 19, 2020

Attendees

Addington, Jennifer – Palos Verdes
Anderson, Susan – Redondo Beach
Balli, Shayna – Irwindale
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Buth, Karen – Beverly Hills
Conwell, Christine – Moorpark
Cousin, Heather – Thousand Oaks
Dickow, Ben – Downey
Fabry, Nicole - Altadena
Graf, Ann – Azusa
Garcia, Diana – Monterey Park
Goldman, Elizabeth – Burbank
Hernandez, Carmen – Alhambra
Lockwood, Barbara – Calabasas
Maghsoudi, Paymaneh – Whittier
McCollum, Melissa – El Segundo
McDermott, Irene – San Marino
Perera, Michelle – Pasadena
Ryan, Joyce – San Fe Springs
Schram, Nancy – Ventura
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale
Smart, Christine – Sierra Madre

Stone, Janet – Glendora
Tracht, Frances – Inglewood
Vonnegut, Shannon – Santa Clarita
Walker-Lanz, Jesse - LACo
Wilburn, Yolande – Torrance
Williams, Glenda – Long Beach
Wong, Patty – Santa Monica

Other

Bednarski, Diane - SCLC
Cole, Natalie – CSL
Dinuzzo, Carol – SCLC
Rivas, Lori – SCLC
Snodgrass, Nerissa – SCLC
Walker, Wayne - SCLC

Absent

Apodaca, Antonio – Camarillo
Hall-McGrade, Amy – Covina
Hughes, Charles – Signal Hill
Kimsey, Sofia – Oxnard
Sarmiento, Beatriz – Commerce
Spill, Muriel – Pomona
Szabo, John – LAPL
Vance, Carey - Monrovia

1. **Opening** – meeting called to order at 10:07am

- a. Chairperson's Welcome Janet Stone
b. Roll Call
2. **Public Forum**
No public in attendance.
3. **Consent Calendar**
MSP (Shupe/McDermott) to approve minutes of the June 30, 2020 Administrative Council Meeting.
4. **Adoption of Agenda**
Adjustment to reflect that Chair will be presenting item 15.
5. **Healthcare Premium Update** Carol Dinuzzo
MSP (Billings/Ryan) for current Chair to sign Health Resolution and for Controller to update budget projections for fiscal year 20/21 reflecting increased health benefit allocations for both staff and retirees.
6. **Final Budget Status FY19/20** Carol Dinuzzo
COVID-19 impacted the ability to execute grant projects requiring travel and on-site activities, which, in turn, reduced SCLC indirect grant revenue. Expenses exceeded budgeted amounts by \$4,154 due to two retirements and associated cash out of vacation time.
7. **Budget Status Report FY20/21** Carol Dinuzzo
Projected expenses adjusted to reflect increase in SCLC Health Premium Allowance and awarded grants. Additional revenue expected from the award of PLSEP grants. MSP (Shupe/Anderson) to accept budget.
8. **CLSA Annual Report 2019/20** Diane Bednarski
Will employ the Technology Committee to survey member libraries on preferred digital resources for expending CLSA monies. Bednarski welcomes additional stories regarding impact of CLSA funds to include on the Annual Report. Committee members will have access to Annual Report, once signed. MSP (Shupe/Billings) to authorize current Chair to sign Annual Report, upon completion.
9. **Election of Officers** Carmen Hernandez

Nomination Committee nominates Cousin as new Vice Chair for FY20/21. Council unanimously votes to approve Cousin as Vice Chair.

10. Executive Committee 20/21 Appointments Diane Bednarski

The SCLC Standing Rules call for one member from each of the California State Library Statistical Groups to serve on the Executive Committee, along with the Chair, Vice Chair and immediate Past Chair. In recent years, some Groups have had more than one representative. It was agreed to return to the framework outlined in the Bylaws. The appointed members of the Executive Committee are:

- Group 1: County of Los Angeles Public Library
- Group 2: Pasadena Public Library
- Group 3: Camarillo Public Library
- Group 4: Moorpark City Library
- Group 5: Signal Hill Public Library
- Chair: Robert Shupe, Palmdale City Library
- Vice Chair: Heather Cousin, Thousand Oaks Library
- Past Chair: Janet Stone, Glendora Public Library

It was also noted that Los Angeles Public Library has been unable to serve on the Executive Committee due to standing conflicts with the Committee's Thursday morning meeting time. A survey will be distributed to the Director's to determine if another day/time would better suit the needs of the membership.

11. CalPERS Payment Schedule Carol Dinuzzo

Review of projection on future payments to CalPERS for SCLC's Unfunded Accrued Liability. Contributions have already been paid for FY20/21.

12. Reserve Policy Revisions Diane Bednarski

MSP (Billings/Wong) to approve requested modifications to Reserve Fund Policy, with additional change in last sentence, to "...Reserve Fund checking account will be replenished from the system's investment fund upon authorization from the Administrative Council to maintain at recommended level."

13. Standing Rules Revisions Diane Bednarski

MSP (Shaffer/ Maghsoudi) to approve the specified changes to the SCLC Standing Rules to reflect the newly formed Technology Committee.

14. Committee Updates

Audit and Finance

Robert Shupe

MSP (Maghsoudi/Wilburne) to accept the FY18/19 Audit.

Technology

Nicole Fabry

First meeting will be scheduled soon. Committee to conduct survey on spending CLSA funding on digital resources.

15. Executive Director oversight, activities, and evaluation Janet Stone

With the addition of more complex revenue streams, the role and responsibilities of the Executive Director have expanded. MSP (Williams/Ryan) to create a task force to draft client feedback and evaluative tools for Council consideration, to assist Council and Chair in Executive Director oversight. Perera, Ryan, Stone, Schram, and Shupe volunteer to sit on this task force.

16. Online Series on Racism, Diversity, Equity, and Inclusion Gary Shaffer

MSP (Wilburn/Shupe) for SCLC, as a body, to be an in-name-only sponsor of Glendale's pilot 10-month programming initiative centered on racism and DEI.

17. Other

"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p. 21. Limited by Brown Act to discussion only.

None.

18. State Library Report

Natalie Cole

Cole highlighted available comprehensive virtual training and conference support, the Public Library survey, Mental Health Initiative trainings, ProQuest supports, CA Digital Library and digital library collection, invitation to attend networking conversations, soliciting input on CARES funds. Request made for CSL to consider negotiating statewide vendor contract for WiFi hotspots.

19. Chairperson's Report

Janet Stone

Comments on SCLC and other library matters.

Shupe to deliver retirement gift to Diane Satchwell. Hernandez retires September 1.

20. Roundtable

Brief reports may be given as time permits.

McDermott: San Marino now offering passport services and ran a successful drive-by book sale.

21. Adjournment

Meeting adjourned at 12:25pm.

Respectfully submitted by Lori Graver on November 19, 2020.