



**Santiago Library System  
Executive Council Regular Meeting Agenda**

**Tuesday, August 13, 2024**  
1:00 - 3:00 pm

**Meeting Location:**  
Buena Park Library  
7150 La Palma Ave, Buena Park, CA 90620

**Minutes**

**Attendance**

Booth, Judy – Fullerton  
Contreras, Jeanette – Placentia  
Framson, Jessica – Huntington Beach  
Hansen, Genesis – Mission Viejo  
Harpster, Amy – Orange Public  
Medina, Helen – Buena Park  
Matthew, Patsel – OC Public  
Scott, Fretwell – Anaheim  
Sternberg, Brian – Santa Ana  
Starkey, Brendan E. – OC Public Law

**Other**

Beck, Andy – SCLC  
Powers, Christine – SCLC  
Snodgrass, Nerissa – SCLC  
Walker, Wayne – SCLC

**Absent**

Hartson, Melissa – Newport Beach  
Lixey, Carrie – Yorba Linda  
Villalobos, Kaela – CSL

1. Opening Helen Medina  
Meeting called to order at 1:05 pm.
  
2. Public Comment Helen Medina  
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 Helen Medina  
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 May 14, 2024, regular meeting
  - b. Minutes of the July 15, 2024, special meeting  
(ACTION)MSP (Contreras/Sternberg) to pass the Consent Calendar, as presented.  
9 yes, 0 no, 0 abstain

4. Adoption of the Agenda Helen Medina  
Chair adopted the Agenda, as presented, without objection.
5. Budget Status Report for FY 2023/24 Andy Beck  
(DISCUSSION)  
Controller, Andy Beck, presented the Budget Status Report for FY2023/24, reflecting reconciled bank statements through June 30, 2024.
6. CLSA FY2023/24 System Annual Program Report Christine Powers  
(ACTION)  
MSP (Contreras/Framson) to authorize the Executive Director to work with the Chair to complete the CLSA FY2023/24 System Annual Program Report for submission to the State Library by the September deadline.  
9 yes, 0 no, 0 abstain
7. Consideration of Future Membership Dues Christine Powers/  
Andy Beck  
(ACTION)  
The Executive Council decided to table this item for the next meeting. Staff will bring back a Funding per Capita formula at the next meeting.
8. Discussion of Committees and Committee Christine Powers  
Representatives  
(ACTION)  
MSP (Contreras/Harpster) Once a committee chair is appointed, the library director corresponding to that chair will be the liaison for that specific committee. The chairs and vice-chairs will serve a two-year term starting FY24/25 into FY25/26. Jeannette Contreras will work with Christine Powers to create a rotation schedule. Member libraries will work with their staff to see who wants to participate.  
10 yes, 0 no, 0 abstain
- Genesis Hansen joined the meeting at 1:54 pm.*
9. 2025 Children's Services Performers Showcase Judy Booth  
(ACTION)  
MSP (Hansen/Contreras) To accept the Children's Committee proposal report as presented and charge the Children's Committee to come back with a proposal for the allocation of profits.
10. Committee Reports
- a. Technology Committee Genesis Hansen  
*None*
  - b. Children's Services Committee Judy Booth  
The committee plans to meet on September 9, 2024.
  - c. Teen Services Amy Harpster  
The committee selected a new chair from Yorba Linda and plans to meet next week.
  - d. Circulation Committee Helen Medina

The committee met at the Huntington Beach Library on July 18, 2024. They discussed automated sorting machines and the libraries shared their different experiences and patron response. Their next meeting will be on September 9, 2024 at the Placentia Library.

- e. Reference Committee Brian Sternberg  
The committee last met in May 2024. Bruce Dunphy from Mission Viejo was appointed as Chair.

11. State Library Report Helen Medina  
CSL staff member, Kaela Villalobos, was absent from the meeting. Her report was included in the agenda packet.

12. Executive Council Chair Report Helen Medina  
*None.*

13. Other Helen Medina  
*"...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.*

14. What's New at your Library Helen Medina  
*Opportunity for members to share important updates regarding their libraries that are of interest to the public.*

#### Buena Park

- The board approved a contract with LPA for their renovation project. The board also approved a contract for payroll personnel and finance consulting. Medina attended a Security workshop sponsored by the CALL Academy at the Santa Monica Library. Rick Jenkins led the workshop.

#### Placentia

- The library secured a contract with ANSER for its outdoor space project and received a privacy booth through a CSL grant.

#### Mission Viejo

- The City Manager and Assistant City Manager are both retiring. The library was awarded "Teen Succeed" grant and they're recruiting interns for the grant. They're doing a Civil Liberties grant and creating an exhibit with the Japanese American History Museum. The library finished its "Mission Viejo – Our Stories, Our Food Cookbook" grant.

#### Fullerton

- Received a new automated sorter. They're getting great engagement for Summer Reading.

#### Anaheim

- Council approved going "Fine Free" on July 1<sup>st</sup>. Successful Summer Reading Program.

#### Orange Public

- Experiencing a budget crisis (\$20 million deficit). Sales tax increase on upcoming ballot. Bi-annual Comic Convention 9/14. The library is moving forward with its "Building Forward" grant and new HVAC system.

#### Huntington Beach

- Looking to fill the spots of three full-time positions. The Main Street branch library is getting electrical upgrades and a new HVAC system. Planning the Central library's 50<sup>th</sup> anniversary.

#### Santa Ana

- Main library is undergoing major renovation along with major tree removal. Creating a new outdoor library. Renovating New Hope Library.

#### OC Law

- Offering a lot more online databases that are accessible remotely.

#### OC Public

- Receiving "CA Sustainable Library" grant. Successful Summer Reading and continuing "Lunch at the Library".

#### 15. Adjournment

MSP (Contreras/Edelblute) to adjourn meeting at 3:45pm.

Helen Medina

