



Southern California Library Cooperative
Executive Council Meeting
May 27, 2021
8:30am-9:30am

Minutes

Approved August 25, 2021

Attendance

Conwell, Christine – Moorpark
Cousin, Heather – Thousand Oaks
Perera, Michelle – Pasadena
Shupe, Robert – Palmdale
Stone, Janet – Glendora
Walker-Lanz, Jesse - LACo

Other

Bednarski, Diane – SCLC
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC
Walker, Wayne - SCLC

Absent

Hughes, Charles – Signal Hill
Nasr, Mandy - Camarillo

1. Opening

Robert Shupe

Meeting called to order at 8:24am.

2. Public Forum

Opportunity for any guest or member of the public to address the Committee on any item of SCLC business.

None.

3. Consent Calendar Robert Shupe
All items on the consent calendar may be approved by a single motion. Any Committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the March 25, 2021 Executive Committee meeting.
MSP (Stone/Walker-Lanz) to approve the Minutes from the March 25, 2021 meeting.

4. Adoption of Agenda Robert Shupe
The agenda was adopted.

5. Budget Status Report FY2020/21 Carol Dinuzzo
Budget reflects more use of legal fees than anticipated. As recommended by the auditor, new internal controls are being implemented.

6. CLOSED SESSION Robert Shupe
Executive Director Performance Evaluation pursuant to Gov. Code Section 54957(b)
Closed session began at 8:44am.

7. Reconvene to Open Session Robert Shupe
Public meeting reconvened at 9:25am. Executive Committee recommended to Administrative Council to approve the Evaluation of the Executive Director as presented with two conditions:
 1. That members of the Administrative Council work with the Executive Director on a workplan that includes the setting of goals for SCLC for the coming year and beyond, and that workplan be presented at the Administrative Council July 2021 meeting for approval.
 2. That members of the Administrative Council work with the Executive Director to establish an updated Executive Director Job Description within the next four months that will be presented to Administrative Council for approval.

8. Agreements with Systems for Administrative/
Fiscal Services FY2020/21 Diane Bednarski
Each system has allocated funds to make up the shortfall in CLSA funding, as needed. A recommendation was made to include language in contracts to clarify boundaries and expectations of SCLC, if needed. Contracts to be modified for the Administrative Council Chair to sign, rather than the Executive Director.

9. Audit and Finance Committee Heather Cousin
 - a. Audit FY2019/20
Internal practices are being refined, for example, auditors requested to different journal entries for grants that carry over into another fiscal year.

MSP (Stone/Perera) to approve recommendation of the Audit and Finance Committee and recommend that Administrative Council accepts the Annual Financial Report, FY2019/20.

10. SCLC Shared eResource Planning Diane Bednarski
Directors poll revealed two top eResource options for licensing with CLSA funds: PressReader and eBooks in a shared environment. Concerns were raised about each option. For PressReader, LAPL and LA County would not be included in a systemwide license due to cost; however, LAPL and LA County could gain access to a specialty service, such as Baker & Taylor's Mystery Book Club. To apply CLSA funds to eBooks and eAudio, the resource must be shared with at least three SCLC member libraries.

11. Califa Membership Carol Dinuzzo
Califa membership for FY2021/22 will remain the same.

12. Health Premium Allowance Carol Dinuzzo
Reviewed current employee health premium costs. No discussion.

13. Lease for SCLC Office Space Diane Bednarski
SCLC has toured potential new office space in another SCLC library facility; said library is in talks with their city legal counsel re developing lease terms. MSP (Cousin/Conwell) to recommend to Administrative Council to authorize Executive Director to execute a new lease for office space and storage space (if required) for a term up to three years.

14. Proposed Budget FY2021/22 Carol Dinuzzo
MSP (Conwell/Walker-Lanz) to recommend approval of the Proposed Budget FY 2021/22 to the Administrative Council.

15. Adjournment Robert Shupe
Meeting adjourned at 10:02am.

Respectfully submitted by Lori Graver on August 31, 2021.