



Southern California Library Cooperative
Administrative Council Special Meeting
June 3, 2021
2:30-4:00pm

Minutes

Approved August 25, 2021

Attendance

Addington, Jennifer – Palos Verdes
Anderson, Susan – Redondo
Beach
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Cousin, Heather – Thousand Oaks
Graf, Ann – Azusa
Kimsey, Sofia – Oxnard
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
McDermott, Irene – San Marino
Nasr, Mandy – Camarillo
Perera, Michelle - Pasadena
Potter, Melissa – Burbank
Ryan, Joyce – San Fe Springs
Schram, Nancy – Ventura
Shupe, Robert – Palmdale
Sjoberg, Viktor - Altadena
Stone, Janet – Glendora
Vance, Carey – Monrovia
Vonnegut, Shannon – Santa Clarita
Walker-Lanz – CoLA
Wilburn, Yolande – Torrance

Williams, Glenda – Long Beach
Wong, Patty – Santa Monica

Other

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

Absent

Balli, Shayne – Irwindale
Buth, Karen – Beverly Hills
Conwell, Christine – Moorpark
Dickow, Ben – Downey
Evan, Lisa – Covina
Garcia, Diana – Monterey Park
Hughes, Charles – Signal Hill
McCollum, Melissa – El Segundo
Sarmiento, Beatriz – Commerce
Shaffer, Gary – Glendale
Singh, Harjinder – Inglewood
Smart, Christine – Sierra Madre
Szabo, John – LA Public
Torres, Anita - Pomona

1. Opening
Meeting began at 2:31pm.

Robert Shupe

2. Public Forum
Opportunity for any guest or member of the public to address the Council on any item of SCLC business.
None.

3. Lease for SCLC Office Space Diane Bednarski
Due to the closure of the Pasadena Central Library, SCLC is faced with looking for alternative office space. Space in an area library (Glendale) has been identified and lease documents are being developed. Staff also explored other options, including commercial space and storage space coupled with corking space, but current requirements for paper files, a landing spot for courier deliveries, and the need for a centralized location to support delivery make the Glendale space the most desirable. Longer term goal is to reduce the office footprint, but this requires some work on strengthening backup and recovery services for our digital files and digitizing the wealth of paper files currently maintained for record retention compliance. MSP (Billings/McDermott) to authorize the Executive Director to execute a new lease for office space and storage space if needed for a term of up to 3 years for an amount of up to \$32K per year plus one-time relocation costs up to \$4000. Council requests update at the next meeting.

4. CLSA Plan of Service and Budget FY2021/22 Diane Bednarski
Discussion on continuing Digilab, which is currently funded through June 30, 2022. Library systems can continue to join the project. Cost is about \$35,000 per year to continue Digilab beyond June 30, 2022. It is possible to transfer data to another platform. Systems are responsible for taking their own data, should Digilab end. Nineteen library systems have active collections. Council requests usage statistics from Montage. Request that Technology Committee explore alternative platform options. Allocate \$35,000 towards digital content solution in the Plan of Service.

For the Future Priorities section, Council recommends: (1) Examining fiscal sustainability, including alternative revenue streams, (2) Outreach and orientation to new directors to ensure that councilmembers are conversant in cooperative matters (3) Equity, Diversity and Inclusion training and programming throughout the cooperative, and (4) Examination of the last strategic plan as a starting point for developing priorities.

MSP (Billings/Williams) to authorize the Executive Director to work with the Chair and incoming Chair on completing the Plan of Service and authorize the incoming Chair to sign the completed Plan for submission.

5. Proposed Budget FY2021/22 Carol Dinuzzo
At present, the proposed budget reflects a deficit due primarily to reduction in CLSA allocation in the preliminary State budget and the fact that grant opportunities with associated revenue are awarded throughout the fiscal year. Cost of Living Adjustments and step increases are not reflected in the proposed budget – these items cannot be discussed in a Special Meeting and need to be addressed in the next Regular Meeting of the Administrative Council. Council suggested that SCLC explore reducing office footprint to save money. Council requests that in the future, deficit budget proposals be accompanied by steps that can be taken if expected revenue is not realized. MSP (Graf/Williams) to accept the budget as presented and request the Audit and Finance Committee to work with the Executive Director to work out details of how to manage deficit, if needed.
6. Other Robert Shupe
“...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.
7. Adjournment Robert Shupe
Meeting adjourned at 3:59pm.

Respectfully submitted by Lori Graver on August 30, 2021.