



Southern California Library Cooperative
Administrative Council Meeting
Wednesday, August 23, 2023
2:15-4:15pm
Hybrid Meeting
Burbank Buena Vista Library
300 N. Buena Vista St., Burbank, CA 91502

Alternate locations:

Arcadia Public Library 20 W. Duarte Rd., Arcadia, CA 91006
Beverly Hills 444 S Rexford Dr., Beverly Hills, CA 90210
Camarillo City Library 4101 Las Posas Rd., Camarillo, CA 93010
Covina Public Library 1250 N. Hollenbeck Ave., Covina, CA 91722
Downey City Library 11121 Brookshire Ave., Downey, CA 90241
El Segundo Public Library 111 W Mariposa Ave., El Segundo, CA 90245
Inglewood Public Library 101 West Manchester Blvd., Inglewood, CA 90301
Irwindale Public Library 5050 N Irwindale Ave., Irwindale, CA 91706
Monrovia Public Library 321 S. Myrtle Ave., Monrovia, CA 91016
Moorpark City Library 699 Moorpark Ave., Moorpark, CA 93021
Palos Verdes Library District 701 Silver Spur Rd., Rolling Hills Estates, CA 90274
Pasadena Park Center 221 E. Walnut St., Suite 199, Pasadena, CA 91101
Santa Fe Springs Library 11700 Telegraph Rd., Santa Fe Springs, CA 90670
Sierra Madre Public Library 440 W. Sierra Madre Blvd., Sierra Madre, CA 91024
Signal Hill Public Library 1800 E. Hill St., Signal Hill, CA 90755
Simi Valley Public Library 2969 Tapo Canyon Rd., Simi Valley, CA 93063
Ventura County Library 5600 Everglades Street, Suite A, Ventura, CA 93003

Minutes draft

Attendance

Addington, Jennifer – Palos Verdes
Alba, Samantha - Arcadia
Balli, Shayna – Irwindale
Bautista, Sonia – City of Commerce
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Broman, Susan – LAPL
Buth, Karen – Inglewood
Conwell, Christine – Moorpark
Cuyugan, Erica – Santa Monica
DeLeon, Cathy – Long Beach
Garcia, Diana – Monterey Park
Garza, Lori – Sierra Madre
Goldman, Elizabeth – Burbank
Hassen, Leila – Azusa
Herbert, Mark – El Segundo
Hughes, Charles – Signal Hill
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
McDonald, Tim – Pasadena
Nasr, Mandy – Camarillo
Raia, Deborah – Santa Fe Springs
Schram, Nancy – Ventura
Schaffer, Gary – Glendale

Shupe, Robert – Palmdale
Stone, Janet – Glendora
Torres, Anita – Pomona
Vance, Carey – Monrovia
Vera, Linda – San Marino
Vonnegut, Shannon – Santa Clarita
Walker-Lanz, Jesse – Los Angeles County
Winslow, Nikki - Altadena

Other

Beck, Andy – SCLC
dePriest, Meg – CSL
Graver, Lori – SCLC
Powers, Christine SCLC
Walker, Wayne - SCLC

Absent

Arroyo, Keri – Inglewood
Cousin, Heather – Torrance
Dickow, Ben – Downey
Evans, Lisa – Covina
Maghsoudi, Paymaneh – Whittier
Neal, Alan – Oxnard
Patterson, Jennifer – Thousand Oaks
Vinke, Dana – Redondo Beach

1. Opening Jesse Walker-Lanz
Meeting called to order at 2:17am.

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

3. Consent Calendar Jesse Walker-Lanz
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 24, 2023 Administrative Council meeting MSP (Addington/Billings) to pass the Consent Calendar, without changes.
25 yes, 0 no, 0 abstain

4. Adoption of Agenda Jesse Walker-Lanz
Chair passed Agenda as presented, without objection.

5. Budget Status Report FY2022/23 and FY2023/24 Andy Beck
 The Budget Status Report for FY 2022/23 reflects reconciled bank statements through June 30, 2023. The budgeted deficit of \$183,084 has is reduced to \$121,602. The Preliminary Budget Status Report for FY 2023/24 reflects reconciled bank statements through July 31, 2023. CLSA rollover funds from FYs 2020/21 through 2022/23, totaling \$861,942, were rolled to FY 2023/24. Rolled over CLSA funds are anticipated to be spent, with the exception of \$428,686 of e-Resources. No unexpected expenditures have been noted.

6. CLSA FY 2022/23 System Program Annual Report Christine Powers
 MSP (Addington/Lockwood) to authorize the Executive Director to work with the Chair to complete the CLSA FY 2022/23 Annual Report for submission to the State Library by the September deadline.
 29 yes, 0 no, 1 abstain

7. Review of 2024 Health Premiums Andy Beck
 Motion was recommended by both the Audit and Finance and the Executive Committees.
 MSP (Billings/Shupe) to increase the health premium allowance by 5.89% (\$3,169 increase in cost annually) effective January 1, 2024, to address increasing health care premiums.
 31 yes, 0 no, 0 abstain

8. SCLC Banking Status Andy Beck/Christine Powers
 With the recommendation of the Audit & Finance Committee, the Administrative Council approved to switch Southern California Library Cooperative's (SCLC's) banking institution from Pacific Western Bank to a "larger bank" earlier this calendar year. SCLC staff has selected JP Morgan Chase, which supports governmental organizations and will provide account coverage over the FDIC limit. The application process was started in July 2023 and staff anticipates transferring funds to the new account and closing SCLC's Pacific Western Bank in the coming weeks.

9. Leadership and Professional Development Committee Purpose, Duties, and Composition Nikki Winslow/Christine Powers
 The Leadership and Professional Development Committee emphasizes building future library leaders, creating professional development opportunities for the member library systems, and facilitating network and relationship building between member systems, including the implementation of a mentorship program. Additional efforts include an annual regional training program, in which library staff learn about regional library resources, best practices, and innovative programs. This Committee will allow experienced library staff to mentor others, strengthening leadership skills, create meaningful relationships between library cultures, in a cost-effective manner, and will support and strengthen SCLC's initiatives and objectives, as laid out in its Strategic Plan.
 Duties of the Committee
 - Create and maintain the operation of SCLC's Mentorship Program.

- Develop an annual regional training program, to be considered and approved by the Administrative Council.
- Suggest and help implement programs that support members in their professional growth.

Committee Composition

- The Committee will consist of up to six Administrative Council members, appointed by the Chair. They will be appointed to a two-year term.
- Two members will serve as officers, specifically: Chair and Vice-Chair. Each officer will serve a one-year term; nominations and voting will occur at an annual meeting to be held annually.
- Additional appointments at the discretion of the Committee Chair. Billings, Cuyugan, deLeon, Shupe, Vera and Winslow volunteered to sit on the Committee.

MSP (Shupe/Addington) to approve the further development of the Committee, for eventual addition to the Bylaws.

31 yes, 0 no, 0 abstain

10. Appointments to Audit and Finance Committee Jesse Walker-Lanz
There are currently two vacancies on the committee. Cousin and Vonnegut have been appointed to fill these vacancies, effective immediately.

11. Committee Updates

- Audit and Finance Committee** Hilda LohGuan
Last met on August 2, 2023, and discussed the budget, investments and SCLC staff health care premiums.
- Technology Committee** Nikki Winslow
Summer meeting was rescheduled for September, and Committee plans to discuss becoming an interest group rather than a committee.
- Planning Ad Hoc Committee** Elizabeth Goldman
Last met over the summer, and began planning an all director planning retreat on January 18, 2024. At the next meeting, Committee will plan agenda for retreat, and start updating the SCLC mission statement.
- Member Library Engagement Ad Hoc Committee** Cathy Billings
Survey will be sent to gain library staff input on potential interest groups.

12. California State Library Report

Meg dePriest

The portal for reporting FY2022/23 data for the California Public Libraries Survey dataset will open on Tuesday, September 5th. Data will be due no later than Monday, November 6, 2023. Reporting forms and definitions will be posted to LibPAS by August 18, 2023, and an information session, which will be recorded, will occur on Thursday, August 31st and 2:00. Data submitters and directors will be notified. Contact LibraryStatistics@library.ca.gov with any questions. Coming soon is a statewide subscription to Policy map. Career Online High School no longer requires a local cash match for student participation.

13. Executive Director's Report Christine Powers
The "Introduction to SCLC" member orientation was presented to the Executive Committee for review and feedback. Powers has met one-on-one with almost half of SCLC directors. A cover email was included with FY 2023/24 membership dues invoices to thank members for their continued support and outline SCLC benefits and services. Staff is updating SCLC's website with subpages for the four contracted cooperatives, to maintain transparency and comply with the Brown Act. In early 2024, SCLC will transition to a new website, and update SCLC's logo. In June, Powers attended both the California Library Association (CLA) and the American Library Association (ALA) conferences. Staff is exploring how to further reduce expenditures and spreading some overhead costs onto the other four contracted cooperatives, to bring financial equity for SCLC. Staff continues to explore pathways to ensure the long-term financial stability of SCLC. SCLC received the legal filing, Cari McCormick vs. California Public Employees' Retirement System, wherein SCLC is named one of over 1,500 defendants in a discrimination complaint tied to CalPERS. Legal council postulates that this will not have an impact on SCLC. Our delivery company replaced troublesome staff, and SCLC is no longer receiving delivery complaints. For FY 2023/24, SCLC applied for and was awarded three grants from the California State Library (CSL): Digital Navigators, Public Library Staff Education Program (PLSEP), and Backpack Program, which is a compliment to the State Library Parks Pass Support Program.
14. Administrative Council Chair's Report Jesse Walker-Lanz
Walker-Lanz thanked Shaffer for his year serving as Chair. LAPL and CoLA will be extending invitations to all jurisdictions to join One Book, One County program for Summer 2024.
15. Other Jesse Walker-Lanz
"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
Council reviewed quality of hybrid meeting for those attending via Zoom. The CLA conference will be in Pasadena in 2024, and the ALA conference will be in San Diego. Shaffer requested that directors share with him any public records requests regarding LGBTQIA+, so that these inquiries can be collated into a single database.
16. Adjournment Jesse Walker-Lanz
MSP (LohGuan/Shaffer) to adjourn meeting at 3:36pm.

