



Approved June 30, 2020

**Southern California Library Cooperative
Administrative Council Meeting
October 17, 2019
Whittwood Branch Library
Whittier**

Minutes

Present:

Carmen Hernandez, AHM
Estella Terrazas, ALT
Melissa McCollum, ELS
Janet Stone, DORA, Chair
Kerri Arroyo, ING
Shayna Balli, IRW
Jesse Walker-Lanz, LACO
Christine Conwell, MOOR
Robert Shupe, PALM

Jennifer Addington, PVP
Michelle Perera, PAS
Susan Anderson, RED
Irene McDermott, SMAR
Gina Roberson, SCL
Patty Wong, SAM
Cynthia Aguado, TOR
Paymaneh Maghsoudi, WHI

Present via Conference Call:

Darlene Bradley, ARC
Barbara Lockwood, CAB
Antonio Apodaca, CAM

Gary Shaffer, GDL (non-voting)
Sofia Kimsey, OXN
Nancy Schram, VEN

Absent:

Ann Graf, AZU
Karen Buth, BEV
Elizabeth Goldman, BUR
Beatriz Sarmiento, CMM
Krizia Virbia, COV
Ben Dickow, DOW
Glenda Williams, LBPL
Susan Broman, LAPL

Carey Vance, MON
Diana Garcia, MPK
Muriel Spill, POM
Joyce Ryan, SFE
Charles Hughes, SIG
Christine Smart, SMD
Cathy Billings, SOPAS
Heather Cousin, THO

Staff:

Diane Satchwell, Exec Dir.
Nerissa Robinson, Proj. Mgr.
Lori Rivas, Project Asst.

Carol Dinuzzo, Controller (conf. call)
Wayne Walker, Dep. Exec. Dir. (conf. call)

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

254 North Lake Avenue #874 · Pasadena, California 91101
(626) 283-5949 · Fax (626) 283-5949

Website: <http://www.socallibraries.org> · E-mail: sclcadmin@socallibraries.org

Guests:

Natalie Cole, CA State Library

1. Opening

a. Chairperson's Welcome

Janet Stone called the meeting to order at 10:08 a.m. and asks members to introduce themselves.

b. Roll Call

Roll was taken by a sign-in sheet; a quorum was present.

2. Public Forum

There were no guests or members of the public who wished to address the Council.

3. Consent Calendar

ACTION: It was MSP (Anderson, McDermott) to approve the Consent Calendar consisting of:

- a. Minutes from the July 25, 2019 Administrative Council Meeting.
- b. IRC Section 125 Premium Only Plan Resolution

4. Adoption of the Agenda

ACTION: It was MSP (Hernandez, Shupe) to adopt the agenda for the meeting as distributed.

5. Budget Status -- FY19/20

Carol Dinuzzo reviewed the Budget Status report included in the agenda packet, reflecting reconciled bank statements through August 31, 2019. Revenue has been updated to reflect all grant awards for FY19/20; expenses fall within first quarter projected costs. Diane Satchwell reported that funding from the State Library has been delayed this year. This will be discussed further at the spring meeting, along with League of Cities.

In response to a question about the Audit and Finance Committee and the budget, it was noted that the Audit and Finance Committee role is with the audit and investments.

6. Membership Dues

It was noted that the population numbers have been updated for the proposed membership dues for FY20/21.

Diane Satchwell reported that the attorney has advised signing the agreement with Monterey Park to bring the library back into good standing with SCLC. It was also mentioned that she will be preparing a CLSA 101 PowerPoint presentation for new directors.

ACTION: It was MSP (Shupe, Hernandez) to approve the proposed membership dues for FY20/21.

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

254 North Lake Avenue #874 · Pasadena, California 91101

(626) 283-5949 · Fax (626) 283-5949

Website: <http://www.socallibraries.org> · E-mail: sclcadmin@socallibraries.org

7. Pasadena Public Library Membership Dues

It was reported that SCLC moved its offices to the Pasadena Library, resulting in considerable savings and in-kind services provided, including upgrades to the fire alarm system, wiring for SCLC to connect to the upgraded Internet, assisting with large deliveries, invitations to events and programs. The services provided well exceed the amount of the membership dues. It is recommended that membership dues for the Pasadena Library be waived in light of the services and support being received by SCLC as tenants of the library. It was noted that the auditors would be contacted to advise on how to reflect the decrease in revenue being offset by the in-kind support being given to SCLC. Members were interested in itemization of the services provided.

ACTION: It was MSP (Hernandez, Shupe) to approve a waiver of the membership dues for the Pasadena Library as long as the SCLC offices are housed at the Pasadena Library and to direct staff to work with the auditors on properly documenting the transaction.

Opposed: Addington

8. Executive Director Recruitment Update

Diane Satchwell reported that a blanket position is needed for a retiree to come back during the 180-day wait period. The position would be created for retirees only at the hourly rate of pay at the time of separation; the position would end at the end of the 180-day wait period. This position is included in the Resolution for Exception to the 180-Day Wait Period. Also included in the packet was the contract that would be used when the blanket position is filled.

The recruitment brochure has been distributed to the committee; a paragraph will be added with a global explanation about creating consensus, developing relationships with multiple agencies, jurisdictions, and organizations. There is a starting salary but no cap. This can be included on a future agenda if desired. A Doodle poll will be sent out for the next meeting date to approve a new Executive Director.

ACTION: It was MSP (Addington, Shupe) to approve the blanket position and approval to sign the resolution and contract.

9. CLSA/CLSB Update

Diane Satchwell reported that the CLSB met on September 17, 2019. It was approved to have the audit and assessments covered with CLSA Baseline funding. The Digilabs still need approval. The user guide is being finalized and a program will be held on it at the CLA Conference. Simi Valley membership in SCLC was approved, effective July 1, 2020.

ACTION: It was MSP (Maghsoudi, Anderson) to approve amending the Plan of Service to shift items to the Baseline line items.

10. CLSA Delivery Workload Tally

Diane Satchwell reported that the State Library requires a delivery workload tally four times per year that is reported in the Annual Report. The high cost of delivery has been questioned by the State Library. This item is to provide awareness to the directors. It is possible alternative models for delivery may need to be considered.

11. SCLC Committees and Interest Groups

Patty Wong reported that the SCLC Committee Application has been finalized. It was noted that it is important that the committees have a Council member to serve as a liaison to the committee; this can be included in the application. Wayne Walker added that SCLC has

listservs for all of the groups but they are not used much. This may be a good time to update the lists with those who are interested in participating.

ACTION: It was MSP (Shupe, Hernandez) to approve the SCLC Committee Application, including wording to include a Council member liaison for the committee, and to distribute the application to groups that may be interested in becoming committees.

12. State Library Report

Natalie Cole reported the following:

- CopyCat grants were being announced that day
- Lunch at the Library grants will be announced soon; they are looking to increase the number of sites, meals served at ongoing sites, and pop-up sites in the community
- Final literacy reports are being reviewed; the second half of the funding will be sent out soon and they are working to streamline the process to send funds out earlier
- Maximizing Learning Spaces applications will be coming out soon. Lena Pham is the contact.
- Creando Enlaces Conference will be held on May 28-29, 2020. Lena Pham is the contact.
- Mental Health Initiative funding opportunities were to be sent out in the following week, focusing on programming and fostering community partnerships.
- The Career Online High School deadline is December 10, with quarterly deadlines following on March 10, June 10, and September 10. Bev Schwartzberg is the contact.
- Piloting an online college degree program called Working Scholars for 20 California library employees interested in using a degree to support advancements in their library career. An information session will be held at the CLA Conference on October 25. Bev Schwartzberg is the contact.
- The State Library will have programs and meetings throughout the CLA Conference. The CLA Conference booth will include office hours with the State Librarian and the new Deputy State Librarian, Rebecca Wendt. The State Librarian has a program on the State of the State Library.
- Wayne Walker provided information on the Maximizing Learning Spaces grant; there are two funding opportunities with ten libraries for each track. The guidelines are to be announced shortly. There will be a poster session at the CLA Conference. Lena Pham is the contact.

13. Chairperson's Report

Janet Stone reported that the list of directors serving in leadership positions for other library-related organizations is being reconsidered as the appropriate tool to serve its purpose.

She also reported that this may be Diane Satchwell's last meeting before she retires and had three comments to note:

- Diane's office is a haven of sanity, well-organized and peaceful
- She was amazed at how much Diane has achieved in such a short time (2014 – 2019) and the impact she has had on SCLC and statewide and the legacy she is leaving for future leadership
- That Diane is more concerned about doing her job than keeping her job

She then presented Diane with a card, flowers, and an engraved crystal award in appreciation for her dedicated service to SCLC, April 2014 – December 2019.

Diane said it has been a pleasure to work with the system councils and State Library consultants. Many directors thanked her for all she's done for libraries in California, for her advice and guidance, and said she will be missed.

14. Other

There was a question about the Digilab changes made to the parameters for listing the physical size of the item. It was noted that it is important if revenue-generation is being considered.

15. Roundtable

Roundtable reports submitted before the meeting were distributed with the agenda packet. Additional reports were given during the meeting.

16. Adjournment

There being no further business, the meeting was adjourned at 12:23 p.m.