



## **ADMINISTRATIVE COUNCIL MEETING**

Thursday, September 14, 2023

10:00am – 12:00pm

Hybrid meeting

### **On Site:**

**Anthony Munoz Community Center  
1240 W. Fourth St. Ontario, CA 91762**

### **Alternate Meeting Locations:**

Corona Library, 650 S. Main St., Corona, CA 92882

Inyo County Library, 168 N. Edwards St. Independence, CA 93526

Moreno Valley Public Library, 25480 Alessandra Blvd., Moreno Valley, CA 92553

Palm Springs Public Library, 300 S. Sunrise Way, Palm Springs, CA 92262

Palo Verde Valley Library District, 125 W. Chanslorway, Blythe, CA 92225

Rancho Cucamonga Archibald Library, 7368 Archibald Ave, Rancho Cucamonga, CA 91730

San Bernardino County Library, 268 W. Hospitality Lane, 3<sup>rd</sup> Floor, Suite 301,  
San Bernardino, CA 92415-0035

San Bernardino Public Library 555 W. 6th St., San Bernardino, CA 92410

### **Minutes**

*Approved December 14, 2023*

#### **Attendance**

Dickinson, Luren – Beaumont  
Erjavek, Ed – San Bernardino Public  
Kays, Jeannie – Palm Springs  
Masters, Nancy – Inyo  
Orosco, Melanie – San Bernardino County  
Pedroza, Edward – Colton  
Racelis, Melvin – Murrieta  
Thrasher, Shawn – Ontario  
Tyler, Joan – Riverside County  
Vera, Cara – Rancho Cucamonga  
Whittington, Daniell – Corona  
Williams, Kime – Palo Verde

#### **Other**

Beck, Andy – SCLC  
DePriest, Meg – CSL  
Powers, Christine – SCLC  
Walker, Wayne - SCLC

#### **Absent**

Caines, Kathye – Hemet  
Christmas, Erin – Riverside Public  
Espinosa, Aaron – Rancho Mirage  
Hurtado, Yuri – Upland  
Lee, Kevin – Banning  
Meester, Donna – Victorville  
Sunio, Maria – Moreno Valley

1. Call to Order and Roll Call Melanie Orosco  
Meeting called to order at 10:04am. Roundtable introduction of directors, as there were several new in attendance.
  
2. Public Comment Melanie Orosco  
*Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.*  
None.
  
3. Consent Calendar Melanie Orosco  
*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. Draft Minutes from the May 11, 2023, Administrative Council meeting. MSP (Dickinson/Thrasher) to approve Minutes, with amendment to Item 19, report from Hemet, to reflect instead, "100<sup>th</sup> Ramona pageant, with literary landmark dedication at the Ramona Bowl."  
12 yes, 0 no, 0 abstain
  
4. Adoption of the Agenda Melanie Orosco  
Chair adopts the agenda as presented, without objection.
  
5. Budget Status Reports Andy Beck  
The Budget Status Report for FY2022/23 reflects reconciled bank statement through June 30, 2023. All revenues and expenses have been recorded. Financial highlights include a surplus of \$35,625 compared to a surplus of \$50,283, as budgeted. The Budget Status Report for FY2023/24 reflects reconciled bank statement through July 31, 2023. No unexpected expenditures were noted.
  
6. CLSA Annual Report FY2022/23 Christine Powers  
MSP Dickinson/Racelis to authorize the Chair to sign the CLSA FY2022/23 Annual Report for submission to the State Library.  
12 yes, 0 no, 0 abstain
  
7. Inland Library System Webpage Update Christine Powers  
At the last system meeting, members of the Inland Library System voted to allow staff to create and manage Inland's webpage as a subpage of the Southern California Library Cooperative's website. Staff will update this site regularly to post agendas in compliance with the Brown Act and current member library contact information. The new webpage is still under construction and is not yet public, pending one technical issue. Once the site is complete, staff will share a link to the website with all members via email.

8. Authority for Financial Institutions Christine Powers/Andy Beck  
 Recommended by the Executive Committee. MSP (Racelis/Thrasher) to authorize staff to close Inland Library System's Bank of America account, open a new government account with JP Morgan Chase, and transfer all funds from Bank of America to JP Morgan Chase. Continue to authorize signature authority for the new account as directed to Christine Powers, Executive Director; Erin Christmas, Chair; and Nerissa Snodgrass, Project Manager.  
 12 yes, 0 no, 0 abstain
9. Executive Committee Election Result Melanie Orosco  
 Jeannie Kays is the newly elected Member-at-Large for the Executive Committee.
10. Inland Interest Groups Shawn Thrasher  
 Recommended by the Executive Committee. MSP (Racelis/Vera) to recommend establishing interest groups, as presented (Youth, Teen, Volunteer, Adult and Circulation Services), with the addition of a Technology Interest Group; each Interest Group to have a Chair and Vice Chair; Thrasher volunteers to be the interest group liaison to the Administrative Council; each group to hold quarterly meetings; workshops would require approval from the Administrative Council; budgets would be approved by the Administrative Council.  
 12 yes, 0 no, 0 abstain
11. State Library Liaison Report Meg dePriest  
 Lunch at the Libraries will close on Nov 29; Inspiration grants closing on Nov 30; public library survey is open and due by the end of November; Career Online High School no longer requires a local match; Catalyst is a new library leadership program; announcements expected in September for Building Forward; Community Center Libraries launched.
12. Administrative Council Chair Report Melanie Orosco  
 None.
13. Other Melanie Orosco  
 None.
14. Member Library Updates Melanie Orosco  
*San Bernardino County*: opened Ani-maker space in Fontana, in partnership with Garner Holt Productions.  
*Palm Springs*: Chromebook and hot spot programs are struggling because of missing materials and high maintenance requirements; successful Passport Fair on August 5, processed 109 applications; Prideonthepage.org LGBTQ+ book event coming up; Palm Springs Speaks will host Temple Grandin on November 17; Drag Story Hour coming back on October 24.

*Murrieta*: started passport services yesterday; completed visioning projects for Building Forward grant; two active recruitments; nominated by Congressman Issa for IMLS medal.

*Beaumont*: Building Forward expansion project continues.

*Ontario*: conference planning committee for CLA.

*Inyo*: extended learning opportunity (after school program) focused on literacy.

*Rancho Cucamonga*: Building Forward grant – October recarpeting of one location; schematic design for Archibald relocation project; in November, soft opening for Childrens' Discovery Space, with grand opening in January 2024.

*Riverside County*: expanded Parks Passes and partnering with the County system.

15. Adjournment

Melanie Orosco

MSP (Thrasher/Racelis) to adjourn meeting at 11:17am.

*Respectfully submitted by Lori Graver on December 21, 2023.*