



**Southern California Library Cooperative
Administrative Council Meeting**

**Wednesday, November 29, 2023
2:15 - 4:15 pm**

Hybrid Meeting

Whittier Library, Central Branch
7344 Washington Ave., Whittier, CA 90602

Alternate locations:

Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006
Beverly Hills, 444 S. Rexford Dr., Beverly Hills, CA 90210
Burbank Public Library, 110 N. Glenoaks Blvd., Burbank, 91502
Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
Camarillo Public Library, 4101 Las Posas Rd., Camarillo CA 93010
Commerce Library, 5655 Jillson St., Commerce, CA 90040
Covina Public Library, 1250 N. Hollenbeck Avenue, Covina 91722
El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245
Irwindale Public Library, 5050 N. Irwindale Ave., Irwindale, 91706
Pasadena Public Library, 221 E. Walnut St. Suite 199, Pasadena, CA 91101
Santa Fe Springs City Library, 11700 Telegraph Rd., Santa Fe Springs, CA 90670
Santa Monica Main Library, 601 Santa Monica Blvd., Santa Monica, CA 90401
Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063
South Pasadena Public Library, 1100 Oxley St., South Pasadena, CA 91030
Torrance Public Library, 3301 Torrance Blvd., Torrance CA 90503
Ventura County Library, 5600 Everglades St. Suite A, Ventura, CA 93003

Minutes draft

Attendance

Addington, Jennifer – Palos Verdes
Alba, Samantha – Arcadia
Balli, Shayna – Irwindale
Behle, Kelli – Simi Valley
Broman, Susan – Los Angeles Public
Buth, Karen – Beverly Hills
Cousin, Heather – Torrance
Goldman, Elizabeth – Burbank
Hassen, Leila – Azusa
Herbert, Mark – El Segundo
Hernandez, Edward – Commerce
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
McDonald, Tim – Pasadena
Nasr, Mandy – Camarillo
Garcia, Diana – Monterey Park
Raia, Debora – Santa Fe Springs
Regan, Leila – Sierra Madre
Schram, Nancy – Ventura County
Shupe, Robert – Palmdale
Stone, Janet - Glendora
Tovar, Cecilia – Santa Monica
Walker-Lanz, Jesse – Los Angeles
County
Winslow, Nikki - Altadena

Other

Beck, Andy – SCLC
Garcia, Diana – Monterey Park
Powers, Christine – SCLC
Sojoyner, Shana – CSL
Walker, Wayne – SCLC

Absent

Arroyo, Kerri – Inglewood
Billings, Cathy – South Pasadena
Conwell, Christine – Moorpark
DeLeon, Cathy – Long Beach
Dickow, Ben – Downey
Evans, Lisa – Covina
Hughes, Charles – Signal Hill
Neal, Alan – Oxnard
Patterson, Jennifer – Thousand Oaks
Shonouda, Hala – Glendale
Torres, Anita – Pomona
Vance, Carey – Monrovia
Vera, Linda – San Marino
Vinke, Dana – Redondo Beach
Vonnegut, Shannon – Santa Clarita

1. Opening

Meeting called to order at 2:21 pm.

Jesse Walker-Lanz

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 August 23, 2023, Administrative Council meeting

MSP (Addington/Maghsoudi) to pass the Consent Calendar with a correction in attendance to reflect Diana Garcia representing Monterey Park.

18 yes, 0 no, 2 abstain

4. Adoption of Agenda Jesse Walker-Lanz
Chair adopts the Agenda as presented, without objection.
5. Budget Status Report FY 2023/24 Andy Beck
The Budget Status Report for FY 2023/24 reflects reconciled bank statements through September 30, 2023. Financial highlights for revenues include the receipt of 70% membership dues.
6. FY 2023/24 CLSA Plan of Service Update Christine Powers
On October 19, 2023, the California Library Services Board (CLSB) approved SCLC's Plan of Service, as submitted. SCLC will work with State Library staff to complete the required paperwork to claim CLSA funds for the system. It is anticipated that these funds will be distributed by the end of the calendar year.
7. LAIF Account Update Andy Beck
MSP (Winslow/Broman) to include JP Morgan Chase as an authorized bank for LAIF, as recommended by the Executive Committee.
25 yes, 0 no, 0 abstain
8. Banking Status and Reconsideration of Christine Powers/
Andy Beck
Financial Authority
MSP (Shupe/Addington) to discontinue the practice of having Council Members on the SCLC bank accounts, to include bank statements with budget reports to be distributed to the Audit and Finance and Executive Committees, and to leave the Chair and Vice Chairs as signatories until the end of FY 2023/24.
24 yes, 0 no, 0 abstain
9. New Website Proposal Christine Powers
MSP (Addington/Maghsoudi) to approve Streamline as SCLC's vendor to create and host its website.
24 yes, 0 no, 0 abstain
10. Status of Technology Committee Christine Powers

MSP (Winslow/Hassen) to revert the Technology Committee back to an interest group.

24 yes, 0 no, 0 abstain

11. Executive Committee Structure

Christine Powers

The SCLC Bylaws/Standing Rules Ad Hoc Committee recommends keeping five Statistical Groups and adjusting the populations in each category. Doing so will create an even number of members in each group and make the population range in each category closer to one another. The new recommended population ranges are:

- SG1: Population over 150,000
- SG2: Population 100,000 - 150,000
- SG3: Population 55,000 – 99,999
- SG4: Population 25,000 – 54,999
- SG5: Population under 25,000

MSP (Shupe/Stone) to approve of the proposed Statistical Groups for the makeup of the Executive Committee.

24 yes, 0 no, 0 abstain

12. Amendments to the SCLC Bylaws and Standing Rules

Christine Powers

MSP (Shupe/Stone) to accept the amendments to the Bylaws and Standing Rules, as recommended by the Revisions Ad Hoc Committee, with the inclusion of the edit to Section 6 of the Standing Rules to read, “If the position of immediate past Chair becomes vacant, the Councilmember who most recently held that position shall serve as immediate past Chair for the duration of the term.”

24 yes, 0 no, 0 abstain

13. Executive Director Evaluation

Jesse Walker-Lanz

Council went into Closed Session at 3:36 pm, and resumed Open Session at 4:12 pm.

14. Appointment of Vacancies on the Executive Committee

Christine Powers

MSP (Shupe/Addington) to appoint Kelly Behle (Simi Valley) to serve on the Executive Committee, term ending June 30, 2025, and Elizabeth Goldman (Burbank) to serve as immediate Past Chair, term ending June 30, 2024.

24 yes, 0 no, 0 abstain

15. Consideration of Adding *The Economist* to SCLC’s PressReader Subscription

Christine Powers

MSP (Stone/Addington) to add *The Economist* to the SCLC PressReader subscription, paid for with CLSA funding.

22 yes, 0 no, 0 abstain

16. FY 2023/24 Grants Update Wayne Walker
 The management of the Digital Navigators, PLSEP, and Backpack Program grants provides revenues to SCLC in the amount of \$197,417 (\$100,872 in indirect and \$96,545 in staff wages) for FY 2023/24.
17. Committee Updates
- a. Audit and Finance Committee Hilda LohGuan
 Provided summary of last Audit and Finance Committee meeting.
 - b. Technology Committee Nikki Winslow
 No report
 - c. Planning Ad Hoc Committee Elizabeth Goldman
 Working on Planning Day on January 18, 2024, event, working with a facilitator, please respond to lead a lighting round talk.
 - d. Member Library Engagement Ad Hoc Committee Cathy Billings
 No report
18. California State Library Report Shauna Sojourner
 Reminder to review grant application closure dates, including Inspiration grants, Parks Pass Backpack Project. No Directors' Networking call in December.
19. Executive Director's Report Christine Powers
 Receive and file the update on the Strategic Plan.
20. Administrative Council Chair's Report Jesse Walker-Lanz
 None.
21. 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.
 None.
22. Adjournment Jesse Walker-Lanz
 MSP (Maghsoudi/LohGuan) to adjourn meeting at 4:26 pm.