



Southern California Library Cooperative
Executive Committee Meeting
January 26, 2022
1:00-2:00pm

Minutes
Approved march 15, 2022

Attendance

Addington, Jennifer – Palos Verdes
Billings, Cathy – South Pasadena, joined at 1:20pm
Goldman, Elizabeth – Burbank
McCollum, Melissa – El Segundo
Shupe, Robert – Palmdale
Shaffer, Gary – Glendale
Torres, Anita – Pomona
Walker-Lanz, Jesse – LA County

Other

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

1. Opening Elizabeth Goldman
Meeting called to order at 1:02pm.
2. Public Comment
None.
3. Consent Calendar Elizabeth Goldman
 - a. Minutes of the December 1, 2021 Executive Committee meeting.
MSP (Addington/Shaffer) to approve the Consent Calendar (7 yes, 0 no, 0 abstain).
4. Adoption of Agenda Elizabeth Goldman
Chair adopted the Agenda without objection.

5. Strategic Planning Update Elizabeth Goldman
Bednarski and Goldman have been meeting with Berry, Dunn, and will meet with Berry Dunn team again on February 27, 2022. Announcements about focus groups are forthcoming. The strategic planning schedule is on track.
6. Executive Director Planning Elizabeth Goldman & Diane Bednarski
Bednarski gives update on the state of the organization.
- a. CEPPT is open and funded, with focus on paydown options on the pension liability, to be discussed at the next Audit and Finance Committee meeting.
 - b. Walker is compiling a document reflecting how current grants benefit member libraries.
 - c. Groundwork has been laid for managing an LSTA grant with Proliteracy
 - d. Option for member libraries to assist in grant management, such as is being done with the Serra Cooperative/Shared Vision grant – benefit of contracting with SCLC for grand management is that SCLC can process some things (such as contracts) more quickly than larger systems
 - e. SCLC had been working on creating more of a presence on the regional and state level (NDIA and CLA conferences), as well as working with the State Library to pull data on grants that SCLC is not managing
 - f. Expect that grant funding in FY2022/23 will be LSTA, rather than federal funding, which will allow more flexibility in spending, ie marketing
 - g. Walker will attend the statewide All Chairs meeting, on behalf of SCLC and its four contracted systems
 - h. On hold is the process of converting to electronic signatures, in particular pricing options for electronic signatures on agreements
 - i. In process of updating SCLC website, including adding a Grants section, and promoting SCLC member libraries with rotating images of current programming and events
 - j. Employee handbook has been reviewed by PayCHEX, both Bednarski and Dinuzzo have reviewed their sections, and what remains is to marry all the reviewed sections into a final document
 - k. Press Reader – 33 libraries are currently connected, with Whittier and Santa Fe Springs pending
 - l. Operations
 - i. Walker will be the point person for all systems
 - ii. Grants
 1. Dinuzzo will take the lead on financial reports

- 2. Current consultant Christian Theyer is managing the Digital Navigators grant, but needs a point person at SCLC
 - 3. Shared Vision grant is in its final phase
 - iii. Authorizations – who will authorize and sign checks, payroll, and award letters? Inquiry sent to the State Library for preferred method.
 - iv. Who will review Bednarski’s email?
 - v. Off site digital back-up is in process with company Progent
 - vi. Two new laptops have been purchased for Graver and Dinuzzo, with anticipation to replace laptops of Snodgrass and Walker with same
 - m. Committee agreed that hiring an interim director is the priority. Goldman has reached out to Heather Cousin, former director of Thousand Oaks. MSP (Billings/Addington) to authorize Chair to continue discussions with Cousin, or another candidate, as necessary. MSP (Shaffer/Shupe) to authorize Chair to call a special meeting to appoint an interim, once a candidate is identified.
7. Other Elizabeth Goldman
“...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.
8. Adjournment Elizabeth Goldman
 Meeting adjourned at 1:57pm.

Respectfully submitted by Lori Graver on March 23, 2022.