



Southern California Library Cooperative
Administrative Council Meeting
June 30, 2020
11:00 am – 1:00 pm

For this meeting please log into Zoom online here:

<https://us02web.zoom.us/j/82841347417?pwd=ZVZmL1dRc1FXWWI4dS9DSmxsNnpXZz09>

Minutes Draft

Attendees

Anderson, Susan – Redondo Beach
Behle, Kelly – Simi Valley
Billings, Cathy – South Pasadena
Conwell, Christine – Moorpark
Cousin, Heather – Thousand Oaks
Gaf, Ann - Azusa
Hernandez, Carmen – Alhambra
Kimsey, Sofia – Oxnard
Latkoczy, Laszlo – Palos Verdes
Lockwood, Barbara – Calabasas
McCollum, Melissa – El Segundo
Perera, Michelle – Pasadena
Ryan, Joyce – Santa Fe Springs
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale
Smart, Christine – Sierra Madre
Smith, Patricia – Arcadia
Stone, Janet – Glendora
Tracht, Francis – Inglewood
Venegas, Greco – Santa Monica
Vonnegut, Shannon – Santa Clarita
Walker-Lanz, Jesse – LA County
Wilburn, Yolande - Torrance
Williams, Glenda – Long Beach
Winslow, Nikki – Altadena

Others

Cole, Natalie – Library Program
Coordinator, CSL
Bednarski, Diane – SCLC
Dinuzzo, Carol – SCLC
Rivas, Lori - SCLC
Snodgrass, Nerissa – SCLC
Walker, Wayne - SCLC

Absent

Apodaca, Antonio – Camarillo
Balli, Shayna - Irwindale
Buth, Karen – Beverly Hills
Dickow, Ben – Downey
Garcia, Diana – Monterey Park
Goldman, Elizabeth – Burbank
Hall-McGrade, Amy – Covina
Hughes, Charles – Signal Hill
Maghsoudi, Paymaneh - Whittier
McDermott, Irene – San Marino
Sarmiento, Beatriz – Commerce
Schram, Nancy - Ventura
Spills, Muriel - Pomona
Szabo, John – LA Public
Vance, Carey – Monrovia

All items may be considered for action.

11 a.m.

1. **Opening**
 - a. Chairperson's Welcome – Janet Stone
Chairperson introduces any guests or new members.
 - b. Roll Call by sign-in sheet
 - c. Meeting begins at 12:07pm.

2. **Public Forum**

Opportunity for any guest or member of the public to address the Council on any item of SCLC business.

 - a. No guests present.

3. **Consent Calendar**

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 October 17, 2019 Administrative Council Meeting
 - b. Audit and Finance Committee Meeting Schedule 2020/21
 - c. MSP (Shupe/Anderson) to accept Consent Calendar.

4. **Adoption of Agenda**
 - a. MSP (Shupe/Ryan) to adopt the agenda.

5. **Budget Status FY19/20 – Carol Dinuzzo**
 - a. Some unused grant funds to be returned to state library, and repurposed for the Crisis Collection grant.

6. **Califa Membership Dues - Carol Dinuzzo**
 - a. Reminder for systems to determine participation in cooperative Califa membership

7. **Health Premium Allowance – Diane Bednarski**
 - a. Request to increase health premium allowance to \$800/month, to better match the cost of employee health insurance. Last increase passed in 2003. Expectation to review health premium allowance each fiscal year. Recommendation to support, from the Executive Council. MSP (Ryan/Graf) to approve health premium allowance increase.

8. **Proposed Budget FY2020/21 – Carol Dinuzzo**
 - a. Health Premium Allowance numbers to be revised. Allowing one step wage increase for staff brings salary line to \$589,000. Deficit to be covered by reserves. Recommendation to support, from the Executive Council. MSP (Shupe/Ryan) to approve the proposed budget, with corrected Health Premium numbers, removing staff salary step increases for FY20/21, but preserving staff salary step increases for work performed up to May 2020, and pending review of procedure for using the reserve funds.

9. **FY20/21 Projected Revenue – Diane Bednarski**

- a. Expected revenue derived from SCLC work done under system contracts. SCLC has submitted applications for statewide grants. No action required.
10. **CLSB Update** – Diane Bednarski
- a. CLSB meeting occurred June 25, 2020. Plan of Service deadline extended to July 31, 2020, after which CLSB and CSL will review, and meet again in early September. A single check will be cut for cooperatives after the September meeting. Zip Books does not have funding in the governor’s FY20/21 budget, but existing participants continue with remaining funds from FY19/20. “Monthly service fees” definition broadened to include warrantees, security software, and ongoing Internet fees including CENIC. CARES Act is funded with \$3.5 million to close the digital divide, and CSL uses \$1 million for Beanstack. Solicit ideas from SCLC on alternative ways to use CARES Act funds. With state budget cuts, explore federal funding opportunities. Anderson requests Bednarski send the CENIC information.
11. **CLSA Plan of Service and Budget 2020/21** – Diane Bednarski
- a. Fifty percent reduction in CLSA funding. Over \$400,000 of current CLSA money unspent, and can be carried into FY20/21. Discussion of how to better use digital resources to serve local systems: consortium purchase; distribute among member systems; or reserve funding for future years. Digilab budgetary needs are less for FY20/21. Agreement that baseline will be allocated thusly: delivery; \$30,000 for Digilab; audit; and of the remaining funds, 20% to consortial spending on a shared resource and 80% to be distributed among member systems based on a population calculation, to be used for digital resources and internet service fees. MSP (Sopas/Tracht) to authorize Chair to sign complete Plan of Service with discussed content entered.
12. **Contract Renewals to Provide Administrative and Fiscal Services 2020/21**
- Diane Bednarski
- a. 49-99 Cooperative Library System
 - b. Serra Cooperative Library System
 - c. Inland Library System
 - d. Santiago Library System
 - e. MSP (Winslow/Shaffer) to authorize Chair to countersign the agreements with 49-99, Serra, Inland and Santiago.
13. **Election of Vice-Chair/Chair-Elect 2020/21** – Janet Stone
- a. Nomination procedure hindered by cancellations of meetings, due to COVID-19. MSP (Shaffer/Conwell) to allow the current Chair, Vice Chair and standing committees to serve until their successors are appointed, and initiate the Nominating Committee process to allow officer elections to be held at the August 2020 Administrative Council meeting. Stone to follow-up with how leads the Nominating Committee. MSP (Shaffer/Billings) to accept the recommendation that current Chair and Vice Chair continue until elections can be held at the August meeting.
14. **Executive Committee 2020/21** – Diane Bednarski
- a. Executive Committee member terms to end on June 30. Request to extend terms until August 2020 meeting, after the election of new officers. SCLC staff require time to understand rotation methodology, for who serves next on Executive Committee. MSP (Smart/Anderson) to approve term extension for the FY1920 Executive Committee.

15. **Meeting Schedule and Locations 2020/21** – Diane Bednarski
 - a. All Executive Committee meetings begin at 9am. Administrative Council meetings begin at 10am. All meetings subject to be held via conference call/Zoom, pending health department recommendations.
 1. Thursday, August 27, 2020 – Pasadena
 2. Thursday, October 22, 2020 – EC only, conference call/Zoom
 3. Thursday, November 19, 2020 – Oxnard
 4. Thursday, January 28, 2021 – EC only, conference call/Zoom
 5. Thursday, March 25, 2021 – Santa Clarita
 6. Thursday, May 27, 2021 – Azusa
 - b. MSP (Graf/Smart) to accept the proposed meeting schedule for FY20/21.
16. **SCLC Technology Committee Application** – Patty Wong
 - a. MSP (Shupe/Anderson) to approve the Technology Interest Group application to become a Committee, and act in an advisory role to the Council. Winslow will be the liaison.
17. **DigiLabs** – Nerissa Robinson
 - a. Additional records continue to be added to the website. Developer made changes to improve the log in and search functions.
18. **Status of Agreement with Library Solutions** – Diane Bednarski
 - a. Diane Satchwell of Library Solutions is requesting that standing agreement be terminated. The scope of work outlined in agreement has been satisfied, with exception of outstanding item of transferring Signature Authority for all five systems. MSP (Wilburn/Anderson) to end the current agreement, draft a new agreement to complete transfer of Signature Authority for all five systems, and authorize the Chair to sign.
19. **Other**

“...that is, matters initiated in the present meeting.” Robert’s Rules of Order, Revised, III, p. 21. Limited by Brown Act to discussion only.

 - a. None.
20. **State Library Report** – Natalie Cole

News from the State Library.

 - a. Highlight COVID Diaries, and invite collaboration on project.
21. **Chairperson’s Report** – Janet Stone

Comments on SCLC and other library matters.

 - a. Stone will send out email for final piece of saying goodbye to Satchwell, for group consensus.
22. **Roundtable**

Brief reports may be given as time permits.

 - a. Anderson reports that Redondo Beach will begin take-out services tomorrow.
 - b. Winslow reports a design review reveals that Altadena is not ADA compliant. A feasibility study will be conducted for raising the \$20 million needed to update facilities. Winslow invites others to contact her, for information on how to move through this process.
 - c. Smith reports Arcadia conducts front door pick ups, virtual programming, and has installed the Aspen Discovery Layer.
23. **Adjournment**
 - a. Meeting adjourns at 2:10pm.

