



Southern California Library Cooperative
Administrative Council Meeting
March 15, 2022
2:15-4:15pm
Virtual Meeting

Minutes

Approved May 25, 2022

Attendance

Addington, Jennifer – Palos Verdes
Aguado, Cynthia – Torrance
Anderson, Susan – Redondo
Beach
Arroyo, Keri – Inglewood
Balli, Shayne – Irwindale
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Broman, Susan – LAPL
Buth, Karen – Beverly Hills
Cuyugan, Erica – Santa Monica
Garcia, Diana – Monterey Park
Garza, Lori – Sierra Madre
Goldman, Elizabeth – Burbank
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
Mangold, Joseph – Camarillo
Neal, Alan – Oxnard
Sarmiento, Beatriz – Commerce
Schram, Nancy – Ventura
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale

Sidon, Yanira – Santa Clarita
Stone, Janet – Glendora
Walker-Lanz, Jesse – CoLA
Winslow, Nikki - Altadena

Other

Cousin, Heather – SCLC
Cole, Natalie – SCLC
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC
Walker, Wayne - SCLC

Absent

Conwell, Christine – Moorpark
Dickow, Ben – Downey
Graf, Ann – Azusa
Herbert, Mark – Signal Hill
Patterson, Jennifer – Thousand
Oaks
Raia, Deborah – Santa Fe Springs
Torres, Anita – Pomona
Vance, Carey – Monrovia
Vera, Linda – San Marino
Virbia, Krizia - Covina

1. Opening
Meeting called to order at 3:16pm.

Elizabeth Goldman

2. Public Comment
None.

3. Adoption of Agenda Elizabeth Goldman
Agenda adopted without objection.

4. Consent Calendar Elizabeth Goldman
4 minutes
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 December 1, 2021 and February 22, 2022 Administrative Council meetings
 - b. Holiday Calendar FY2022/23 Carol Dinuzzo
 - c. Membership Dues FY2022/23 Carol Dinuzzo

MSP (Shupe/Sarmiento) to pull the Holiday Calendar from the Consent Calendar, for separate consideration, and approve the Minutes from December 1, 2021, Minutes from February 22, 2022 and the Membership Dues FY2022/23 (25 yes, 0 no, 1 abstain).
MSP (Shupe/Shaffer) to add holiday Juneteenth to the FY2022/23 calendar on June 19, 2023. (26 yes, 0 no, 1 abstain)

5. Budget Status Report FY2021/22 Carol Dinuzzo
All prior year Digital and eResources funds have been expended. There is still a remaining balance of \$126,249 for Resource Sharing (Digilabs), with \$60,401 that needs to be expended by June 30, 2022. There is also \$9,409 to use toward Telecommunications. FISCAL IMPACT: Overall increase in revenue resulting in an anticipated surplus of \$229,784 for the current fiscal year.

6. Strategic Planning Elizabeth Goldman
The project is on schedule to produce results and recommendations for consideration at the May 2022 Administrative Council meeting.

7. Digilab Elizabeth Goldman
MSP (Shupe/Winslow) to Approve plan to spend the remaining FY19-20 funds on software and replacement equipment, with a plan to end SCLC support of the project by June 2023; and reallocate FY20-21 funds to PressReader or a different project. (26 yes, 0 no, 1 abstain)

8. PressReader Report and Usage Wayne Walker
Monthly usage reports will be sent to the SCLC Directors' listserv. Baker & Taylor has provided a contact to SCLC member libraries for any library who wishes to receive assistance on any matter concerning PressReader:

Jill Siekman Customer Success Manager Jill.Siekman@baker-taylor.com
C: 704.883.6250

9. Nominating Committee Elizabeth Goldman
As past Chair, Shupe will Chair the Nominating Committee. Anderson and Schram volunteered to sit on the Committee.
10. Hiring Committee Elizabeth Goldman
Behle, Maghsoudi, Shaffer, and Schram volunteered to sit on the Hiring Committee. Discussed the possibility of hiring a recruiter.
11. Committee Reports
 - a. Technology Committee Nikki Winslow
Discussed Digilab and held a roundtable discussion.
 - b. Audit and Finance Committee Gary Shaffer
Last meeting was on February 2, 2022 – discussed pension paydown, and building a 2.5% annual employee raise into the budget, with the Executive Director holding prerogative to grant individual raises. Will be discussing a one time staff bonus at April 2022 meeting.
12. Other Elizabeth Goldman
None.
13. State Library Report Natalie Cole
First round of infrastructure applications closes on March 21, 2022.
Stronger Together grant applications close on March 28, 2022.
Applications are under review of the Inspiration grants. Funding available for all applicants to the Lunch@theLibrary program.
14. Executive Director's Report Heather Cousin
 - a. Conflict of Interest/Form 700
Cousin provided update of meetings attended, and reminds members to complete and return Form 700 before April 1, 2022.
15. Chairperson Report Elizabeth Goldman
Goldman thanked staff for their hard work and diligence during this transition time.
16. Adjournment Elizabeth Goldman
Meeting adjourned at 3:20pm.

Respectfully submitted by Lori Graver on June 16, 2022.