



**Southern California Library Cooperative
Administrative Council Meeting
March 15, 2018
Whittier Public Library
Whittwood Branch Library**

Minutes

Present:

Ryan Roy, ALT
Roger Hiles, ARC
Elizabeth Goldman, BUR
Barbara Custen, CoLAPL
Mark Herbert, ELS
Hala Shonouda, GDL
Janet Stone, DORA
Frances Tracht, ING
Glenda Williams, LBPL

Kathy Gould, PVP
Michelle Perera, PAS
Susan Anderson, RED
Irene McDermott, SMAR
Joyce Ryan, SFE, Chair
Patty Wong, SAM
Hillary Theyer, TOR
Nancy Schram, VEN
Paymaneh Maghsoudi, WHI

Present via Conference Call:

Veronica Palacios, COV
Christine Conwell, MOOR

Matthew Horts, SCL

Absent:

Carmen Hernandez, AHM
Ann Graf, AZU
Karen Buth, BEV
Barbara Lockwood, CAB
Jo Rolfe, CAM
Beatriz Sarmiento, CMM
Ben Dickow, DOW
Shayna Balli, IRW
Susan Broman, LAPL

Carey Vance, MON
Norma Arvizu, MPK
Sofia Kimsey, OXN
Robert Shupe, PALM
Muriel Spill, POM
Jill Schofield, SMD
Alison Dobay, SIG
Steve Fjeldsted, SOPAS
Heather Cousin, THO

Staff:

Diane Satchwell, Exec. Dir.
Jerilynn Takeda, Admin. Offcr.

Guests:

Darren Hernandez, SCL (conf. call)
Shannon Vonnegut, SCL (conf. call)
Robert Arreguin, SCL (conf. call)
Darren Jeffery, THO (conf. call)

1. Opening

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a. Chairperson's Welcome

Joyce Ryan called the meeting to order at 10:10 a.m. and introduced the guests in attendance.

b. Roll Call

Roll was taken by a sign-in sheet; a quorum was in attendance.

2. Public Forum

There were no guests or members of the public who wished to address the Council.

3. Consent Calendar

ACTION: It was MSP (Williams, McDermott) to approve the Consent Calendar consisting of the minutes from the November 30, 2017 Administrative Council Meeting

4. Adoption of the Agenda

ACTION: It was MSP (Theyer, Wong) to adopt the agenda for the meeting as distributed.

5. Financial Update

Diane Satchwell reviewed the budget report presented in the agenda packet. She also reported that costs are being tracked more closely now for the grants and work for the other cooperatives. She and Carol Frost, PLP, were working with State Library staff to revise the CLSA Plan of Service forms to better capture the information needed by the State Library.

6. SCLC Office Reorganization

Diane Satchwell reported that SCLC will be moving out of its current space by August which will greatly reduce monthly costs. Staff is moving toward a more remote model.

7. CLSA Update

Joyce Ryan reported that the chairs and vice-chairs of the nine CLSA systems met on February 2 in Stockton and discussed communicating more with each other using BaseCamp, better communications with the State Library, becoming better educated about CLSA, and sending a letter to Greg Lucas to open a line of communication. Members reviewed the proposed letter to be signed by all nine CLSA chairs, and made a few suggestions for changes. It was noted that cc's should be included on the letter.

Proposed changes to the CLSA Rules and Regulations were also discussed, regarding changing the CLSB meeting schedule to one meeting per year, and changing the wording from "will" to "may" in regard to recognition of speakers at any State Board meeting. It was recommended that a letter be sent to the CLSB from each system opposing these proposed changes.

The next CLSB meeting will be held on April 17. Diane Satchwell will be attending in person; the SCLC office will be a call-in location. Hillary Theyer, Michelle Perera, and Nancy Schram were also interested in attending.

a. ACTION: It was MSP (Anderson, Schram) to approve Joyce Ryan signing the joint letter from the CLSA systems to Greg Lucas regarding opening a line of communication.

- b. ACTION: It was MSP (Wong, Theyer) to approve sending a letter to the CLSA opposing the proposed changes to the CLSA Rules and Regulations in regard to the meeting schedule and recognition of speakers.
 - c. ACTION: It was MSP (Theyer, Tracht) to approve travel for up to four members to attend the CLSB meeting in Sacramento on April 17.
8. Contract Renewals to Provide Administrative and Fiscal Services to the 49-99, Serra, Inland, and Santiago Library Systems in 2018/19
Diane Satchwell reported that the contracts to provide CLSA services to the 49-99, Serra, Inland, and Santiago Library Systems for 2018/19 will remain the same as the current year, except she will be the direct supervisor of Linda Andersen for the Inland contract. Fees for the contracts are the CLSA administrative fees and grant indirect fees. Work to be done beyond the administrative fees will be negotiated. Final contracts will be brought to the May meeting for review and approval.
 9. ALA Conference Attendance by SCLC Staff
There was consensus to approve Diane Satchwell's attendance at the ALA Conference being held in New Orleans in June 2018. She will bring back a budget to attend the conference for approval.
 10. Nominating Committee Report
Hillary Theyer, Nominating Committee Chair, asked for nominations from the floor for Vice-Chair/Chair-Elect for 2018/19. There were no nominations from the floor. Announcement of a candidate will be distributed at least 30 days before the May 24, 2018 meeting, for election at the May meeting.
 11. Other
There was no other business for the Council.
 12. State Library Report
Natalie Cole was unable to attend the meeting but sent a report for inclusion in the agenda packet. Diane Satchwell received the following additional information from Ms. Cole: the LA County Office of Education is interested in working with libraries on summer programs but would like to know the best way for them to contact the libraries. It was suggested that the directors be the point of contact. Diane Satchwell then provided an update on the Broadband project.
 13. Chairperson's Report
Joyce Ryan extended farewell wishes to Matthew Hortt, Santa Clarita, who has accepted another position, and to Kathy Gould, Palos Verdes, as this is her last SCLC meeting before her retirement. She also thanked Paymaneh Maghsoudi for hosting this meeting at the Whittwood Branch Library.
 14. Roundtable
Roundtable reports submitted before the meeting were distributed with the agenda packet. Additional reports were given during the meeting.
 15. Adjournment
There being no further business, the meeting was adjourned at 11:45 a.m.