



Southern California Library Cooperative
Administrative Council Meeting
May 27, 2021
10:00 am-12:00 pm

Minutes

Approved August 25, 2021

Attendance

Addington, Jennifer – Palos Verdes
Anderson, Susan – Redondo
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Bradley, Darlene – Arcadia
Buth, Karen – Beverly Hills
Conwell, Christine – Moorpark
Cousin, Heather – Thousand Oaks
Garcia, Diana – Monterey Park
Goldman, Elizabeth – Burbank
Graf, Ann – Azusa
Kimsey, Sofia – Oxnard
LohGuan, Hilda – Alhambra
McCollum, Melissa – El Segundo
McDermott, Irene – San Marino
Perera, Michelle – Pasadena
Ryan, Joyce – Santa Fe Springs
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale
Smart, Christine – Sierra Madre
Stone, Janet – Glendora
Torres, Anita - Pomona
Vinke, Dana – Ventura
Vonnegut, Shannon – Santa Clarita

Walker-Lanz, Jesse – Los Angeles
County
Wilburn, Yolande – Torrance
Williams, Glenda – Long Beach
Winslow, Nikki – Altadena
Wong, Patty – Santa Monica

Other

Bednarski, Diane - SCLC
Cole, Natalie – CSL
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC
Walker, Wayne - SCLC

Absent

Balli, Shayna – Irwindale
Dickow, Ben – Downey
Evan, Lisa – Covina
Hughes, Charles – Signal Hill
Lockwood, Barbara – Calabasas
Maghsoudi, Paymaneh – Whittier
Nasr, Mandy – Camarillo
Sarmiento, Beatriz – Commerce
Singh, Harjinder – Inglewood
Szabo, John – Los Angeles Public
Vance, Carey - Monrovia

1. Opening
Meeting called to order at 10:08am.

Robert Shupe

2. Public Forum
Opportunity for any guest or member of the public to address the Council on any item of SCLC business.
 None.

3. Consent Calendar Robert Shupe
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 March 25, 2021 Administrative Council meeting. Robert Shupe
 - b. Agreements with Systems for Administrative/ Fiscal Services FY2021/22 Diane Bednarski
 - c. Gale Archives Renewal Diane Bednarski

- MSP (Shaffer/Ryan) to approve the Consent Calendar, with signature line adjustment made to agreements, now to list title of Chair, rather than Executive Director.

4. Adoption of Agenda Robert Shupe
 MSP (Williams/Wilburn) to adopt agenda, as presented.

5. Budget Status Report FY2020/21 Carol Dinuzzo
 Two membership payments are outstanding. Expenditures fall within the projected cost for the fiscal year, apart from audit and legal fees.

6. CLOSED SESSION Robert Shupe
Executive Director Performance Evaluation pursuant to Gov. Code Section 54957(b)
 Closed session began at 10:21am.

7. Reconvene to Open Session Robert Shupe
 Meeting reconvened at 11:13am.

The Administrative Council took action to accept and approve the Executive Committee's recommendation to approve the Evaluation of the Executive Director as presented with two conditions:

1. That members of the Administrative Council work with the Executive Director on a workplan that includes the setting of goals for SCLC for the coming year and beyond, and that workplan be presented at the Administrative Council July 2021 meeting for approval.
2. That members of the Administrative Council work with the Executive Director to establish an updated Executive Director Job Description within the next four months that will be presented to Administrative Council for approval.

Executive Director's salary adjustment discussion noted that increases are not automatic, but based on superior performance, that COLA and

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adjustments should be considered in line with other agencies, and that a decision be tabled until further discussion of FY2021/22 budget.

8. Audit and Finance Committee Report Heather Cousin
a. Meeting Schedule FY2021/22
MSP (Addington/Billings) to approve FY2021/22 meeting calendar as follows:
July 1, 2021, 10am
October 7, 2021, 10am
January 6, 2022, 10am
April 7, 2022, 10am
b. Audit FY2020/21
Discussion on creating additional revenue streams, as a priority. MSP (Billings/Williams) to approve the recommendation of the Audit and Finance Committee to accept the Annual Financial Report, FY2019/20.
9. Administrative Council and Executive Committee Robert Shupe
Meeting Schedule FY2021/22
MSP (Shaffer/Billings) to approve the following meeting schedule for FY2021/22:
- Wednesday, August 25, 2021**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD
- Wednesday, October 27, 2021**
1:00pm Executive Committee, only
Via Zoom
- Wednesday, November 24, 2021**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD
- Wednesday, January 26, 2022**
1:00pm Executive Committee, only
Via Zoom
- Wednesday, March 23, 2022**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD
- Wednesday, May 25, 2022**
1:00pm Executive Committee
2:15pm Administrative Council
Location TBD

10. Election of Officers Janet Stone
MSP (Anderson/Addington) to 1) suspend the 30-day rule for reporting the slate of candidates; and 2) elect Elizabeth Goldman as Chair, and Gary Shaffer as Vice-Chair/Chair Elect.
11. Executive Committee Membership Diane Bednarski
MSP (Billings/Ryan) to verify the slate of Executive Committee members and vote to authorize the following appointments to serve from July 1, 2021 through June 30, 2023:
Walker-Lanz, Jesse – LACO – Group 1
Torres, Anita – Pomona, Group 2
Addington, Jennifer – Palos Verdes, Group 3
Billings, Cathy – South Pasadena, Group 4
McCollum, Melissa – El Segundo, Group 5
Goldman, Elizabeth – Burbank, Chair
Shaffer, Gary – Glendale, Vice Chair
Shupe, Robert – Palmdale, Past Chair
12. Signature Authority Diane Bednarski
MSP (Billings/Williams) to authorize SCLC staff to update the Pacific Western Bank signature authority to remove Robert Shupe and Heather Cousin and add Elizabeth Goldman and Gary Shaffer.
13. SCLC Shared eResource Planning Diane Bednarski
Directors poll revealed two top eResource options for licensing with CLSA funds: PressReader and eBooks in a shared environment. Concerns were raised about each option. For PressReader, LAPL and LA County would not be included in a systemwide license due to cost. For eBooks, several expressed concern that the requirement to share with at least two other library systems could pose challenges, including restrictions from local boards and councils. Suggestion was posed to conduct another poll with three options: PressReader, eBooks in a shared environment and opt-out. Then obtain an updated PressReader quote based on the libraries who selected that option.
14. Adjournment Robert Shupe
MSP (Wilburn/Williams) to adjourn due to loss of quorum. Meeting adjourned at 12:47pm.

Respectfully submitted by Lori Graver on August 30, 2021.