



(Approved May 23, 2019)

**Southern California Library Cooperative
Administrative Council Meeting
November 29, 2018
Brand Library & Art Center
Glendale Library, Arts & Culture**

Minutes

Present:

Carmen Hernandez, AHM, Chair
Estella Terrazas, ALT
Elizabeth Goldman, BUR
Barbara Lockwood, CAB
Melissa McCollum, ELS
Gary Shaffer, GDL
Janet Stone, DORA
Shayna Balli, IRW
Meghan Weeks, LBPL
Christine Conwell, MOOR

Ryan Roy, PVP
Michelle Perera, PAS
Susan Anderson, RED
Irene McDermott, SMAR
Shannon Vonnegut, SCL
Robert Shupe, PALM
Patty Wong, SAM
Christine Smart, SMD
Hillary Theyer, TOR
Paymaneh Maghsoudi, WHI

Present via Conference Call:

Darlene Bradley, ARC
(non-voting)
Ann Graf, AZU
Karen Buth, BEV

Frances Tracht, ING (non-voting)
Carey Vance, MON
Diana Garcia, MPK
Charles Hughes, SIG (non-voting)

Absent:

Joseph Mangold, CAM
Beatriz Sarmiento, CMM
Krizia Virbia, COV
Ben Dickow, DOW
Skye Patrick, LACO
Susan Broman, LAPL

Sofia Kimsey, OXN
Muriel Spill, POM
Joyce Ryan, SFE
Steve Fjeldsted, SOPAS
Heather Cousin, THO
Nancy Schram, VEN

Guests:

Narinder Sufi, Deputy State
Librarian

Natalie Cole, State Library

Staff:

Diane Satchwell, Exec Dir.

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

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Carol Dinuzzo Controller (conf. call)
Lori Rivas, Project Assistant

Nerissa Robinson, Project Manager
Jerilynn Takeda, Admin. Officer

1. Opening

a. Chairperson's Welcome

Carmen Hernandez called the meeting to order at 10:15 a.m. and asked members to introduce themselves.

b. Roll Call

Roll was taken by a sign-in sheet.

2. Public Forum

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

The meeting did not yet have a quorum. Informational items were taken first until a quorum was present.

5. Financial Report

Carol Dinuzzo reviewed the Budget Status Report – FY18/19 included in the agenda packet, reflecting reconciled bank statements and account balances through October 31, 2018. Most expenditures fall within the projected costs for this year.

7. Broadband RFP for Program Manager, FY 2018-20

Diane Satchwell reported that the Executive Committee met and approved SCLC responding to the RFP for Broadband Program Manager. Highlights were included in the packet.

A quorum was now present at the meeting.

3. Consent Calendar

ACTION: It was MSP (Theyer, McDermott) to approve the Consent Calendar consisting of:
a. Minutes from the August 23, 2018 Administrative Council Meeting
b. IRC Section 125 Premium Only Plan Resolution

4. Adoption of the Agenda

ACTION: It was MSP (Wong, Theyer) to adopt the agenda for the meeting with item 10. SCLC Staff Allowances removed from the agenda.

6. Membership Dues 2019/20

It was MSP (Smart, Theyer) to approve the membership dues for 19/20 as presented in the agenda packet.

8. Administrative and Fiscal Services for Systems

Diane Satchwell reported that SCLC provides fiscal and administrative services for four other CLSA systems. In order to recover costs for services exceeding the funding received, a menu of costs for services was developed to include with the system agreements. The Executive Committee reviewed the document and made some suggestions that will be brought back to the next meeting for review and approval.

It was noted that there may be occasions when a premium or overtime rate may be charged for unexpected urgent or emergency requests from the systems.

9. SCLC Bylaws and Standing Rules Update

Diane Satchwell reported that the Bylaws need to be updated to better reflect current models of the member libraries. Suggested changes include the proxy, interim and acting directors, Executive Committee membership, and committees and interest groups. Revisions will be made and brought back to the Council.

11. SCLC Interest Groups and Committees Update
Wayne Walker was unable to attend the meeting. His report will be included for the next meeting.
12. CLSA Update
Diane Satchwell reported the CLSA systems have created a task force to improve communications and better interact with each other. They meet twice a year, will meet at CLA, and at the end of the Public Library Directors Forum, to share ideas and activities. The CLSA Rules and Regulations are being revised.
13. Introduction of Deputy State Librarian Narinder Sufi
Carmen Hernandez introduced Narinder Sufi, Deputy State Librarian. Ms. Sufi noted she has been in her position for over a year but is still learning, and was pleased to come to meet the directors. The State Library is reviewing grant management and working on an automated system for the grants. She asked directors for suggestions of how the State Library can better work together with the libraries. In response to a question regarding Link+, Ms. Sufi reported they are exploring it; it was noted that the NorthNet system received a grant for \$450,000 for initial connections.
14. State Library Report
Natalie Cole reviewed the State Library Report distributed to members via email which included information on free database offerings, New York Times online and Archives Unbound; free workshops on Engaging Teens with Your Library and NASA@My Library opportunities during the spring and summer; State Library staff retirements; California Library Literacy Services; Career Online High School; CopyCat grants; Developing Leaders in California Libraries; Libraries Illuminated; Lunch at the Library; Maximizing Learning Spaces; and Mental Health Initiative.

The State Library is working to have a calendar of grant opportunities available on their website in the new year.
15. Chairperson's Report
There was no report from the Chair.
16. Other
There was no other business for the Council.
17. Roundtable
Roundtable reports submitted before the meeting were distributed with the agenda packet. Additional reports were given during the meeting.
18. Adjournment
There being no further business, the meeting was adjourned at 12:27 p.m.