



Southern California Library Cooperative
Administrative Council Meeting
August 25, 2021
2:15-4:15pm

Minutes

Approved December 1, 2021

Attendance

Addington, Jennifer – Palos Verdes
Anderson, Susan – Redondo
Beach
Behle, Kelli – Simi Valley
Billings, Cathy – South Pasadena
Buth, Karen – Beverly Hills
Garcia, Diana – Monterey Park
Goldman, Elizabeth – Burbank
Graf, Ann - Azusa
Hiles, Roger – Arcadia
Kimsey, Sofia – Oxnard
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
McCollum, Melissa – El Segundo
McDermott, Irene – San Marino
Nasr, Mandy – Camarillo
Perera, Michelle – Pasadena
Schram, Nancy – Ventura
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale
Stone, Janet – Glendora
Szabo, John – LAPL
Torres, Anita – Pomona
Vance, Carey – Monrovia

Vonnegut, Shannon – Santa Clarita
Walker-Lanz, Jesse – LACo
Wilburn, Yolande – Torrance
Williams, Glenda – Long Beach
Winslow, Nikki – Altadena
Wong, Patty – Santa Monica

Other

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

Absent

Balli, Shayna – Irwindale
Dickow, Ben – Downey
Hughes, Charles – Signal Hill
Hurtado, Melissa – Thousand Oaks
Mangold, Joseph – Moorpark
Raia, Deborah – Santa Fe Springs
Sarmiento, Beatriz – Commerce
Singh, Harjinder – Inglewood
Smart, Christine – Sierra Madre
Virbia, Krizia - Covina

1. Opening Elizabeth Goldman
 - a. Chairperson's Welcome
 - b. Roll CallMeeting called to order at 2:17pm.

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 Elizabeth Goldman
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 May 27, 2021 and June 3, 2021 Administrative Council meetings.
 - b. Salary Schedule FY2020/21
 - c. CLSA 2020/21 Annual Report
MSP (Williams/Addington) to pass the Consent Calendar, without changes.

4. Adoption of Agenda Elizabeth Goldman
Agenda approved by Chair without changes or objection.

5. Healthcare Premium Update Carol Dinuzzo
MSP (Maghsoudi/McDermott) to authorize a 4.69% increase in the health premium allowance commencing January 1, 2022 to address the increasing health care premiums.

6. Final Budget Status FY2020/21 Carol Dinuzzo
Remining revenue is pending year-end close out of grants and finalizing the amounts for contracted system services.

7. Budget Status Report FY2021/22 Carol Dinuzzo
MSP (Shupe/Billings) Approve recommendation from Executive Committee to approve the amended budget for FY2021/22.

8. CalPERS Payment Schedule Carol Dinuzzo
The current CalPERS payment schedule was presented to Council.

MSP (Billings/Graf) to open a CalPERS 115 trust account, transferring \$100K from LAIF to the 115 account. MSP (Addington/Maghsoudi) for the Audit and Finance Committee to explore and recommend ways to retire the pension debt within ten years, perhaps with assistance from a hired consultant.

10. Salary Schedule 2021/22 and Funding Appropriations

Diane Bednarski/Carol Dinuzzo

Discussion on creating a consistent pay policy for staff step and COLA increases. MSP (Shupe/Williams) to approve the Salary Schedule upon a 1.23% COLA increase for the Project Manager and a 5% increase for the Executive Director.

11. Revised CLSA Plan of Service FY2021/22

Diane Bednarski

MSP (Billings/Shupe) to authorize the SCLC Chair to work with the Executive Director to complete and submit an amended CLSA Plan of Service 2021/22 by September 8, 2021. MSP (Shupe/Anderson) to allocate CLSA funds into eResources, and to authorize Chair to work with the Executive Director to choose and purchase materials, and to authorize the Executive Director to initiate a two-year subscription to PressReader. It was noted that PressReader has materials to help promote service.

12. SCLC Goals and Long-Term Planning

Elizabeth Goldman

Former Chair Shupe noted that the Executive Director goals would be presented to Council at its next meeting. The Chair expressed interest in initiating a Strategic Planning process. Executive Committee to serve as the Steering Committee for this project, and to include hiring a consultant for a half day workshop. Goal is to approve a three-year Strategic Plan by May 2022 and implement in FY22/23. MSP (Addington/Wilburn) to authorize the Chair and Executive Director to enter a contract with a consultant, not to exceed \$30K, towards work for strategic planning.

13. SCLC Technology Committee Report

Nikki Winslow

Committee is exploring alternatives to the Montage platform, currently used for Digilab. Project goals are to align with Calisphere, and Committee will bring recommendations in the future. Members using meeting time as a show and tell for new technology, such as the Polaris app – Thousand Oaks presented a demonstration, and Calabasas is currently implementing the Polaris app. Discussed use of outdoor lockers for 24/7 access, when branches were closed during the pandemic. The November meeting was moved to October.

14. Physical Locations for 2021/22 Meetings Diane Bednarski
MSP (Shaffer/Wilburn) to change the November 24 meeting to December 1, 2021, to be hosted by Glendale, if COVID restrictions allow.
15. Other Elizabeth Goldman
“...that is, matters initiated in the present meeting.” *Robert’s Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.*
Invitation to consider the role of SCLC within a Los Angeles County-wide district.
16. State Library Report Natalie Cole
Review of available infrastructure funding for libraries and current funding opportunities through the State Library.
17. Executive Director’s Report Diane Bednarski
Executive Director represented SCLC at a legal hearing regarding the engagement of contracted services for Sergei Kagno. A ruling is expected to be received within ten days, and Executive Director will advise Council on the final outcome. SCLC has completed its office move to Glendale. Committee had authorized spending \$32K/year on the lease, and up to \$4K on moving expenses – actuals are \$25,716/year on the lease, and \$1320 on moving expenses. SCLC was awarded management of the CLCI FY21/22 grant, in the amount of \$670K, of which \$17,500 will go towards staffing. In discussion with State Library on a Digital Navigator grant, which would assist the public in finding low cost internet and provide orientation to state funded databases and devices.
18. Chairperson’s Report Elizabeth Goldman
None.
19. Adjournment Elizabeth Goldman
Meeting adjourned at 4:03pm.

Respectfully submitted by Lori Graver on December 3, 2021