



**Southern California Library Cooperative
Administrative Council Meeting
Wednesday, March 22, 2023
2:15-4:15pm**

Hybrid Meeting
Signal Hill Public Library
1770 E. Hill St., Signal Hill, CA 90755

Alternate locations:

Arcadia Public Library 20 W. Duarte Rd., Arcadia, CA 91006
Azusa City Library 729 N. Dalton Ave., Azusa, CA 91702
Beverly Hills 471 S Roxbury Dr., Beverly Hills, CA 90212
Calabasas 200 Civic Center Way Calabasas, CA 91302
Camarillo Public Library 4101 Las Posas Rd., Camarillo, CA 93010
City of Commerce 2269 S Atlantic Blvd., Commerce, CA 90040
Covina Public Library 234 N 2nd Ave., Covina, CA 91723
Crowell Public Library 1890 Huntington Dr., San Marino, CA 91108
Downey City Library 11121 Brookshire Ave., Downey, CA 90241
Irwindale Public Library 5050 N Irwindale Ave., Irwindale, CA 91706
Moorpark City Library 699 Moorpark Ave., Moorpark, CA 93021
Palos Verdes Library District 701 Silver Spur Rd., Rolling Hills Estates, CA 90274
Pomona Public Library 625 S. Garey Ave., Pomona, CA 91766
Redondo Beach Public Library 303 N Pacific Coast Hwy., Redondo Beach, CA 90277
Santa Fe Springs City Library 11700 Telegraph Rd., Santa Fe Springs, CA 90670
Thousand Oaks Library 1401 E Janss Rd., Thousand Oaks, CA 91362
Ventura County Library 5600 Everglades Street, Suite A, Ventura, CA 93003



Minutes
Approved 05242023

Attendance

Alba, Samantha - Arcadia
Addington, Jennifer – Palos Verdes
Balli, Shayna – Irwindale
Bautista, Sonia – Commerce
Billings, Cathy – South Pasadena
Broman, Susan – LAPL
Cuyugan, Erica – Santa Monica
DeLeon, Cathy – Long Beach
Garcia, Diana – Moorpark
Hassen, Leila – Azusa
Lockwood, Barbara – Calabasas
LohGuan, Hilda – Alhambra
Mangold, Fable – Camarillo
Regan, Leila – Sierra Madre
Schram, Nancy – Ventura
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale
Stone, Janet – Glendora
Torres, Anita - Pomona
Vera, Linda – San Marino
Vonnegut, Shannon – Santa Clarita
Walker-Lanz, Jesse – LACo
Watts, Ashley – Altadena

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Sojoyner, Shana – CSL
Snodgrass, Nerissa – SCLC
Theyer, Christian – Consultant
Walker, Wayne – SCLC

Absent

Arroyo, Kerri – Inglewood
Behle, Kelli – Simi Valley
Buth, Karen – Beverly Hills
Conwell, Christine – Moorpark
Cousin, Heather – Torrance
Dickow, Ben – Downey
Evans, Lisa – Covina
Goldman, Elizabeth – Burbank
Herbert, Mark – El Segundo
Hughes, Charles – Signal Hill
Maghsoudi, Paymaneh – Whittier
McDonald, Tim – Pasadena
Neal, Alan – Oxnard
Patterson, Jennifer – Thousand Oaks
Raia, Deborah – Santa Fe Springs
Vance, Carey – Monrovia
Vinke, Dana – Redondo Beach

- 1. Opening
 - a. Chairperson’s Welcome
 - b. Roll Call

Gary Shaffer

- 2. Public Comment
None.

- 3. Consent Calendar Gary Shaffer
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 November 30, 2022 Administrative Council meeting
MSP (LohGuan/Garcia) to pass the Consent Calendar, without changes.
20 yes, 0 no, 0 abstain

4. Adoption of Agenda Gary Shaffer
Chair adopted the Agenda as presented, without objection. Powers introduced herself, and Beck.

5. Brown Act Teleconferencing Requirements: Christine Powers
End of COVID-19 Emergency Order
Powers presented information on the end of AB 361, and the introduction of AB 2449. Going forward, meetings must be hosted at a site accessible to the public, and members who chose to teleconference into meetings must list their location on the Agenda, and the site must be open and accessible to the public. Under AB 2449, if a member has an emergency and must teleconference without their location published on the agenda, this triggers a requirement for meeting quorum at the host site.

6. Financial Audit FY2021/22 Andy Beck
The Executive Committee recommends to the Administrative Council to accept the Financial Audit.
MSP (Billings/Regan) to accept the Financial Audit FY2021/22.
22 yes, 0 no, 0 abstain

7. Budget Status Report Andy Beck
This Budget Status Report reflects reconciled bank statements through January 31, 2023. The California Library State Act (CSLA) funds were received in December 2022. The Public Library Staff Education Program (PLSEP) grant has been awarded, but not yet received. Membership dues are 91% received. Fiscal Year 2021/22 Digital Navigators and Home Connectivity Kits grants concluded in December 2022, and are reflected in grant expenditures.

8. Grants Update Wayne Walker
They gave an update on the Digital Navigators grant. Grant awards for FY2022/23 total \$1,387,289, of which \$140,287 is SCLC's revenue. The residual amount of \$1,247,002 is a pass through as revenue and expense.

9. Health Premium Update Andy Beck
The Executive Committee recommends to the Administrative Council to increase in the health premium allowance to 6.96% (\$3,500 increase in cost) retroactive to January 1, 2023, to address increasing health care premiums.
MSP (Stone/Shupe) to increase in the health premium allowance to 6.96% (\$3,500 increase in cost) retroactive to January 1, 2023, to address increasing health care premiums.
22 yes, 0 no, 0 abstain

10. Pre-planning Budget FY2023/24 Christine Powers/Andy Beck
As requested by the Audit and Finance Committee, staff has produced a preliminary budget with available information. Projected expenses have been calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up. SCLC has been appointed to run the PLSEP grant for the State of California and the Digital Navigators grant. While the PLSEP grant is projected to increase, the final grant award is currently unknown.
11. PressReader Update and Next Steps Gary Shaffer
In late February, Baker & Taylor informed SCLC staff that the reason that the LA Times pulled its publication from PressReader was due to an existing exclusivity clause it has in place with NewsBank.
Baker & Taylor provided renewal fees for October 1, 2023:
• PressReader: \$368,434.50
• Add The Economist: \$75,496.00
12. California Library Services Act Christine Powers
Planning FY2023/24
The Executive Committee suggests to the Administrative Council to form an ad hoc committee to work with staff to examine current member usage of e-resources, explore alternatives and make a recommendation for CLSAFY2023/24 e-resource spending. Chair also requested that Nikki Winslow serve on the committee, as she oversees the Technology Committee.
MSP (Billings/Cuyugan) to create an ad hoc committee to work with staff to examine current member usage of e-resources, explore alternatives and make a recommendation for CLSAFY2023/24 e-resource spending; committee shall consist of the following Administrative Council members: Nancy Schram, Hilda LohGuan, Leila Regan, and Nikki Winslow.
23 yes, 0 no, 0 abstain
13. Nominating Committee Gary Shaffer
Annually, in accordance with its Bylaws and Standing Rules, SCLC appoints a Nominating Committee to identify candidates for the office of Vice-Chair/Chair-Elect.
MSP (LohGuan/Walker-Lanz) to appoint Broman and Cuyugan to the Nominating Committee, who will serve along with the immediate past Chair.
23 yes, 0 no, 0 abstain
14. Conflict of Interest Code: Biennial Christine Powers/Lori Graver
Review/Form 700
Members reminded to submit their Conflict of Interest/Form 700 to Graver (lgraver@socallibraries.org) by the April 1, 2023 deadline.
MSP (Billings/Shupe) to submit the current Conflict of Interest code to the FPPC, without changes.
23 yes, 0 no, 0 abstain

15. Authority for Financial Institutions

Nerissa Snodgrass

MSP (Shupe/Addington) to:

1. Add Executive Director, Christine Powers, as an authorized signer on main SCLC banking accounts.
2. Signature authority for Chair, Gary Shaffer, will be maintained on main SCLC banking accounts.
3. Signature authority for Project manager, Nerissa Snodgrass, will be maintained on main SCLC banking accounts.

23 yes, 0 no, 0 abstain

MSP (Billings/Shupe) to:

1. Add Executive Director, Christine Powers, as an authorized signer on LAIF account.
2. Add Deputy Director, Wayne Walker, as an authorized signer on LAIF account.
3. Add Controller, Andy Beck, as an authorized signer on LAIF account.

23 yes, 0 no, 0 abstain

16. SCLC Banking Status

Andy Beck

The Executive Committee recommends to the Administrative Council to direct staff to look into consolidating the bank accounts used for SCLC and all contracted systems, with the intent of streamlining and choosing a larger banking institution that is not based on venture capital investing.

MSP (LohGuan/Broman) to close account at Pacific Western Bank (PWB) account, and move the funds to one of the top 5 national banks, and that the current PWB account accounts be designated as government accounts.

22 yes, 0 no, 1 abstain

17. Committee Reports

a. Audit and Finance Committee

Jesse Walker-Lanz

Met on February 1, 2023; reviewed budget and discussed revenue generation.

b. Technology Committee

Nerissa Snodgrass

Met on February 28, 2023; presentation on Connected California; encouraged libraries to update resources sharing worksheet

c. Planning Ad Hoc Committee

Susan Broman

Met in February 2023, will survey members about an annual information meeting in the fall.

d. Member Library Engagement Ad Hoc Committee

Cathy Billings

Met several times, polled library staff about interest groups, will be drafting a report to make interest groups successful for next step.

18. California State Library Report Shauna Sojoyner
New hire Rachel Tucker will work on the Lunch at the Library program; reminder of federal transition from DUNS to UEI numbers, as required to eligible to receive federal funds; Building Forward Round 2 is open; 2023/24 Collaborative grant opportunity open; California Library Literacy Services (CLLS) accepting new applicants; California Library Connect program is accepting applications; upcoming opportunities include Sustainable Libraries, and Zip Books.
19. May Meeting Location Gary Shaffer
Shaffer offered Glendale as the onsite location for the May 2023 meeting.
20. Executive Director's Report Christine Powers
Creating an "Introduction to SCLC" for all library staff members and working with the Strategic Planning Ad Hoc Committee to finalize this document. Once finalized, SCLC staff will hold online sessions for the Administrative Council Members to participate. SCLC website is being updated; request to update SCLC logo. Working with committees on diversifying revenue and assessing services. Arrogant Hollywood case has been terminated. Will be issuing an RFP for delivery services, with a new vendor identified by May 2023. Record Retention policy will be updating and review every five years. Assessing job duties for existing staff to ensure nimble and responsive organization. Working on an update to the Employee Handbook.
21. Administrative Council Chair Report Gary Shaffer
California Library Association (CLA) conference from June 1-3, 2023.
22. Other Gary Shaffer
"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
None.
23. Adjournment Gary Shaffer
MSP (Garcia/DeLeon) to adjourn meeting at 4:26pm.

Respectfully submitted by Lori Graver on June 8, 2023.