



SCLC Leadership and Professional Development Committee Meeting

**Monday, January 27, 2025
3:30 pm**

Virtual Meeting

Join Zoom Meeting:
<https://us02web.zoom.us/j/81213785337?pwd=SlugotjTbAnwnxeRlrvdajewlS9f4Y.1>

Meeting ID: 812 1378 5337

Passcode: 522847

Alternate Meeting Locations:

Crowell Public Library of San Marino, 1890 Huntington Dr., San Marino, CA 91108
Long Beach Public Library, 200 W. Broadway, Long Beach, CA 90802
Palmdale City Library, 700 E. Palmdale Blvd., Palmdale, CA 93550
Santa Monica Main Library, 601 Santa Monica Blvd., Santa Monica, CA 90401
South Pasadena Public Library, 1100 Oxley St., South Pasadena, CA 91030
330 N. Chapel Ave. #112, Alhambra, CA 91801

AGENDA

All items may be considered for action.

1. Opening Nikki Winslow
 - a. Welcome
 - b. Roll Call

2. Public Forum Nikki Winslow

Opportunity for any guest or member of the public to address the committee on any item of SCLC Leadership and Professional Development Committee business. Three minutes per speaker on any Leadership and Professional Development Committee-related business topic.

- | | |
|---|------------------|
| 3. Consent Calendar | Nikki Winslow |
| <i>All items on the consent calendar may be approved by a single motion. Any committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.</i> | |
| a. Minutes of the October 28, 2024, Leadership and Professional Development Committee meeting | |
| 4. Adoption of Agenda | Nikki Winslow |
| 5. Mentorship Program Update and Post Mentorship Activities
(ACTION) | Christine Powers |
| 6. SCLC Regional Needs Assessment
(DISCUSSION) | Christine Powers |
| 7. Other | Nikki Winslow |
| <i>"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.</i> | |
| 8. Adjournment | Nikki Winslow |



ACTION ITEMS

Meeting: Leadership & Professional Development Committee

Date: January 27, 2025

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Agenda Item: _____

Aye

Nay

Abstain

Email completed forms to: sclcadmin@socallibraries.org



SCLC Leadership and Professional Development Committee Meeting

**Monday, October 28, 2024
3:30 pm**

Virtual Meeting

Alternate Meeting Locations:

Altadena Main Library, 600 E. Mariposa St., Altadena, California 91001
Crowell Public Library of San Marino, 1890 Huntington Dr., San Marino CA 91108
Long Beach Public Library, 200 W. Broadway, Long Beach, CA 90802
Palmdale City Library, 38300 Sierra Highway, Palmdale, CA 93550
Santa Monica Main Library, 601 Santa Monica, Blvd., Santa Monica, CA 90401
South Pasadena Public Library, 1100 Oxley St., South Pasadena, CA 91030

Minutes – draft

Attendance

Billings, Cathy – South Pasadena
Cuyugan, Erica – Santa Monica
DeLeon, Cathy – Long Beach
Shupe, Robert – Palmdale
Vera, Linda – San Marino
Winslow, Nikki – Altadena

Other

Powers, Christine – SCLC
Snodgrass, Nerissa – SCLC

All items may be considered for action.

1. Opening
Meeting called to order at 3:39 pm.

Nikki Winslow

2. Public Forum Nikki Winslow
Opportunity for any guest or member of the public to address the committee on any item of SCLC Leadership and Professional Development Committee business. Three minutes per speaker on any Leadership and Professional Development Committee-related business topic.
 None
3. Consent Calendar Nikki Winslow
All items on the consent calendar may be approved by a single motion. Any committee member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 a. Minutes of the July 29, 2024, Leadership and Professional Development Committee meeting
 MSP (Shupe/DeLeon) to approve the minutes of the July 29, 2024, Leadership and Professional Development Committee meeting, as presented.
 3 yes, 0 no, 2 abstain
4. Adoption of Agenda Nikki Winslow
 The agenda was adopted as presented without objection.
5. Review of Mentor and Mentee Training Materials Nikki Winslow
 (ACTION)
 The committee decided to pair all applicants by the end of November and to provide an orientation at the beginning of 2025. This orientation will be recorded and made available to participants who are unable to attend.

Erica Cuyugan joined at 4:05 PM.
6. Establishment of Guidelines to Pair Mentors and Mentees Nikki Winslow
 (ACTION)
 The committee established guidelines for pairing mentors with mentees, including pairing mentees with mentors from different organizations, considering geographic proximity, and acknowledging specialties and skills during the pairing process.
7. Other Nikki Winslow
"...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
8. Adjournment Nikki Winslow
 MS (Shupe/Vera) to adjourn the meeting at 4:26 pm.



**REPORT TO THE
LEADERSHIP AND PROFESSIONAL DEVELOPMENT COMMITTEE
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

DATE: January 27, 2025
FROM: Christine Powers, Executive Director

SUBJECT: **Mentorship Program Update and Post Mentorship Activities
(ACTION)**

BACKGROUND:

Mentorship Program Update

The Southern California Library Cooperative's Mentorship Program opened applications from October 1 – 31. The application period was extended into mid-November to allow time to accept additional applications. A total of 41 mentee applications were received, along with 36 mentor applications. All mentees were paired with a mentor, thanks to four mentors who each agreed to mentor two mentees.

Two mentee orientations were held on January 17, with a total of 32 participants. A mentor orientation was held on January 22 with 18 participants, and another mentor orientation is scheduled for January 31. Any participants who miss a session may review the orientation materials independently. Participants are currently in the process of submitting their mentorship agreements.

Post Mentorship Activities

The Mentorship Program is scheduled to conclude on September 30. A feedback survey should be drafted and distributed to all participants to solicit feedback on the program. This survey can be drafted during the Committee meeting, or an ad hoc committee can be formed to create a draft survey for the Committee's review and approval at the next meeting.

Additionally, Committee members had expressed interest in hosting a gathering of all Mentorship Program participants, perhaps at the upcoming California Library Association conference this October in Riverside, California. Should the Committee be

interested in organizing such a gathering, the Committee may provide a recommendation to the Administrative Council on organizing such an event, and request funding in the upcoming fiscal year budget.

FISCAL IMPACT: None

RECOMMENDATION: Provide direction on creating a draft survey, as well as hosting a gathering for Mentorship Program participants.

EXHIBITS: None