



Southern California Library Cooperative
Administrative Council Meeting
March 25, 2021
10:00 am-12:00 pm

Minutes
Approved May 27, 2021

Attendance

Anderson, Susan – Redondo Beach
Balli, Shayna – Irwindale
Behle, Kelli – Simi Valley
Buth, Karen – Beverly Hills
Conwell, Christine – Moorpark
Cousin, Heather – Thousand Oaks
Cuyugan, Erica – Santa Monica
Garcia, Diana – Moorpark
Herbert, Mark – El Segundo
LohGuan, Hilda – Alhambra
Maghsoudi, Paymaneh – Whittier
Schram, Nancy – Ventura
Shaffer, Gary – Glendale
Shupe, Robert – Palmdale
Smart, Christine – Sierra Madre
Smith, Patricia – Arcadia
Steward, Karilyn – Calabasas
Stone, Janet – Glendora
Vonnegut, Shannon – Santa Clarita
Walker-Lanz, Jesse – LACo
Wilburn, Yolande – Torrance
Williams, Glenda – Long Beach
Winslow, Nikki – Altadena

Other

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

Absent

Addington, Jennifer – Palos Verdes
Billings, Cathy – South Pasadena
Crosby, Patricia – Camarillo
Dickow, Ben – Downey
Graf, Ann – Azusa
Hall-McGrade, Amy – Covina
Hughes, Charles – Signal Hill
Kimsey, Sofia – Oxnard
Perera, Michelle – Pasadena
Ryan, Joyce – Santa Fe Springs
Sarmiento, Beatriz – City of
Commerce
Singh, Harjinder – Inglewood
Szabo, John – LAPL
Torres, Anita – Pomona
Vance, Carey - Monrovia

1. Opening

Meeting called to order at 10:16am.

Robert Shupe

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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 November 19, 2020 Administrative Council meeting.
MSP (Williams/Anderson) to approve the minutes from the November 19, 2020 meeting.

4. Adoption of Agenda Robert Shupe
MSP (McDermott/Smart) to approve the agenda, as distributed.

5. Budget Status Report FY20/21 Carol Dinuzzo
Expenditures currently fall within the projected cost for the fiscal year, apart from legal fees. An additional line to reflect the Surplus (Deficit) has been added to reflect the overall balance excluding the grant passthrough funds. Plan to work with the Audit and Finance Committee to make the budget status report clearer and more comprehensive. Hope to implement the new layout of the budget for the upcoming fiscal year.

6. SCLC Shared eResource Planning Diane Bednarski
Sought a revised quote for PressReader through Baker and Taylor. Cost for a two-year commitment is less than the original quote provided directly by PressReader but would still exceed available CLSA funds by approximately \$65,000. To bridge the gap, discussed using reserves, and approaching the state library to apply American Rescue funds. Noted that eBooks purchases are much easier to adjust to available funds. Discussion of shared platform for lending eBooks, implementing an SCLC digital library card, both to comply with CLSA definition of three linked systems to qualify for shared resource funding. Bednarski to write a summary of options and quotes, put out a system survey, results of which will be for consideration at the May 2021 meeting.

7. Membership Dues FY21/22 Carol Dinuzzo
MSP (Wilburne/Williams) to approve membership dues, with Pomona reinstated for FY21/22. An updated membership dues sheet will be sent to members.

8. Digilab Diane Bednarski
Discussed what end of life cycle might look like for Digilab. Asked members to consider derived benefits, and if this is a service that SCLC should continue to offer. Defined, desired outcomes do not currently exist. Bednarski will have data available at May 2021 meeting, for members to

discuss continued allocation of CLSA funds to Digilab. Suggestion to fund Digilab for another year, establish metrics to measure outcomes, and then decide on sunseting in FY22/23.

9. Nominating Committee Appointments Robert Shupe
Three members for this committee will be established on March 26, 2021.

10. Conflict of Interest, Form 700 Submissions Lori Graver
Reminder to submit Form 700 to SCLC office by April 1, 2021, in compliance with FPPC guidelines.

11. Staff Training Heather Cousin
Suggestion to send out survey, to focus training on reopening questions and concerns of staff. Anticipating additional sense of loss for those patrons who will not return, suggest trauma informed response training. Homelesslibrary.com is a recommended recourse. Bednarski to distribute a questionnaire with training options, to measure topic interest. MSP (Winslow/ Maghsoudi) to designate funds for staff training, not to exceed \$10,000.

12. Committee Updates
 - a. Audit and Finance Heather Cousin
No update.
 - b. Technology Nikki Winslow
Last met on March 11, 2021. Currently updating the eResource directory for posting to the SCLC website. Discussed cooperative wide library card, borrowing Chromebooks and hotspots, sharing technology plans, established a quarterly meeting calendar, and conducted a round robin.

13. Other Robert Shupe
"...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.

14. State Library Report Natalie Cole
Reminder to sign up for the Public Library Directors' Forum. Networking conversations will resume in May 2021. CIPA compliant libraries will be hearing from the State Library about Chromebooks and hotspots. Adult literacy services are ongoing. Application deadline for Lunch@TheLibrary has been extended to March 26. Developing Leaders program has speaker webinars upcoming. California Center for the Book will host a pre-conference session at CLA. Welcome to new Assistant Bureau Chief Reed Strege.

15. Chairperson's Report Robert Shupe
Executive Director Evaluation Task force is assembling and synthesizing data from surveys sent to Chair and Vice Chair of contracted cooperatives,

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SCLC staff and the Executive Director self evaluation. Potential upcoming special meeting to be announced, to discuss SCLC application to support the Broadband initiative.

16. Roundtable

Robert Shupe

Redondo Beach: Auto-renewal in place for both materials and library cards. Looking to reopen on April 19, both locations, regular hours, browsing only, 50% capacity, ending Library Takeout.

Arcadia: tentative reopening on May 3, at 15-50% capacity, offering a hybrid of limited open hours and ongoing front door pick up.

Moorpark: an architect has been hired to draft an interior scheme and external design. Will reopen on April 1 at 25% capacity.

Calabasas: may reopen on April 13 with limited capacity; new city manager hired on March 15.

Whittier: library demolition project to begin on April 9 and slated to complete project in February 2022.

El Segundo: Reopening on April 12, by reservation only.

Glendale: Be the Change programming continues, with April as Armenian Heritage month, Asian-Pacific Islander programming and May/June programming focused on one year anniversary of Black Lives Matter protests and 100-year anniversary of Tulsa race massacre.

Palmdale: currently open with limited hours, 25% capacity, and patrons are limited to one hour/day; building is averaging 50-60 patrons/day, with no more than seven patrons in the building at once; library board voted to go fine free, now on to city council for vote in May; front door pick up continues.

Glendora: volunteers are now providing passport services; plan to go mobile with reference and child services; avoiding the term "re-opening" in favor of promoting the opening of the main floor, so as not to short-change the existing and continuing services.

Long Beach: waiting for union to conclude meet and confer process; opening expected in May, at 25% capacity. Offering Technology to Go and special programming to celebrate Asian-Pacific Islanders.

Altadena: Will open with limited capacity on April 5. Using term "expanding services," not "reopening." Hoping to open all in June. Working on writing and issuing RFPs; library foundation purchased a transit van to offer mobile services, hope to launch mobile van in late May/early June.

From chat, only:

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Crowell: expected a minimal opening in April, but now the city is shut down until May. Expect re-opening in May.

Alhambra: Building open on November 3, currently operating at less than 25% capacity, will increase service hours on April 5.

LACo: Will present to the Board of Supervisors on March 30; likely to open on April 19, with 25% capacity at about a third of the locations.

Santa Monica: shooting for late May/early June opening of self-service Open+ at one branch; remaining facilities to reopen indoor services in phases, in summer/fall. Currently working through protocols and plans. Staff scheduled to return more fully in May.

Burbank: will open March 29 and will increase capacity each week on demand, until cap reached

Sierra Madre: will reopen on April 19

Monterey Park: May reopening at 25% capacity, Tuesday through Saturday with limited hours (likely 11am-5pm).

17. Adjournment

Robert Shupe

Meeting adjourned at 12:22pm.

Respectfully submitted by Lori Graver on May 27, 2021