Southern California Library Cooperative
Administrative Council Meeting
May 23, 2019
Whittier Public Library
Whittwood Branch

Minutes

Present:

Carmen Hernandez, AHM, Chair
Cindy Cleary, ALT
Ann Graf, AZU
Krizia Virbia, COV
Ben Dickow, DOW
Mark Herbert, ELS
Gary Shaffer, GDL
Janet Stone, DORA
Kerri Arroyo, ING
Jesse Walker-Lanz, LACO
Glenda Williams, LBPL

Linda Vera, MON
Christine Conwell, MOOR
Jennifer Addington, PVP
Susan Anderson, RED
Irene McDermott, SMAR
Shannon Vonnegut, SCL
Joyce Ryan, SFE
Patty Wong, SAM
Charles Hughes, SIG
Christine Smart, SMD
Cynthia Aguado, TOR

Present via Conference Call:

Darlene Bradley, ARC
Elizabeth Goldman, BUR
Barbara Lockwood, CAB
    (non-voting)

Shayna Balli, IRW
Sofia Kimsey, OXN
Darren Jeffery, THO
Dana Vinke, VEN

Absent:

Karen Buth, BEV
Joseph Mangold, CAM
Beatriz Sarmiento, CMM
Susan Broman, LAPL
Diana Garcia, MPK

Robert Shupe, PALM
Michelle Perera, PAS
Muriel Spill, POM
Steve Fjeldsted, SOPAS
Paymaneh Maghsoudi, WHI

Guests:

Natalie Cole, State Library

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

Staff:

Diane Satchwell, Exec Dir.   Nerissa Robinson, Project Manager
Carol Dinuzzo Controller (conf. call)   Jerilynn Takeda, Admin. Officer
Lori Rivas, Project Assistant

1. Opening

    a. Chairperson's Welcome
       Carmen Hernandez called the meeting to order at 10:18 a.m. and asked attendees to
       introduce themselves.

    b. Roll Call
       Roll was taken by a sign-in sheet; a quorum was present.

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

3. Consent Calendar
   ACTION: It was MSP (Williams, McDermott) to approve the Consent Calendar consisting
                of:
                a.   Minutes from the November 29, 2018 Administrative Council Meeting
                b.   Administrative Council Meeting Schedule 2019/20
                c.   Executive Committee Meeting Schedule 2019/20
                d.   Audit and Finance Committee Meeting Schedule 2019/20

   Abstentions: B. Dickow, D. Vinke

4. Adoption of the Agenda
   ACTION: It was MSP (Addington, Ryan) to adopt the agenda for the meeting with item 9b.
                Investment and Reserve Fund Policy removed from the agenda.

   Abstentions: B. Dickow, D. Vinke

5. Budget Status FY18/19
   Diane Satchwell reviewed the Budget Status Report – FY18/19 included in the agenda packet,
   reflecting reconciled bank statements and account balances through March 31, 2019. Most
   expenditures fall within the projected costs for this year. She noted the CalPERS payments for
   the statewide deficit and pension liability.

6. FY18/19 Revenue
   Diane Satchwell reported on staff costs recovered from work done for the systems and the
   grants totaling $653,603 as of March 2019.

7. Proposed Budget FY2019/20
   Diane Satchwell reported that the fees to the Inland system have increased. Grant funding for
   FY2019/20 is not yet known. There are CLSA funds to be spent that will be discussed at the
   July meeting. A report on the savings from the move to the Pasadena Library is still in process
   and will be brought to the Council in the next fiscal year.

   ACTION: It was MSP (Ryan, Graf) to approve the proposed budget pending approval in the
                Governor's budget.

   Abstentions: B. Dickow, D. Vinke

8. FY19/20 Potential Revenue

   Diane Satchwell reported that revenue from the agreements with the other systems for FY19/20 is projected to be $341,735. The grant process for next year is unknown as a recent personnel change at the State Library will result in a review of the grant process. An update will be brought to the next meeting.

9. Audit and Finance Committee Report

   Janet Stone reported that the Audit and Finance Committee met on April 25, 2019 and discussed the Annual Financial Report that has been brought to this meeting and the Investment Policy and Reserve Fund recommendation that will be brought to a future meeting.

   a. Annual Financial Report, June 30, 2018

      Diane Satchwell referred to pp. 9-10 of the Annual Financial Report, noting challenges with the previous Finance Manager, and the statement in the Corrective Plan: The Cooperative has hired a controller with the skills, knowledge, and experience to maintain its records. Carol Dinuzzo was commended for her work with the finances.

      ACTION: It was MSP (Ryan, Williams) to approve the recommendation of the Audit and Finance and Executive Committees to accept the Annual Financial Report and Single-Audit Report, June 30, 2018.

      Abstentions: B. Dickow, D. Vinke

10. CLSA Update

    Diane Satchwell reported that the CLSB will be meeting in southern California on September 17, 2019. She noted changes in CLSA funding regarding the audit and assessments not eligible for Baseline funding. Further updates will be provided at the next meeting.

11. CLSA Plan of Service and Budget 2019/20

    The SCLC staff recommends that the Plan of Service include delivery, the DigiLabs, and the Gale Archive, with the balance of funding in Digital Resources for submission on June 3. After the CLSB meeting on September 17, 2019, final decisions can be made and an amendment may be submitted.

    ACTION: It was MSP (Smart, Wong) to approve the Chair signing the CLSA Plan of Service due June 3, 2019.

    Abstentions: B. Dickow, D. Vinke

12. Contract Renewals to Provide Administrative and Fiscal Services 2019/20

    Diane Satchwell reported that the 49-99, Serra, Inland, and Santiago systems have met and have approved the agreements with SCLC to provide fiscal and administrative services in 2019/20. The agreements state that SCLC will receive the CLSA administrative fee and will be reimbursed for work done beyond the amount of the administrative fee.

    ACTION: It was MSP (Wong, Anderson) to approve the chair signing the agreements with the 49-99, Serra, Santiago, and Inland systems for 2019/20.

    Abstentions: B. Dickow, D. Vinke

13. <u>Election of Vice-Chair/Chair-Elect 2019/20</u>
    ACTION: It was MSP (Shaffer, Smart) to approve the Nominating Committee's selection of Robert Shupe, Palmdale City Library, to serve as SCLC Vice-Chair beginning July 1, 2019, and to serve as Chair beginning July 1, 2020.

    Abstentions: B. Dickow, D. Vinke

14. <u>Executive Committee 2019/20</u>
    ACTION: It was MSP (Williams, Ryan) to approve the following Executive Committee members for 2019/20:

Section 1:	Gary Shaffer, Glendale (2nd year)
	Robert Shupe, Palmdale (Vice-Chair/Chair-Elect)
Section 2:	Carmen Hernandez, Alhambra (Past Chair)
	Michelle Perera, Pasadena (1st year)
Section 3:	Antonio Apodaca, Camarillo (1st year)
	Janet Stone, Glendora (Chair)
Section 4:	Krizia Virbia, Covina (2nd year)
	Christine Conwell, Moorpark (1st year)
Section 5:	Christine Smart, Sierra Madre (2nd year)
	Charles Hughes, Signal Hill (1st year)

    Abstentions: B. Dickow, D. Vinke

15. <u>SCLC Reorganization</u>
The Administrative Council agreed with the Executive Committee's recommendation to accept the SCLC staff request to present an updated reorganization plan with current staff, as a result of the Inland office being closed and staff released and other changes that have taken place.

16. <u>SCLC Committee and Interest Group Survey</u>
Wayne Walker reported on the results of the survey of SCLC committees and interest groups. No new committees or interest groups that SCLC was unaware of have been formed. Requests for new interest groups or committees should be brought to the Administrative Council. It was suggested that an email message be sent to remind SCLC library staff where to find interest group information on the SCLC website.

It was noted that the Emerging Technology group is very active and meets regularly with minutes and agendas so should become a committee, and they are currently not using the SCLC listserv for their communications. It was noted that this group could assist the Council with decisions on digital resources. Consideration of methods for communication could be another project for the committee.

It was also noted that the Audiovisual group in the past was interested in changing the name or broadening the scope of the group, and may be waiting for direction to become an active group.

Also mentioned was the requirement for committee officers to complete the Form 700. It is important for members to know their role as a committee member.

Other systems have a Council member serving as a liaison to the committee which can be helpful, especially if the group has a funding request.

There may be groups that want to meet separately from being associated with SCLC with agendas and minutes but not complying with Brown Act requirements. This may need legal review.

ACTION: It was MSP (Addington, Graf) to have Wayne Walker and Patty Wong work on a policy for committees and interest groups with definitions, roles, expectations, and relationships to bring back to the Council to disseminate to the existing interest groups.

Abstentions: B. Dickow, D. Vinke

17. Google Training Workshops
Wayne Walker reported that Ann Awakuni Fernald, Google Search Education Fellow and former CLA Board member, contacted SCLC to offer free two-hour training from Google. The training was held on April 24, 2019 at the Google campus in Santa Monica covering search techniques, filtering, and included lunch. There were 26 SCLC attendees and evaluations were all positive with some indicating they could use more training. Patty Wong reported that Google has a formal relationship with ALA and ALA directed Google to approach the chapters. Google is interested in building stronger relationships with the local libraries and in the communities and could be interested in potential relationships beyond training. It was suggested that further discussion be held with Ann Awakuni Fernald, and the Emerging Technology group could begin working on ideas for building potential relationships and ways to work with Google.

18. DigiLabs
Nerissa Robinson reported that the DigiLabs project is a pilot project using CLSA funds. Another free in-person training session will be offered by Scannx and Montage. A program on the project will be presented at the CLA Conference. It was noted that a copyright policy is in Basecamp and SCLC has hired a copyright expert to work with the project. Diane Satchwell reported that the information will also be available in clsainfo.org which is a free service for all CLSA members.

19. Executive Director's Bonus
ACTION: It was MSP (Williams, Ryan) to approve a bonus for the Executive Director in the amount of 10% of the anticipated revenue generated.

Abstentions: B. Dickow, D. Vinke

20. Closed Session: Executive Director
Closed session was held. No action was taken.

21. Other
There was no other business for the Council.

22. State Library Report
Natalie Cole reviewed the State Library Report distributed to members via email earlier in the month.

23. Chairperson's Report
Carmen Hernandez noted that this is her last meeting as chair and thanked everyone for their support over the past year.

24. Roundtable
Roundtable reports submitted before the meeting were distributed with the agenda packet. Additional reports were given during the meeting.

25. <u>Presentation of Gavel to Outgoing Chair</u>
Janet Stone presented Carmen Hernandez with an engraved gavel in appreciation for her service as chair of the Administrative Council for 2018/19.

26. <u>Adjournment</u>
There being no further business, the meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Jerilynn Takeda
Administrative Officer

Diane R. Satchwell
Executive Director