



**Southern California Library Cooperative  
Administrative Council Meeting**

**Wednesday, March 27, 2024**

**2:15 – 4:15 pm**

**Hybrid Meeting**

**East Los Angeles Library  
4837 E. 3rd Street, Los Angeles, CA 90022**

Alternate locations:

Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006  
Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302  
City of Inglewood Library, 101 West Manchester Blvd., Inglewood, CA 90301  
Columbia Memorial Space Center, 12400 Columbia Way, Downey, CA 90242  
Covina Public Library, 1250 N. Hollenbeck Ave., Covina 91722  
Glendale Central Library, 222 E. Harvard St., Glendale, CA 91205  
Los Angeles Central Library, 630 W. 5th St., Los Angeles, CA 90071  
Monrovia Public Library, 321 S. Myrtle Ave., Monrovia, CA 91016  
Moorpark City Library, 699 Moorpark Ave., Moorpark, CA 93021  
Oxnard Main Library, 251 S. A St., Oxnard, CA 93030  
Pomona Public Library, 625 S. Garey Ave., Pomona CA 91766  
Santa Clarita Public Library, 23743 Valencia Blvd. Santa Clarita, CA 91355  
Signal Hill Public Library, 1800 E. Hill St., Signal Hill CA 90755  
Thousand Oaks Grant R. Brimhall Library, 1401 East Janss Rd.,  
Thousand Oaks, CA 91362  
Torrance Public Library, 3301 Torrance Blvd., Torrance CA 90503

## Minutes

### Attendance

Addington, Jennifer – Palos Verdes  
Ashmore, Kathleen, Oxnard  
Bautista, Sonia – Commerce  
Bradley, Darlene – Arcadia  
Behle, Kelli – Simi Valley  
Billings, Cathy – South Pasadena  
Broman, Susan – Los Angeles Public  
Conwell, Christine – Moorpark  
Cousin, Heather – Torrance  
Cuyugan, Erica – Santa Monica  
DeLeon, Cathy – Long Beach  
Evans, Lisa – Covina  
Goldman, Elizabeth – Burbank  
Hassen, Leila – Azusa  
Hughes, Charles – Signal Hill  
Jeffery, Darren – Thousand Oaks  
Lockwood, Barbara – Calabasas  
LohGuan, Hilda – Alhambra  
Maghsoudi, Paymaneh – Whittier  
McDonald, Tim – Pasadena  
Olivarez, Kristin – Monterey Park  
Pelayo-Lozada, Lessa – Glendale  
Regan, Leila – Sierra Madre  
Roberson, Gina – Santa Clarita  
Shupe, Robert – Palmdale

Stone, Janet – Glendora  
Torres, Anita – Pomona  
Valiant, Laura – Inglewood  
Vance, Carey – Monrovia  
Winslow, Nikki - Altadena  
Walker-Lanz, Jesse – Los Angeles  
County

### Other

Beck, Andy – SCLC  
Powers, Christine – SCLC  
Sojoyner, Shana – CSL  
Snodgrass, Nerissa - SCLC  
Walker, Wayne – SCLC

### Absent

Balli, Shayna – Irwindale  
Buth, Karen – Beverly Hills  
Dickow, Ben – Downey  
Herbert, Mark – El Segundo  
Nasr, Mandy – Camarillo  
Raia, Debora – Santa Fe Springs  
Schram, Nancy – Ventura County  
Vera, Linda – San Marino  
Vinke, Dana – Redondo Beach

1. Opening Jesse Walker-Lanz  
Meeting called to order at 2:27 pm.
2. Public Comment  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
None.
3. Consent Calendar Jesse Walker-Lanz  
*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 29, 2023, Administrative Council meeting MSP (Addington/McDonald) to pass the Consent Calendar with a correction in attendance to reflect Diana Garcia representing Monterey Park.  
24 yes, 0 no, 2 abstain
4. Adoption of Agenda Jesse Walker-Lanz  
Chair adopts the agenda as presented, without objection.
5. Budget Status Report FY 2023/24 Andy Beck  
(DISCUSSION)  
Andy Beck presented the Budget Status Report for FY 2023/24, which reflects reconciled bank statements through January 31, 2024.
6. Membership Dues FY 2024/25 Andy Beck  
(ACTION)  
MSP (Billings/Regan) Administrative Committee approved membership dues schedule for fiscal year 2024/25.  
28 yes, 0 no, 0 abstain
7. Preliminary Budget FY 2024/25 Andy Beck  
(DISCUSSION)  
Andy Beck presented the preliminary Budget for FY 2024/25. A final budget will be presented to the Administrative Council in May for adoption.
8. CLSA Planning FY 2024/25 Christine Powers/  
Andy Beck  
(ACTION)  
MSP (Addington/Billings) Staff to conduct a survey amongst all members regarding LinkedIn Learning and an eResource disbursement, with eResource options, to return at the next meeting for consideration.  
29 yes, 0 no, 0 abstain
9. Audit Report FY 2022/23 Andy Beck  
(ACTION)  
MSP (Shupe/Broman) Administrative Committee accepted the Financial Audit.  
30 yes, 0 no, 0 abstain
10. FY 2023/24 Grants Update Wayne Walker  
(DISCUSSION)  
The Administrative Committee was updated on all current grants.
11. Executive Director Evaluation Jesse Walker-Lanz  
(CLOSED SESSION DISCUSSION)  
Staff and the member of the public present at the meeting left the room so that the Administrative Council members could engage in the closed session discussion.

Staff and the public rejoined the meeting after the discussion was concluded.

12. Executive Director Salary Jesse Walker-Lanz  
(ACTION)  
MSP (Shupe/McDonald) Accept the Executive Committee's evaluation of Executive Director Christine Powers and approve a 5% salary increase retroactive to her anniversary date.  
29 yes, 0 no, 0 abstain
13. SCLC Mission and Vision Statements Christine Powers  
(ACTION)  
Members provided feedback on the statements and the revised versions will be presented to members via survey; the item will return to the next meeting for final approval.
14. Appointment of Committee Vacancies Christine Powers  
(ACTION)  
MSP (Regan/Winslow) Appoint Mandy Nasr to the Executive Committee representing Statistical Group 3, and Sonia Bautista to the Audit and Finance Committee.  
29 yes, 0 no, 0 abstain
15. Nominating Committee Jesse Walker-Lanz  
(ACTION)  
MSP (Shupe/DeLeon) Administrative Council confirmed Elizabeth Goldman, Erica Cuyugan, and Nikki Winslow to serve on the Nominating Committee.  
28 yes, 0 no, 0 abstain
16. Consideration of Date Change for May Meeting Christine Powers  
(ACTION)  
MSP (Billings/Addington) Move the date of the May 22, 2024, regular meeting of the Administrative Council to May 29, 2024.  
28 yes, 0 no, 0 abstain
17. SB 321: Local Public Library Partnership Program Christine Powers  
(DISCUSSION)  
Christine Powers provided a brief update on the status of SB 321. The first report is not due until 2029, and the State Library is responsible for implementation of this legislation.
18. Committee Updates
  - a. Audit and Finance Committee – Vice Chair LohGuan reported that the Committee met in February and reviewed and recommended approval of the Audit report.

- b. Membership Library Engagement Ad Hoc Committee – Council member Billings reported that the committee is waiting on the completion of the Interest Group Survey.
- c. Leadership and Professional Development Committee – Council member Winslow reported that the committee will schedule its first meeting soon.

19. California State Library Report Shana Sojoyner  
Shana Sojoyner presented the State Library report, highlighting a few items of interest for members.

20. Executive Director’s Report Christine Powers  
The Executive Director’s report focused on the state budget deficit and its implications for libraries. Negotiations are ongoing, with updates expected at the next meeting in May.

21. Administrative Council Chair’s Report Jesse Walker-Lanz

22. Other Jesse Walker-Lanz  
*“...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 Jesse Walker-Lanz  
MSP (Addington/Cuyugan) to adjourn meeting at 4:33 pm.