



## **SCLC Leadership and Professional Development Committee Meeting**

**Monday, July 29, 2024  
3:00 pm**

### **Virtual Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/85004744644?pwd=eHo0zSHqwfDbf081q6dmiMxdOeGMSV.1>

Meeting ID: 850 0474 4644

Passcode: 190953

#### 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  
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

### **AGENDA**

All items may be considered for action.

1. Opening Nikki Winslow
  - a. Welcome and Introductions
  - 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 April 22, 2024, Leadership and Professional Development Committee meeting.  |               |
| 4. Adoption of Agenda   | Nikki Winslow |
| 5. Development of Mentorship Program: Application and Recruitment Materials (ACTION)  | Nikki Winslow |
| 6. Establishment of Ad Hoc Committee(s): Pairing Mentors/Mentees and Mentorship Training (ACTION)   | Nikki Winslow |
| 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: July 29, 2024

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 form to:  
[sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)



**Southern California Library Cooperative  
Leadership and Professional Development Committee Meeting**

Monday, April 22, 2024  
3:00 pm

Online 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

**Minutes** - draft

**Attendance**

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

**Other**

Billings, Cathy – South Pasadena (*attending offsite as guest*)  
Powers, Christine – SCLC

1. Opening Christine Powers
  - a. Welcome and Introductions – Meeting called to order at 3:05 pm
  - b. Roll Call
  
2. Public Forum Christine Powers

*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. Adoption of Agenda Christine Powers  
The agenda was adopted as presented without objection.
  
4. Selection of Chair and Vice Chair Christine Powers  
(ACTION)  
MSP (Cuyugan/Shupe) to select Nikki Winslow as Chair and Cathy DeLeon as Vice Chair of the Committee through FY 2024/25.  
5 yes, 0 no, 0 abstain
  
5. Committee Meeting Schedule for FY 2024/25 Christine Powers  
(ACTION)  
MSP (Cuyugan/Shupe) to meet at 3:30 pm on the 4<sup>th</sup> Monday of the following months: April, July, October, and January.  
5 yes, 0 no, 0 abstain
  
6. Establishment of Mentorship Program Christine Powers  
(ACTION)  
MSP (Cuyugan/Vera) to incorporate feedback provided during the meeting regarding the establishment of the mentorship program, and to discuss the establishment of an ad hoc committee to pair mentors with mentees at the next meeting.  
4 yes, 0 no, 0 abstain
  
7. Other Christine Powers  
*"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.*
  
8. Adjournment Christine Powers  
MS (Shupe/Cuyugan) to adjourn meeting at 3:54 pm.

Southern California Library Cooperative  
222 E. Harvard St. Glendale, CA 91205  
(626) 283-5949

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

DATE: July 29, 2024  
FROM: Nikki Winslow, Chair

SUBJECT: **Development of Mentorship Program: Application and Recruitment Materials (ACTION)**

BACKGROUND: The Administrative Council of the Southern California Library Cooperative (SCLC) established the Leadership and Professional Development Committee in August 2023 to emphasize building future library leaders, creating professional development opportunities for the member library systems, and facilitating network and relationship-building between member systems, including the implementation of a mentorship program. This Committee will allow experienced library staff to mentor others, strengthen leadership skills, create meaningful relationships between library cultures, in a cost-effective manner, and will support and strengthen SCLC's initiatives and objectives, as laid out in its Strategic Plan.

At its first meeting, held on April 22, 2024, the Committee established the SCLC Mentorship Program, and provided feedback on the framework of the program. Feedback from this discussion included the following:

- Establish a goal for the program.
- Regarding enrollment, encourage inclusiveness, but ultimately leave it up to each Administrative Council member to promote the program within their respective library systems.
- Would ideally like to have a one-to-one pairing for mentors and mentees, although it may be possible to have one mentor for two mentees, if desired.
- Partners are free to choose where to meet, and should aim to meet at least once a month, up to two hours per month.
- The program will run from January to September 30 of each year.
- Have supervisors sign off on mentee participation.

Based on the feedback received during the last meeting, application and recruitment materials have been developed and are included as exhibits in this report, for discussion and approval.

The next step after finalizing the application and recruitment materials is to establish an ad hoc committee that will work to pair mentors and mentees after applications have been received, which will be presented during this meeting.

FISCAL IMPACT: None

RECOMMENDATION: Provide feedback on the materials presented in this report.

EXHIBITS:

- a. Mentorship Agreement
- b. Mentee Application
- c. Mentor Application
- d. Recruitment Flyer



## SCLC Mentorship Agreement Form

### Introduction

As mentor and mentee of the SCLC Mentorship Program, we are voluntarily entering into a mentoring relationship from which we expect mutual benefits and investment. We want this to be a rewarding, rich experience with our time together focused on the professional development of the mentee and the growth of our relationship. With this goal in mind, we have agreed upon the terms and conditions of our relationship as outlined in this agreement.

### Goals

We hope to achieve...	To accomplish this, we will...

### Privacy

Mentors and mentees will keep information shared through the mentoring relationship private. If there is any inappropriate interactions or behavior, mentors or mentees are obligated to report this to the SCLC Executive Director immediately.

### Frequency of Meetings

We will attempt to meet at least \_\_\_\_\_ time(s) a week / every other week / per month for \_\_\_\_ hour(s). If we cannot attend a scheduled meeting, we agree to notify one another in advance.

### Duration of Relationship

The SCLC Mentorship program begins on January 1 and is completed on September 30 of each year.

### No-Fault Termination

We are committed to frequent, open, and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to abide by one another's decision and report this to the SCLC Executive Director immediately.



**Mentor Printed Name** \_\_\_\_\_

**Mentor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Mentee Printed Name** \_\_\_\_\_

**Mentee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Mentee's Manager or Library System Administration Authorization**

I approve of \_\_\_\_\_ participating in the SCLC Mentorship Program from January 1-  
(Mentee Name)

September 30, \_\_\_\_\_ in the terms set above in this agreement.  
(Year)

**Mentee's Manager Printed Name** \_\_\_\_\_

**Mentee's Manager Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



### SCLC Mentorship Application: Mentee

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Full Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

What organization do you currently work for? \_\_\_\_\_

What is your current position? \_\_\_\_\_

Are you currently in school? If so, please list the school you are attending. (If you currently don't have your degree, please respond N/A.)? \_

\_\_\_\_\_

Are you willing to have a long distance mentor, i.e. provide virtual mentorship? \_\_\_\_\_

What interests you about being a mentee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What qualities and skillsets are you looking for in a mentor? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you already have a mentor in mind, please list their name. (Keep in mind, we are unable to guarantee that you will be paired with this person) \_\_\_\_\_

What experience(s) do you hope to gain by participating in this program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### SCLC Mentorship Application: Mentor

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Full Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Are you currently a member of SCLC? \_\_\_\_\_

What organization do you currently work for? \_\_\_\_\_

What is your current position? \_\_\_\_\_

What school(s) did you graduate from? (If you don't have a degree, please respond N/A). \_\_\_\_\_

Would you like a mentee that works within your organization? \_\_\_\_\_

Are you willing to have a long-distance mentee, i.e. provide virtual mentorship? \_\_\_\_\_

Would you be willing to have multiple mentees (2 max)? \_\_\_\_\_

What interests you about being a mentor? \_\_\_\_\_

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What are your areas of expertise? \_\_\_\_\_

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## SCLC Mentorship Program

### What are the benefits of participating in the SCLC Mentorship Program?

Mentorship is a valuable relationship that contributes to both personal and professional development. Mentorship programs offer valuable benefits for both mentors and mentees. Workers with mentors report higher job satisfaction—91% of those with mentors feel satisfied with their jobs compared to those without. Mentorship programs also provide personal and career development for both mentors and mentees, as mentorship fosters personal growth, expands networks, and enhances professional skills for both parties. Organizations with mentorship programs also often experience better employee retention rates. While this program spans dozens of library systems, the goal is to improve retention in the library field.

As more and more library professionals are reaching the age of retirement, it is essential that current library managers are engaging in succession planning for their industry. Through mentorship programs like this, managers from across the 40 SCLC library systems can connect with library staff that are seeking coaching in the variety of library specializations, services and departments that our found throughout these public library buildings and administrative teams.

### Why become a mentee?

Mentorship programs offer several benefits for mentees:

- Guidance and Support: Mentees receive personalized guidance from experienced mentors. They can seek advice on career decisions, skill development, and personal growth.
- Skill Development: Mentees learn from their mentor's expertise, gaining practical skills and knowledge.
- Networking Opportunities: Through their mentor, mentees gain access to a broader professional network, which can lead to job opportunities and connections.
- Increased Confidence: Having a mentor who believes in their abilities boosts mentees' self-confidence.
- Career Development: Mentees learn about career paths, industry trends, and potential growth opportunities.
- Emotional Support: Mentors provide encouragement during challenging times and help mentees navigate workplace dynamics.

### Why become a mentor?

Mentorship programs offer several benefits for mentors:

- Leadership Development: As mentors, current library managers can enhance their leadership skills by guiding and supporting mentees.
- Personal Fulfillment: Helping others succeed brings a sense of fulfillment and purpose.
- Networking: Mentors expand their professional network through mentees' connections.
- Skill Refinement: Teaching and advising mentees sharpen mentors' own skills.
- Fresh Perspectives: Mentors gain insights from mentees, fostering creativity and growth.

**Remember, mentorship is a mutually rewarding experience!**



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

DATE: July 29, 2024  
FROM: Christine Powers, Executive Director

SUBJECT: **Establishment of Ad Hoc Committee(s): Pairing Mentors/Mentees  
and Mentorship Training (ACTION)**

BACKGROUND: With the establishment of the Mentorship Program at the last Leadership and Professional Development Committee meeting held in April, along with the establishment of the application and recruiting materials, consideration should be provided as to how mentors and mentees should be paired.

The Committee is welcome to provide feedback on this process. It is recommended that an ad hoc committee be formed to review the applications and pair mentors with mentees. It is also recommended that this ad hoc committee should have no more than two members.

Another component of this program is to consider whether an initial training session will be provided to mentors and mentees to provide guidance that will allow them to gain the most out of this experience. Should there be consensus from the group to provide this type of support, feedback can be provided at this meeting. It is recommended that an ad hoc committee be established to work on such a training program. This could be done by the same group that pairs mentors with mentees, or by a different set of committee members.

FISCAL IMPACT: None

RECOMMENDATION: Consider the establishment of one or two ad hoc committees for pairing mentors with mentees, and for a mentorship training program.

EXHIBITS: None