



Southern California Library Cooperative  
Administrative Council Meeting  
Wednesday, May 25, 2022  
2:15-4:15pm  
Hybrid Meeting  
San Clarita Old Town Newhall Library  
24500 Main Street Newhall, CA 91321

### **Minutes**

*Approved August 24, 2022*

#### **Attendance**

Addington, Jennifer – Palos Verdes  
Anderson, Susan, Redondo Beach  
Arroyo, Kerri – Inglewood  
Balli, Shayna – Irwindale  
Behle, Kelli – Simi Valley  
Billings, Cathy – South Pasadena  
Bradley, Darlene – Arcadia  
Broman, Susan – LAPL  
Buth, Karen – Beverly Hills  
Coates, Evan – Torrance  
Conwell, Christine – Moorpark  
Dickow, Ben – Downey  
Garcia, Diana – Monterey Park  
Garza, Lori – Sierra Madre  
Goldman, Elizabeth – Burbank  
Graf, Ann – Azusa  
Herbert, Mark – El Segundo  
Hughes, Charles – Signal Hill  
Lockwood, Barbara – Calabasas  
LohGuan, Hilda – Alhambra  
Maghsoudi, Paymaneh – Whittier  
McDonald, Tim – Pasadena  
Nasr, Many – Camarillo  
Patterson, Jennifer – Thousand Oaks  
Raia, Deborah – Santa Fe Springs  
Rivera, Patricia - LACo

Sarmiento, Beatriz – Commerce  
Schram, Nancy – Ventura  
Shaffer, Gary – Glendale  
Shupe, Robert – Palmdale  
Stone, Janet – Glendora  
Torres, Anita – Pomona  
Vonnegut, Shannon – Santa Clarita  
Winslow, Nikki - Altadena

#### **Other**

Clanton, JR - BerryDunn  
Cousin, Heather – SCLC  
Cole, Natalie – CSL  
Dinuzzo, Carol – SCLC  
Genck, Jason - BerryDunn  
Graver, Lori – SCLC  
Hildreth, Susan - BerryDunn  
Snodgrass, Nerissa – SCLC  
Walker, Wayne – SCLC  
Ziesen, Monique - BerryDunn

#### **Absent**

Cuyugan, Erica – Santa Monica  
Evans, Lisa – Covina  
Hertzel, Christine – Long Beach  
Plumely, Jeff – San Marino  
Vance, Carey - Monrovia

1. Opening Elizabeth Goldman  
*2 minutes*  
  - a. Chairperson's Welcome
  - b. Roll Call

Meeting called to order at 2:15pm.
  
2. Public Comment  
*5 minutes*  
*Opportunity for any guest or member of the public to address the Council on any item of SCLC business.*  
 None.
  
3. Consent Calendar Elizabeth Goldman  
*4 minutes*  
*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 March 15, 2022 Administrative Council and March 29, 2022 Strategic Planning meetings
  - b. Cooperative Library System Agreement Renewals Heather Cousin  
 FY2022/23
  - c. Extension of Agreement Between SCLC and Heather Cousin  
 Sutherland Consulting Services
  - d. Administrative Council and Executive Elizabeth Goldman  
 Committee Meeting Schedule FY2022/23
  - e. Audit and Finance Committee Meeting Elizabeth Goldman  
 Schedule FY2022/23
  - f. Gale Archives of Sexuality and Gender Heather Cousin  
 Subscription Renewal FY2022/23

MSP (Garcia/Addington) to pull items 3b, 3c, and 3f from the Consent Calendar, and to pass items 3a, 3d and 3e. (27 yes, 0 no, 1 abstain)
  
4. Adoption of Agenda Elizabeth Goldman  
*2 minutes*  
 Chair adopted the Agenda without further adjustments.
  
5. Strategic Plan Update Elizabeth Goldman  
*30 minutes*  
 Genck reviewed the PowerPoint with Directors, and requested feedback by June 17, 2022. Directors suggested:
  1. framing actions as outcomes, to the gains in member communities, rather than what SCLC will do
  2. Define "best use" of funds, and tie back to priorities and objectives, in support of things listed
  3. Consider what is listed in Year One, and which items cannot be budgeted for FY2022/23
  
6. Budget Status Report FY2021/22 Carol Dinuzzo  
*7 minutes*

Most membership dues have been received and reminders have been sent to any jurisdictions with outstanding invoices. Grant revenue has been updated to reflect changes to two of our grant awards:

- California Library Collection Initiatives (CLCI): return of funds to the California State Library in the amount of \$101,750, which included \$9,250 in indirect, due to a reduction in requests for crisis collection assistance.
- Home Connectivity Kits (HCK): received a budget augmentation of \$310,100, which included an additional \$6,909 toward staffing and \$3,191 for indirect.

Grant expenses have also been updated to reflect the aforementioned changes in the grant award amounts.

#### CLSA ROLLOVER FUNDS:

- FY 2019/20: It is expected that all funds will be fully expended by the close of the current fiscal year.
- FY 2020/21: The telecommunication funds will also most likely be expended by the end of the year. A request has been sent to the California Library Services Board (CLSB) to reallocate the remaining \$65,848 originally earmarked for Digilabs, to be used toward E-Resources.

Overall increase of \$208,350 in grant revenue.

Request from Directors of how many SCLC libraries received HCK21/22 resources.

### 7. Recruitment Committee Update

Gary Shaffer

*5 minutes*

#### a. Job Description and Recruitment Update

Recommendation from the Executive Committee to edit to the first line of the Minimum Qualifications to *Education: Bachelor's Degree required (any field). Master Degree preferred (e.g. MPA, MBA, J.D., MLIS. If Master of Library and Information Science (MLIS), it must be from an American Library Association-accredited master's program)*. MSP (Schram/Shupe) to approve the Job Description with the edit recommended by the Executive Committee, and after ensuring that the job description is in alignment with the SCLC JPA, Standing Rules and Employee Handbook. (28 yes, 0 no, 0 abstain)

#### b. Recruitment Firm Recommendation

MSP (Addington/Sarmiento) to contract with Teri Black @ Co., LLC for a maximum of \$32,000, in search of a new Executive Director. (26 yes, 1 no, 0 abstain)

### 8. Election of Officers

Robert Shupe

*5 minutes*

MSP (Stone/Billings) to

- 1) Suspend the 30-day rule for reporting the slate of candidates; and
- 2) elect Gary Shaffer as Chair and Jesse-Lanz-Walker as Vice-Chair/Chair-Elect for FY2022-23

(28 yes, 0 no, 0 abstain)

### 9. Executive Committee Membership FY2022/23

Heather Cousin

Southern California Library Cooperative  
254 North Lake Avenue #874 • Pasadena, California 91101  
(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: [sclcadmin@socallibraries.org](mailto:sclcadmin@socallibraries.org)

*5 minutes*

MSP (Shaffer/Maghsoudi) to

- 1) Appoint Susan Broman (LAPL) from Statistical Group 1 to serve a two-year term on the Executive Committee, and
  - 2) Direct SCLC staff to record the need to revisit the staggered term system at the May 2023 meeting
- (29 yes, 0 no, 0 abstain)

10. Proposed Budget FY2022/23

Heather Cousin/Carol Dinuzzo

*15 minutes*

Executive Committee recommends approval of the FY2022/23 Proposed budget. MSP (Billings/Shupe) to

- 1) Approve the Proposed Budget
  - 2) Direct the Audit & Finance Committee to explore alternative funding mechanisms for SCLC and report back to the Administrative Council
  - 3) Direct SCLC staff to work with the Audit & Finance committee to seek out and apply for funding opportunities with the Committee's support and assistance
- (29 yes, 0 no, 0 abstain)

11. Staff Bonus Compensation for Exceptional Service

Gary Shaffer

*7 minutes*

MSP (Shupe/Broman) To approve a one-time bonus compensation for all SCLC staff to account for the additional workload during the period following the retirement of the immediate past Executive Director and the appointment of the current Interim Executive Director, not to exceed \$5,000 total. (22yes, 0 no, 1 abstain)

12. Staff COLA Salary Range Adjustment

Gary Shaffer

*7 minutes*

MSP (Conwell/LohGuan) to increase the SCLC staff salary range for each position by 2.5% for each of the next three fiscal years and direct the Audit & Finance Committee to review the percentage once every three years going forward. (28 yes, 0 no, 0 abstain)

13. Pension Liability

Gary Shaffer

*5 Minutes*

MSP (Addington/Coates) to pay \$154,769 to CalPERS by June 30, 2022, and revisit in August the feasibility to pay the \$115,630 additional. (26 yes, 0 no, 0 abstain)

14. CLSA Plan of Service FY2022/23

Heather Cousin

*15 minutes*

MSP (Billings/Addington) to Authorize the Interim Executive Director to work with the Chair and incoming Chair on completing the Plan of Service and authorize the incoming Chair to sign the completed Plan for submission. (25 yes, 0 no, 0 abstain)

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15. Signature Authority Heather Cousin  
*2 minutes*  
MSP (Maghsoudi/Winslow) to authorize SCLC to update the Pacific Western Bank signature authority as follows:
1. Add incoming Vice Chair/Chair elect, as an authorized signer on accounts.
  2. Remove outgoing Chair, Elizabeth Goldman, as an authorized signer on accounts.
  3. Signature authority for current Vice Chair/incoming Board Chair, Gary Shaffer, will be maintained.
  4. Signature authority for Interim Executive Director, Heather Cousin will be maintained
  5. Signature authority for Nerissa Snodgrass, Project Manager will be maintained
- (24 yes, 0 no, 0 abstain)
16. Cooperative Library System Agreement Heather Cousin  
Renewals FY2022/23 (formerly 3b)  
Request from Directors to present at August meeting how staff allocates time to each contracted system. MSP (Schram/LohGuan) Authorize the SCLC Chair to sign the agreements with each System requesting administrative and fiscal services by SCLC for fiscal year 2022/2023. (24 yes, 0 no, 0 abstain)
17. Extension of Agreement between SCLC and Heather Cousin  
Sutherland Consulting Services (formerly 3c)  
Request to quantify how much time staff spends on this contract. MSP (Schram/Sarmiento) for the Administrative Council to approve SCLC staff executing a contract extension through December of 2022 between SCLC and Sutherland Consulting Services. (23 yes, 0 no, 0 abstain)
18. Gale Archives of Sexuality and Gender Heather Cousin  
Subscription Renewal FY2022/23 (formerly 3f)  
MSP (Shupe/Broman) to
1. Renew for the upcoming fiscal year
  2. Request SCLC staff compile systemwide usage statistics during the upcoming term of service
  3. Revisit subscription options based on use and subject coverage in six months
- (22 yes, 0 no, 0 abstain)
19. Interim Executive Director's Report Heather Cousin  
*5 minutes*  
Cousin reviewed grant projects, advocacy and outreach, communication and events, and invited Directors to casual meet up at the upcoming CLA convention.

20. Other Gary Shaffer  
*5 minutes*  
*"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.*  
MSP (Stone/Schram) for Administrative Council to discuss FY2023/24 Plan of Service prior to April 2023. (no vote)  
Shaffer to create a "thank you" ecard to thank Goldman for her year as service as Chair.
21. State Library Report Natalie Cole  
*3 minutes*  
Next Directors' Conversation is June 15, 2022. Invitation to visit the CSL booth at the CLA convention. Infrastructure applications are in the review process.
22. Adjournment Gary Shaffer  
Meeting adjourned 5:07pm.

*Respectfully submitted by Lori Graver on August 25, 2022.*