



(Approved November 29, 2018)

**Southern California Library Cooperative  
Administrative Council Meeting  
August 23, 2018  
Alhambra Civic Center Library**

**Minutes**

**Present:**

Carmen Hernandez, AHM, Chair  
Ryan Roy, ALT  
Darlene Bradley, ARC  
Ann Graf, AZU  
Krizia Virbia, COV  
Melissa McCollum, ELS  
Nikki Winslow, GDL  
Janet Stone, DORA  
Frances Tracht, ING  
Barbara Custen, LACO  
Christine Conwell, MOOR  
Robert Shupe, PALM

Jennifer Addington, PVP  
Michelle Perera, PAS  
Susan Anderson, RED  
Irene McDermott, SMAR  
Shannon Vonnegut, SCL  
Joyce Ryan, SFE  
Patty Wong, SAM  
Christine Smart, SMD  
Hillary Theyer, TOR  
Nancy Schram, VEN  
Paymaneh Maghsoudi, WHI

**Present via Conference Call:**

Barbara Lockwood, CAB  
(non-voting)  
Beatriz Sarmiento, CMM

Meghan Weeks, LBPL (non-voting)  
Charles Hughes, SIG

**Absent:**

Karen Buth, BEV  
Elizabeth Goldman, BUR  
Joseph Mangold, CAM  
Ben Dickow, DOW  
Shayna Balli, IRW  
Susan Broman, LAPL

Carey Vance, MON  
Diana Garcia, MPK  
Sofia Kimsey, OXN  
Muriel Spill, POM  
Steve Fjeldsted, SOPAS  
Heather Cousin, THO

**Staff:**

Diane Satchwell, Exec. Dir.  
Carol Dinuzzo, Controller

Wayne Walker, Dep. Exec. Dir.  
(conf. call)  
Jerilynn Takeda, Admin. Offcr.

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1. Opening

a. Chairperson's Welcome

Carmen Hernandez called the meeting to order at 10:07 a.m. and asked members to introduce themselves.

b. Roll Call

Roll was taken by a sign-in sheet; a quorum was in attendance.

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 (Theyer, Ryan) to approve the Consent Calendar consisting of:  
a. Minutes from the May 24, 2018 Administrative Council Meeting  
b. Executive Director Update

4. Adoption of the Agenda

ACTION: It was MSP (Perera, Maghsoudi) to adopt the agenda for the meeting with the addition of 14a. Proxy for Meetings.

5. Final Budget Status Report – FY17/18

Carol Dinuzzo reviewed the final budget status report for FY 2017/18 as presented in the agenda packet.

6. Budget Status Report – FY18/19

Carol Dinuzzo reviewed the budget status report for FY 2018/19 as presented in the agenda packet, reflecting reconciled bank statement and account balances through July 31, 2018.

7. 2018/19 Executive, Audit and Finance, Nominating Committees

Carmen Hernandez reported that the 2018/19 members of the Executive, Audit and Finance, and Nominating Committees were included in the agenda packet. It was noted that Amy Hall-McGrade has appointed Krizia Virbia to serve as the representative for Covina on the Executive Committee.

8. SCLC Directors in Decision-Making Positions on Non-SCLC Library-Related Boards and/or Committees

Carmen Hernandez noted the list of positions held by SCLC directors on non-SCLC library-related boards and/or committees for use as a resource or possible conflict of interest.

9. CLSA Annual Report 2017/18

Diane Satchwell referred to the CLSA Annual Report form for 2017/18 to be submitted to the State Library and solicited suggestions for response for Section 2, #1 and #3.

10. CLSA System Detailed Budget 2018/19

Carol Dinuzzo reported on the CLSA System Detailed Budget due to the State Library at the beginning of September, which projects revenue, including grants, for 2018/19.

11. CSL Fiscal Agent

Diane Satchwell reported that SCLC received a letter for response from the State Librarian regarding serving as a fiscal agent for state and federal grants. She submitted a response for SCLC and also a response on behalf of the Serra system. Serra members agreed to compensate SCLC for work done outside of the CLSA contract.

12. SCLC Delivery Service

ACTION: It was MSP (Ryan, McDermott) to approve changing the delivery schedule from providing five deliveries over two weeks with service two days one week and three days the next week, to a new, more consistent delivery schedule of:

Monday/Wednesday	Beach Route
Tuesday/Thursday	Northwest Route (Palmdale on Tuesday)
Tuesday/Thursday	Valley Route (Pomona once a month on Tuesday)

13. SCLC Interest Groups and Committees

Diane Satchwell reported that review is needed of the SCLC interest groups and committees. Questions raised included: Who is meeting? What is relevant? Should directors serve as liaisons to the groups? A task force will be created to develop policies and procedures after determining the groups that are meeting.

14. Conflict of Interest Code Review

Jeri Takeda reported that SCLC received notification from the FPPC regarding review of the Conflict of Interest Code.

ACTION: It was MSP (Addington, Tracht) to have SCLC staff review the SCLC Conflict of Interest Code and submit response to the FPPC.

14a. Proxy for Meetings

Discussion was held regarding the process for representatives attending SCLC Administrative Council meetings in place of the director. SCLC staff will bring back changes to the bylaws for Council review.

15. State Library Report

Natalie Cole was unable to attend the meeting. The CA State Library Liaison Report was included in the agenda packet.

16. Chairperson's Report

Carmen Hernandez welcomed members to the Alhambra Civic Center Library.

17. Other

There was no other business for the Council.

18. Roundtable

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

19. Adjournment

There being no further business, the meeting was adjourned at 11:50 a.m.