



**Southern California Library Cooperative
Administrative Council Meeting**

**Wednesday, May 29, 2024
2:15 – 4:45 pm**

Hybrid Meeting

**Billy Jean King Main Library
200 W. Broadway, Long Beach, CA 90802**

Alternate locations:

Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006
Azusa City Library, 729 N. Dalton Ave., Azusa, CA 91702
Burbank Public Library, 110 N. Glenoaks Blvd., Burbank, CA 91502
Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
City of Inglewood Library, 101 W. Manchester Blvd., Inglewood, CA 90301
Irwindale Public Library, 5050 N. Irwindale Ave., Irwindale, CA 91706
Monterey Park Bruggemeyer Library, 318 S. Ramona Ave., Monterey Park, CA 91754
Moorpark City Library, 699 Moorpark Ave., Moorpark, CA 93021
Oxnard Main Library, 251 S. A St., Oxnard, CA 93030
Park Center, 221 E. Walnut St., Ste. 199, Pasadena, CA 91101
Pomona Public Library, 625 S. Garey Ave., Pomona CA 91766
Santa Clarita Public Library, 23743 Valencia Blvd. Santa Clarita, CA 91355
Santa Fe Springs City Library, 11700 Telegraph Rd., Santa Fe Springs, CA 90670
Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063
Thousand Oaks Grant R. Brimhall Library, 1401 East Janss Rd.,
Thousand Oaks, CA 91362
Ventura County Library, 5600 Everglades St., Ste. A, Ventura, CA 93003

Attendance

Addington, Jennifer – PVP
Ashmore, Kathleen – OXN
Balli, Shayna – IRW
Baustista, Sonia – CMM
Behle, Kelly – SVPL
Bradley, Darlene – ARC
Broman, Susan – LAPL
Conwell, Christine – MOOR
Cousin, Heather – TOR
DeLeon, Cathy – LBPL
Goldman, Elizabeth – BUR
Hassen, Leila – AZU
Herbert, Mark – ELS
Kinoshita, Mirtha – ING
Lockwood, Barbara – CAB
LohGuan, Hilda – AHM
McDonald, Tim – PAS
Nasr, Mandy – CAM
Olivarez, Kristin – MPK
Jeffery, Darren – THO
Pelayo-Lozada, Lessa – GDL
Raia, Deborah – SFE
Regan Leila – SMD
Schram, Nancy – VEN
Shupe, Robert – PALM
Stone, Janet – DORA
Torres, Anita – POM
Walker-Lanz, Jesse, – LA County
Zearbaugh, David – ALT

Other

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

Absent

Billings, Cathy – SOPAS
Cuyugan, Erica – SAM
Dickow, Ben – DOW
Evans, Lisa – COV
Hughes, Charles – SIG
Roberson, Gina – SCL
Vance, Carey – MON
Vera, Linda – SMAR
Vinke, Dana – RED

Minutes

1. Opening Jesse Walker-Lanz
Meeting called to order at 2:21 pm.
David Zearbaugh, proxy for Altadena was introduced and welcomed to the meeting.
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
(ACTION)
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 27, 2024, Administrative Council meeting
 - b. Proposed SCLC Holidays FY 2024/25MSP (Addington/Regan) to pass the Consent Calendar with a correction in minutes attendance to reflect Diana Garcia was not present at the March 27, 2024, meeting.
26 yes, 0 no, 0 abstain
4. Adoption of Agenda Jesse Walker-Lanz
The Chair adopted the agenda as presented, without objection.
5. Budget Status Report for FY 2023/24 Andy Beck
(DISCUSSION)
Controller Andy Beck provided a budget status report, which reflected reconciled bank statements through March 31, 2024.
Paymaneh Maghsoudi (Whittier) and Janet Stone (Glendora) joined the meeting during this discussion.
6. Cooperative Library System Agreement Renewals Christine Powers
for FY 2024/25
(ACTION)
MSP (LohGuan/Behle) Authorize the SCLC Executive Director to sign the agreements with each of the four Systems requesting administrative and fiscal services by SCLC for FY 2024/25. In addition, staff should seek to recoup administrative costs through local funds.
28 yes, 0 no, 0 abstain
7. Proposed Califa Dues for FY 2024/25 Andy Beck
(ACTION)
MSP (LohGuan/Behle) Approve Califa dues schedules for FY 2024/25.
28 yes, 0 no, 0 abstain
Martha Kinoshita (Inglewood) joined the meeting during this discussion.

8. CLSA Plan of Service and Budget for FY 2024/25 Christine Powers
(ACTION)
MSP (Addington/Shupe) Administrative Council to approve \$365,773 in CLSA roll over funds be allocated as a distribution to members for use on electronic resources and authorize staff to work with the Chair to complete and sign the FY 2024/25 Plan of Service and Budget for submission to the State Library.
29 yes, 0 no, 0 abstain
Darren Jeffery (Thousand Oaks) joined the meeting during this discussion
9. Investment in U.S. Treasury Bills Andy Beck
(ACTION)
MSP (Addington/Shupe) Approve the investment in U.S. Treasury Bills.
29 yes, 0 no, 0 abstain
10. Consideration of Other Post Employment Benefits Christine Powers
(ACTION)
MSP (Addington/Shupe) Authorize the SCLC Chair to sign Resolution No. 2024-01 Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants. The resolution would set the monthly contribution for retiree health benefits to the PEMHCA minimum and would become effective January 2025. Maintain active employees' health benefits as they have been to date.
29 yes, 1 no, 0 abstain
11. Proposed Budget for FY 2024/25 Andy Beck
(ACTION)
MSP (Addington/Cousin) Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.
28 yes, 1 no, 0 abstain
Deborah Raia (Santa Fe Springs) left during this discussion.
12. Consideration of SCLC Mission and Vision Statements Christine Powers
(ACTION)
MSP (Oliveras/Bautista) Approve option 2A as SCLC's mission and vision statements.
29 yes, 0 no, 0 abstain
13. Election of Chair and Vice-Chair/Chair Elect Jesse Walker-Lanz
(ACTION)
MSP (Oliveras/Bautista) Hilda LohGuan and Mandy Nasr elected as Chair and Vice-Chair for FY 2024/25.
29 yes, 0 no, 0 abstain
14. Executive Committee Membership Selection Christine Powers
for FY 2024/25
(ACTION)
MSP (Maghsoudi/Broman) Appoint members to the Executive Committee based on Statistical Groups, as follows: Statistical Group 1, Cathy De Leon (Long Beach); Statistical Group 3, Erica Cuyugan (Santa Monica); and Statistical Group 5, Sonia Bautista (Commerce).
27 yes, 0 no, 0 abstain

15. Proposed Meeting Schedules for FY 2024/25

Christine Powers

(ACTION)

MSP (LohGuan/Herbert) The Administrative Council to move its regular meetings to the 4th Thursday of the months they meet, as follows:

Administrative Council and Executive Committee:

Thursday, August 22, 2024 (1:00 pm EC, 2:15 pm AC)

Thursday, October 24, 2024 (1:00 pm EC only)

Thursday, November 21, 2024 (1:00 pm EC, 2:15 pm AC)

Thursday, January 23, 2025 (1:00 pm EC only)

Thursday, March 27, 2025 (1:00 pm EC, 2:15 pm AC)

Thursday, May 22, 2025 (1:00 pm EC, 2:15 pm AC)

Allow Audit and Finance Committee to set its own schedule, and approve the Leadership and Professional Development Committee schedule, as presented.

29 yes, 0 no, 0 abstain

16. Committee Updates

- | | |
|--|----------------|
| a. Audit and Finance Committee | Hilda LohGuan |
| None | |
| b. Membership Library Engagement Ad Hoc Committee | Cathy Billings |
| None | |
| c. Leadership and Professional Development Committee | Nikki Winslow |
| • First meeting took place April 22, 2024 | |
| • Application launch 2025 | |

17. California State Library Report

Shana Sojoyner

State Library representative Shana Sojoyner presented the State Library report, highlighting the following:

- Newsletter: Sign up for the new LDS newsletter and share with your teams.
- California Public Libraries Survey
- Parks Pass Program
- Public Library Staff Education Program
- Next Directors Networking Call

18. Executive Director's Report

Christine Powers

Executive Director Christine Powers presented her report, including progress on the Strategic Plan, Operations, State Budget & Advocacy Efforts, and FY 2024/25

19. Administrative Council Chair's Report

Jesse Walker-Lanz

None

20. 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

21. Adjournment

Jesse Walker-Lanz

MSP (Addington/Cuyugan) meeting adjourned at 4:43 pm.