



## **ADMINISTRATIVE COUNCIL MEETING**

Thursday, March 16, 2023

10:00am – 12:00pm

Hybrid meeting

On Site:

Riverside Public Library

3900 Mission Inn Ave. Riverside, CA 92507

### Alternate Meeting Locations:

Banning Library District 21 W Nicolet St., Banning, CA 92220

Beaumont Library District 125 E Eighth St., Beaumont, CA 92223

Colton Public Library 656 N. 9th St., Colton, CA 92324

Corona Library 650 S. Main St., Corona, CA 92882

Hemet Public Library 300 E. Latham Ave., Hemet, CA 92543

Inyo County Library 168 N. Edwards St. Independence, CA 93526

Moreno Valley Public Library 25480 Alessandro Blvd. Moreno Valley, CA 92553

Murrieta Public Library 8 Town Square Murrieta, CA 92562

Ontario Public Library 215 East "C" St., Ontario, CA 91764

Palm Springs Public Library 300 S. Sunrise Way, Palm Springs, CA 92262

Palo Verde Valley Library District 125 W. Chanslorway Blythe, CA 92225

Rancho Cucamonga Library 12505 Cultural Center Dr. Rancho Cucamonga, CA 91739

Rancho Mirage Public Library 71-100 Highway 111, Rancho Mirage, CA 92270

Riverside County Library System 5840 Mission Blvd., Jurupa Valley, CA 92509

San Bernardino Public Library 555 W. 6th St., San Bernardino, CA 92410

Upland Public Library 450 N Euclid Ave., Upland, CA 91786

Victorville City Library 15011 Circle Dr., Victorville, CA 92395

### **Minutes Approved May 11, 2023**

#### **Attendance**

Caines, Kathye – Hemet

Christmas, Erin – Riverside Public

Erjavek, Ed – San Bernardino Public

Espinosa, Aaron – Rancho Mirage

Garcia, Wess – Rancho Cucamonga

Kays, Jeannie – Palm Springs

Masters, Nancy – Inyo

Racelis, Melvin – Murrieta

Sunio, Maria – Moreno Valley

Thrasher, Shawn - Ontario

Van Valkenburg, Kelly – Beaumont

Whittington, Daneill – Corona

#### **Other**

Beck, Andy – SCLC

DePriest, Meg – CSL

Powers, Christine – SCLC

Snodgrass, Nerissa – SCLC

#### **Absent**

Carter, George – Victorville

Howison, Barbara – Riverside County

Hurtado, Yuri – Upland

Lee, Kevin – Banning

Orosco, Melanie – San Bernardino County

Pedroza, Edward – Colton

1. Call to Order and Roll Call Erin Christmas  
 Meeting called to order at 10:00am.
2. Public Comment Erin Christmas  
*Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.*  
 None.
3. Consent Calendar Erin Christmas  
*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. Draft Minutes from the December 15, 2022 Administrative Council meeting. MSP (Sunio/Erjavek) to pass the Consent Calendar, without changes.  
 12 yes, 0 no, 0 abstain
4. Adoption of the Agenda Erin Christmas  
 Chair adopts the agenda as presented, without objection.
5. SCLC Personnel Update Christine Powers  
 Powers introduced herself as SCLC's new Executive Director, and Beck introduced himself as SCLC's new Controller. Both Powers and Beck spoke on their backgrounds and eagerness to work with Inland.
6. Brown Act Teleconferencing Requirements: Christine Powers  
 End of COVID-19 Emergency Order  
 Powers presented information on the end of AB 361, and the introduction of AB 2449. Going forward, meetings must be hosted at a site accessible to the public, and members who chose to teleconference into meetings must list their location on the agenda, and the site must be open and accessible to the public. Under AB 2449, if a member has an emergency and must teleconference without their location published on the agenda, this triggers a requirement for meeting quorum at the host site.
7. Designation of San Bernardino County Account Funds Christine Powers  
 Executive Committee recommends to the Administrative Council to place the San Bernardino County Account Funds in a reserve account, marked for unrestricted funds.  
 MSP (Kays/Caines) to place the San Bernardino County Account Funds in a reserve account, marked for unrestricted funds.  
 12 yes, 0 no, 0 abstain

8. Budget Status Report FY2022/23 Andy Beck  
 CLSA funding for FY2022/2023 was received in December 2022. Membership dues for the fiscal year are 60 percent collected. The Public Library Staff Education Program (PLSEP) has been approved and is being run through SCLC. Expenditures include payments of \$52,473 for E-Resources and \$17,330 for delivery services. The unrestricted cash balance totals \$124,332 as of February 28, 2023.
9. PLSEP Grant Update FY2022/23 Christine Powers  
 Due to an issue with the Unique Entity Identification (UEI) which would not allow Inland to apply individually, SCLC staff worked with the State Library to join all contracted systems applications under SCLC to be managed by SCLC as one larger grant. Eleven Inland students have been awarded the PLSEP. There is no fiscal impact to Inland, as this a pass-through grant. Thrasher requests that SCLC apply for a UEI on behalf of Inland as soon as a physical address can be secured.
10. CLSA Planning FY2023/24 Christine Powers  
 Powers reviewed current CLSA fund allocations, and members agreed to continue with current allocations.

  1. eResources (87%)
    - a. Cloudlibrary
    - b. Overdrive
    - c. Hoopla
    - d. Truflux
    - e. Palace Project
  2. Contract Services (11%)
    - a. Courier delivery
    - b. Audit services
  3. Telecommunications (2%)
    - a. Zoom license
    - b. Website hosting
    - c. Internet service
11. Membership Dues FY2023/24 Andy Beck  
 MSP (Thrasher/Sunio) to approve the membership dues for FY2023/24, and table the discussion on Califa membership until the May 2023 meeting.  
 11yes, 0 no, 0 abstain

*Kays left meeting at 11:06 Council retains quorum.*
12. Nominating Committee Officers FY2023/24 Erin Christmas  
 MSP (Caines/Espinosa) to accept Sunio as the third and non-Executive Committee member of the Nominating Committee, alongside Chair Erin Christmas and Past Chair Aaron Espinosa.  
 11 yes, 0 no, 0 abstain

13. Signature Authority Nerissa Snodgrass  
 MSP (Thrasher/Espinosa) to authorize SCLC to update the Bank of America signature authority to add Executive Director, Christine Powers, as an authorized signer on accounts.  
 11 yes, 0 no, 0 abstain
14. Conflict of Interest/Form 700 Lori Graver/Christine Powers  
 Inland's Code will be distributed in order to conduct the required 45-day public notice and comment period. The 45-day public notice period will commence the day that email is distributed. Councilmembers asked to submit their completed Form 700s to Lori Graver ([lgraver@socallibraries.org](mailto:lgraver@socallibraries.org)).
15. State Library Liaison Report Meg dePriest  
 LSTA grants are now open for FY2023/24. Literacy Services have upcoming deadlines for current participants. Reminder that California Library Connect is open. Building Forward Infrastructure Program is open March 16, 2023. IMLS accepted the library data, and dePriest will distribute the information, including how to access the data.
16. Administrative Council Chair Report Erin Christmas  
 None.
17. Other Erin Christmas  
 None.
18. Member Library Updates  
*Beaumont*: recruiting for a part-time, on call reference librarian.  
*Hemet*: celebrating 100 years of the Ramona pageant this year.  
*Inyo*: conducting after school program via grant from State Library, including homework and activities; wrapping up remodel of central library.  
*Ontario*: Encourage registration for CLA conference in June 2023; submit nominees for CLA awards; Ontario passed a sales tax that adds \$90 million to budget, which allows hiring of 9 new staff people.  
*Rancho Cucamonga*: hiring for 9-15 childrens' library positions.  
*Moreno Valley*: wrapping up Creative Studio workshops for adults, with over capacity every event.  
*Riverside Public*: just finished Riverside Reads 2023, selected title *Poppy*, and gave away 850 copies of the book.
19. Adjournment Erin Christmas  
 MSP (Racelis/Garcia) to adjourn meeting at 11:19 am.

*Respectfully submitted by Lori Graver on May 25, 2023.*