

**SCLC Administrative Council Meeting  
May 20, 2010  
Rio Hondo Event Center, Downey**

**HIGHLIGHTS**

**Consent Calendar.** The consent calendar was approved, consisting of minutes from the March 18, 2010 Administrative Council meeting, and 2010/11 Administrative Council and Executive Committee meeting schedules.

**Financial Update 2009/10.** The FY10 Forecast, updated with actual expenses through April 30, 2010 and projected expenses through June 30, 2010, was reviewed. It is very likely that the year will be ended with a break even budget.

**2010/11 Proposed Budget.** The proposed budget for 2010/11, including proposed holidays, was approved. The proposed budget will add over \$14,000 to the reserves at the end of the year.

**CLSA Budget and Plan of Service.** It was noted that the SAB reviewed the document at their meeting held prior to this meeting. Rosario Garza reviewed and Council approved the CLSA Plan of Service for 2010/11.

**Election of Officers.** Carol Stone, Anaheim, was elected Vice-Chair/Chair Elect for 2010/11 by acclamation.

**Strategic Planning Update.** Rosario Garza reported that an RFP for strategic planning was sent to Maureen Sullivan, Joan Frye-Williams, Management Partners, and KH Consulting Group; responses were due at the end of the following week. During a lunch meeting with Holly Hinman, Infopeople, the previous day, Ms. Hinman offered to have Joan Frye-Williams and George Needham "roadtest" their new program, Strategic Reality Check, with SCLC at no cost for their services. During Executive Committee discussion held just prior to this meeting, committee members recommended accepting the offer from Ms. Hinman but to have the Executive Committee also review responses to the RFP for development of a strategic plan as follow-up to the Strategic Reality Check. It was suggested that the consultant selected to develop the final strategic plan also participate in the Strategic Reality Check as background for preparing the strategic plan.

Council approved proceeding to engage Infopeople for the Strategic Reality Check, to be followed by another consulting group to develop a strategic planning document.

Council approved establishing a subcommittee to direct the actions of strategic planning, with membership to include Valerie Maginnis, Barbara Morrow Williams, Jan Sanders, and other members as recommended by the incoming chair.

**LSTA Grant Updates.** Rosario Garza reported that the official award letter for the recent LSTA grant will be arriving shortly. The project is moving forward with the Gale Career

Transitions service for all SCLC libraries; information has been distributed on three overview webinars that have been scheduled. Tanya Novak, Development Officer, is working with a task force on a virtual reference text messaging and chat service from Altarama that is also being purchased with the LSTA grant funds; it will hopefully be operational by July 1.

The Día de los Niños project is wrapping up with reimbursements being issued and reports being received from participating libraries. The LSTA Grants Processes and Procedures grant has been extended to September 30. Year-end reports will be submitted for the AskNow and other LSTA grant projects.

**Written Update Reports.** *FILL.* The number of FILL interns decreased this year; Tanya Novak attended the Career and Internship Fair at UCLA to promote the program. SCLC's current workers compensation policy does not cover the interns because they are not on the SCLC payroll but receive a 1099 at the end of the year. Some cities cover the interns because they are working in a city building. Some cities cover the interns with general liability and supplementary insurance rather than workers compensation insurance. There was concern regarding SCLC's liability, and obtaining outside legal opinion was suggested. In response to a question about background checks, Ms. Garza responded that SCLC does not conduct background checks on the FILL interns.

*Training.* There were no questions on the Training report.

*SCLC Reference.* Rosario Garza noted that there was an increase in the number of reference questions received during April. The two Reference Librarians have been reduced to .75 FTE as of June 1, 2010. The system has purchased a one-year subscription to RefTracker to replace current software that is outdated to track incoming reference questions; it will also provide statistical reports that are currently being done manually by staff and more efficiency in handling incoming questions. It was noted that in addition to answering reference questions, the reference staff also serve as liaisons to the interest groups.

**Selection of Executive Committee 2010/11.** The Executive Committee for 2010/11 will consist of the following members: Robin Weed-Brown, Glendora, Chair; Carol Stone, Anaheim, Council Vice-Chair; Jan Sanders, Pasadena, immediate past Chair; Helen Fried, Orange County; Barbara Murray, Oxnard; Paula Weiner, Torrance; Cynthia Cowell, Newport Beach; Barbara Morrow Williams, Monterey Park; Nancy Johnson, Azusa; and Patricia Sullivan, Irwindale. One or two-year terms for the members are to be determined.

**ALA Annual Conference Attendance.** Council approved Rosario Garza's attendance at the ALA Annual Conference, June 25-29, 2010 in Washington, D.C.

**State Library Report.** Cindy Mediavilla, State Library Consultant, reported the following:

- Directors should have received notification from Richard Hall about a report on *30 Years of California Library Ballot Measures*; she can provide the link to the report on the State Library website if needed.

- She deferred to Rosario Garza for information regarding the State Library receiving an award from the Bill and Melinda Gates Foundation for an Opportunity Online grant that will be funded for two years to increase connectivity; Azusa was the only SCLC library eligible for the funding.
- 31-33 competitive LSTA grant applications were received; notification will be sent out by early June.
- Directors expressed appreciation for the e-clips blog set up by Ira Bray.
- It was noted that Stacey Aldrich sent out a message about proposed new regulations which may allow public libraries to be eligible for FEMA funding; it is now in federal legislation, open for public comment; directors are encouraged to comment in support of the proposed legislation; very few comments have been received.

**Chairperson's Report.** Jan Sanders thanked the Council for the opportunity to serve as chair this year. She feels the system is off to an outstanding start with projects such as the recent LSTA grant that will give member libraries tools to help meet the needs of users and also provide advocacy collateral. She looks forward to work on the strategic plan and has enjoyed working with the diverse group.

**Executive Director's Report.** Rosario Garza reported the following:

- SCLC received a copy of a letter sent by CalPERS to a former employee who should have been on the payroll rather than a contract employee. The liability to SCLC is \$1,776 which will be taken from the SCLC employer's reserve account and the employer contribution rate may be increased over the next few years.
- Until a few years ago, MCLS was self-insured for unemployment. In 2003, MCLS received fraudulent unemployment claims for then current employees of MCLS. Although protests were filed, the claims had to be paid, totaling over \$2,000. On May 5, 2010 a hearing was held before an administrative judge who determined the payments for the fraudulent claims should be reimbursed.

**System Advisory Board Report.** Luis Morente, SAB Chair, reported from the meeting held just prior to this meeting, that in reviewing the new bylaws, members recommended updating the terms of service to reflect SCLC being a new organization.

**Presentation to Louise Mazerov.** Jan Sanders and Rosario Garza presented Louise Mazerov, Buena Park Library Director, with a plaque in recognition of her retirement and in appreciation for her service to the Santiago Library System and SCLC.

**Presentation to Outgoing Chair.** Robin Weed-Brown presented Jan Sanders with an engraved gavel on behalf of the Administrative Council in appreciation for serving as the first Chair of the SCLC Administrative Council.