



(Approved July 23, 2009)

MCLCS Administrative Council Meeting  
May 28, 2009  
Alhambra Civic Center Library

Minutes

Present:

Carmen Hernandez, AHM	Glenda Williams, LBPL
Carolyn Garner-Reagan, ARC	Dan Golden, MPK
Albert Tovar, AZU	Barbara Wolfe, MOOR
Nancy Hunt-Coffey, BEV	Barbara Murray, OXN
Sharon Cohen, BUR	Greg Shapton, POM
Barbara Lockwood, CAB	Jean Scully, RED
Don Buckley, CER	Ann Dallavalle, SMAR
Evelyn Fullmore, CMM	Hilary Keith, SFE
Roger Possner, COV	Greg Mullen, SAM, Chair
Nancy Messineo, DOW	Steve Fjeldsted, SOPAS
Debra Brighton, ELS	Paula Weiner, TOR
Robin Weed-Brown, DORA	

Absent:

Barbara Pearson, ALT	Katherine Gould, PVP
Cindy Cleary, GDL	Toni Buckner, SMD
Patricia Sullivan, IRW	Carole Molloy, SIG
Pat Kiefer, LAPL	Steve Brogden, THO
Monica Greening, MON	Paymaneh Maghsoudi, WHI

SAB Members:

Marilyn Mallow, ARC  
Gloria O'Donohoe, BUR  
Marilyn Larson, LBPL  
Joan Merino, MPK  
Jean Gentry, OXN  
Martha Van Heyde  
Huggins, THO

Guests:

Louise Mazerov, BPLD  
Kay Ikuta, ING  
Valerie Maginnis, MVL  
Jan Sanders, PAS  
Melinda Steep, YLPL

Staff Present:

Rosario Garza, Exec. Dir.  
Pam Alger, Train./Dev. Off.

Pamela Collins, Bus. Mgr.  
Jerilynn Takeda, Admin. Off.

**100. Opening**

101. Chairperson's Welcome

Greg Mullen, Chair, called the meeting to order at 10:06 a.m. and asked those in attendance to introduce themselves.

102. Roll Call

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

**200. Public Forum**

There were no guests or members of the public who wished to address the Council.

**300. Consent Calendar**

- ACTION: It was MSP (Murray, Tovar) to approve the consent calendar with corrections as follows:
- The minutes of the March 19, 2009 MCLS Administrative Council meeting listed Ann Dallavalle, SMAR as present in error.
  - On the list of Holidays – 2009/10, the year for the February 12 holiday should be corrected to 2010.

**400. Adoption of the Agenda**

- ACTION: It was MSP (Brighton, Weed-Brown) to adopt the agenda for the meeting as distributed.

**500. New Business**

501. 2008/09 Financial Update

Rosario Garza reviewed the FY09 Forecast for May 2009 which projects a deficit of \$105,190 at the end of the year. It was noted that a new telephone system is needed for MCLS Headquarters that will cost \$3500 and is not reflected on the forecast.

502. Consolidation Update

a. Official name change

Greg Mullen reported that in preparation for the consolidation of systems to take place effective July 1, 2009, the name of the organization is being changed.

**ACTION:** It was MSP (Weiner, Cohen) to approve changing the name of the system from Metropolitan Cooperative Library System (MCLS) to Southern California Library Cooperative (SCLC), effective July 1, 2009.

b. Officers for 2009/10

Consolidation Steering Committee members Greg Mullen, SAM/MCLS; Helen Fried, OCPL/SLS; and Jan Sanders, Pasadena/SSCLS met as a Nominating Committee to propose a slate of candidates for Council officers of the new consolidated system. The slate currently consists of the following who have expressed interest in serving as officers: Robin Weed-Brown, DORA; Paymaneh Maghsoudi, WHI; Louise Mazerov, Buena Park; and Jan Sanders, Pasadena. Anyone else who is interested in serving as an officer should contact one of the Nominating Committee members.

c. Executive Committee for 2009/10

The Executive Committee of the new system will consist of one member from each of the population groups used in the State Library's *California Library Statistics*, plus the Chair, Vice-Chair/Chair-Elect, and immediate past Chair. The term for committee members is two years, however the terms are staggered to provide continuity on the committee from year to year. For the first year, half of the committee members will serve for one year and half will serve for two years. It was noted that there will be three immediate past chairs that will also need to be taken into consideration for the first year.

d. Delivery

In order for the delivery service to be more equitable for members of the new system, a change to an alternate day schedule was proposed for all libraries except the Palmdale Library. The two current MCLS drivers would drive four routes, two each day, taking over the route to the eastern Ventura County area that has been contracted out to a private vendor which will result in cost savings of approximately \$28,000.

**ACTION:** It was MSP (Garner-Reagan, Fullmore) to approve the proposed change in delivery service to an alternate day schedule for all libraries except Palmdale, effective in

July 2009. The subsidy to Palmdale City Library will continue to be provided since the cost of delivering to Palmdale far exceeds the cost of the current subsidy.

e. JPA Update

Rosario Garza reported that a legal opinion has been provided by attorney John Shupe of Shupe and Finkelstein to confirm that JPAs can become members of other JPAs. The current JPA for MCLS specifies that a quorum is a majority of the members. Ms. Garza has requested an opinion on documentation needed when members withdrew or new members joined the system. Costs for the attorney are being paid for by a networking grant received by the Peninsula Library System.

503. Approval of 2009/10 Budget

Rosario Garza reviewed the proposed 2009/10 budget, noting that the year end number has been changed from a deficit budget to an increase of over \$10,000, based on changes suggested at the last meeting.

Comments included the following:

- The Huntington Beach Library is interested in joining the new system; the Santa Ana director position is in transition.
- Discontinuing contract delivery service for the eastern Ventura County libraries will add approximately \$28,000.
- The BusinessDecision subscription will be continued.
- COLA/CPI for staff is not included.
- CoLAPL will not have a Performers Showcase in 2009/10 which could provide an opportunity for more revenue for the system.
- Higher fees from CalPERS are expected in 2010 and 2011. It is important to keep enough in reserve to cover increased costs.
- In FY 2011, two new delivery vans will need to be purchased; staggering the purchases to one per year would be helpful.
- Although CLSA funds have not yet been targeted by the State, it is highly possible that the funding could be decreased.
- When the systems consolidate, the reserve funds will be combined but tracking of the funds per library will continue.

ACTION: It was MSP (Murray, Weed-Brown) to approve the proposed budget for FY 2009/10 as distributed.

504. Approval of CLSA Plan of Service and Budget Documents

ACTION: It was MSP (Possner, Cohen) to approve the proposed CLSA Plan of Service for 2009/10 for the Southern California Library Cooperative with revisions to reflect changes in the delivery structure approved earlier in this meeting.

505. LSTA Grants Update

Rosario Garza reported that a list of LSTA applications submitted for FY 2009/10 was distributed at the meeting. Five of the grants are Statewide Priority grants: AskNow, CA Center for the Book, Family Place, Día de Los Niños/Día de los Libros, and Out-of-School Time Online Homework Help. Two other Priority grants that are likely to be submitted but have not yet been written are: Revision of California State Library LSTA Grants Process and Procedures and Statewide Reference. Only 35 competitive grant applications were received this year.

506. Written Update Reports

Written update reports were submitted for the FILL (From Interns to Library Leaders) project, Training, AskNow (24/7 Reference Project), Big Box Programming, and MCLS Reference.

Pam Alger, Training and Development Officer, noted that a proposal was submitted at a previous Council meeting for continuation of the Big Box program; however, it was felt that given the current budget situation, funds have not been allocated to continue the program next year.

It was suggested that an interest group on adult programming be formed, along with the possibility of having an adult programmers showcase.

Rosario Garza noted that the Reference handout includes year end projections. Questions from MCLS libraries have increased by over 25%.

507. Open Source – Open Libraries Project

The first two webinars have been scheduled for late June/early July. An on-ground workshop will be held in July or August. An LSTA competitive grant has been submitted for additional funding. The sandbox servers are operational and will be open to any of the founding members; web interfaces are being developed. This is another area where it may be beneficial to have an interest group formed.

508. Legislative Visits and Update

Kathy Gould, PVP, CLA Legislative Committee Chair, was unable to attend to provide a legislative update.

*CLA Legislative Day.* Those attending CLA Legislative Day reported that legislators were supportive of libraries but mentioned the lack of funds available. It was important that libraries were represented that day among the other groups in attendance.

*National Library Legislative Day.* Those who attended National Library Legislative Day in Washington, D.C. reported that having the event on Monday and Tuesday this year made it difficult to schedule appointments because the

legislators are not usually in Washington, D.C. on Mondays. Legislators were supportive of libraries and were especially interested in youth programs. They were informed that libraries can implement some of the stimulus funds for broadband, along with how it can be used by the public. The Friends' award was given to Senator Boxer this year. The trip provided an opportunity for the southern California librarians to coalesce as a group. Margaret Todd, Paymaneh Maghsoudi, and Jan Sanders were interviewed during the event by Kitty Felde on NPR. The legislators were made aware that libraries are flexible and can assist with any issue, e.g. children's mental health, unemployment, etc., and that libraries have a role in bridging the gap with technology.

## **600. New Business**

### 601. Approval of Bylaws for SCLC

ACTION: It was MSP (Weed-Brown, Tovar) to approve the Bylaws for the Southern California Library Cooperative, effective July 1, 2009.

### 602. Approval of Standing Rules for SCLC

ACTION: It was MSP (Shapton, Garner-Reagan) to approve the Standing Rules for the Southern California Library Cooperative, effective July 1, 2009.

### 603. Approval of Reserve Fund Policy

Robin Weed-Brown, Audit and Finance Committee Chair, briefly reviewed the proposed Reserve Fund Policy which had also been reviewed by the Audit and Finance and Executive Committees. The policy includes the ability for the Executive Director to use the funds to cover short-term funding delays from the State.

ACTION: It was MSP (Weiner, Possner) to approve the proposed Reserve Fund Policy.

### 604. Recommendation for Three Additional Signatories for System Checking Account

Rosario Garza explained that the Corporate Signature Card for the system checking account needs to be updated because two of the signers no longer serve on the Council and one is a staff member who is retiring.

ACTION: It was MSP (Murray, Weed-Brown) to approve replacing Pamela Alger, Janet Sporleder, and Carolyn Crain as signatories on the MCLS checking account with Jerilynn Takeda, MCLS; Carolyn Garner-Reagan, ARC; and Monica Greening, MON.

605. Other

Paula Weiner, TOR, reported that she is on the committee for the CLA Begun Scholarship which is awarded to a California library school student who intends to pursue a career as a Youth Services or Young Adult Librarian; she brought flyers for Council members to take to their libraries for posting.

**700. Reports**

701. Chairperson's Report

Greg Mullen reported that this was the last meeting of the MCLS Council and extended his congratulations to all.

702. Executive Director's Report

Rosario Garza reported the following:

- She attended the Califa Board meeting the day before this meeting. Database vendors are facing pressure to make their databases more widely available while they are also facing reductions; this is being handled by the vendors in different ways.
- She sent a message to directors regarding interest in broadband funding from the American Recovery and Reinvestment Act which has \$4.7 billion available through the Dept. of Commerce. Public libraries are specifically mentioned as entities eligible to receive the funding. Guidelines are not yet available. She is working with a few other people in the state to develop a system-level multi-million dollar application that would benefit large groupings in the State. The funds must be awarded no later than September 2010 and must be spent by two years after the award date. Open source and teleconferencing capabilities are being considered. She has received enough positive feedback to support moving forward with system participation.

703. System Advisory Board

Martha Van Heyde Huggins, SAB Vice-Chair, encouraged directors to have System Advisory Board (SAB) members to represent their libraries. SAB members will be working on guidelines for applying for SAB funds to use for training.

704. Roundtable

The following reports were given during the roundtable:

DORA           The budget has been cut substantially with a 20% reduction over the past two years. The library will be closing hours, laying off

staff, and the book budget will be cut in half, while the Police Dept. will get a 6% raise. The library's new Children's Room expansion is open with three demonstration water-wise gardens.

- AZU The budget will have only minor reductions as a result of healthy reserves; there will be a 5% reduction in purchasing. A new bookmobile began service in March to underserved areas. The library currently has a display celebrating the library 50 years ago.
- ELS The library is doing well with regard to the budget. The annual Author Fair was scheduled for June 7 with 35 authors and two discussion panels. A possible million dollar donation may be forthcoming for a history museum.
- BUR The final budget cut to the library is 3.5% rather than the 5% projected earlier that would have frozen salaries and closed the library for one evening. The library has a new partnership with Warner Bros.; they will be donating to the library copies of their DVDs which include feature films and others such as the National Geographic programs.
- OXN The library is facing budget issues and is likely to have some furlough days in the next fiscal year.
- ING A new Library Director is in the process of being appointed. The City Administrator has asked the library to submit a budget with a 10% cut.
- PAS The library has given up all of its vacant positions. If further cuts need to be made, they may be laying off staff.
- CAB The library budget is intact. Jim Beaver, an actor from *Deadwood* and *Supernatural* who wrote a memoir, *Life's That Way*, spoke at the Friends' annual meeting. A Living Green seminar was scheduled for the following Saturday.
- RED Jean Scully reported that she is Chair of the CLA Committee for Librarian of the Year and for the President's Award for Trustees. The library will be migrating from Dynix Classic and will be losing its three vacant positions. Construction of the new branch building continues.
- AHM Carmen Hernandez welcomed members to the library. There will be minor reductions to the budget. Artwork from BMW has been installed at the library.

- SOPAS If called for, the library may take a 5% budget cut. The Measure L parcel tax library budget augmentation is coming up for its third renewal in November. Phase I of the Library Exterior Beautification Project is underway with a sculpture, park benches, flowers, trees, and plants. A wheelchair ADA access ramp will be installed and the library will be painted. On June 25 a program was scheduled with Jack McCarthy with a live broadcast from the City Council Chambers.
- MOOR The budget has not been decreased but a request for a full-time librarian position was cut to half-time. The library will be closed for an All Staff Training Day. In response to suggestions for a speaker, Stacey Aldrich was recommended. The library is busy with programs; the Youth Services Librarian booked seven performers the day she attended the Performers Showcase. Over 550 attended the Día de los Niños program. The library is beginning Brown Bag Lunch seminars.
- YLPL The library is property-tax based and is waiting to hear if the budget will be impacted. The library is proceeding with its strategic plan and is actively pursuing an open source ILS.
- CMM The library has taken a 3.5% cut and is waiting to see if employees will give up a 3.5% raise in July.
- COV Two new librarians have been hired; one of them has started two new book clubs: a mother/daughter book club, and a club for adults who like to read children's books. The Community Development Director asked Roger Possner if he could spend \$135,000 of CDBG funds before 2012; Mr. Possner responded positively and noted to the directors that their cities may also have these funds available to them.
- POM Furloughs have begun in the city with 2 hours/week/person . Layoffs are imminent and the library will be losing 5 people. The library will be closing on Mondays beginning in July.
- MPK Joan Merino/SAB reported that interviews for City Librarian were to take place the following month. The budget is status quo but budget hearings were scheduled for the following month. Work will begin on an outside mural that will hopefully be completed by mid-September for the library's anniversary celebration. The children's Summer Reading theme is "Be Creative" and the young adult theme is "Express Yourself."
- LBPL Furloughs are beginning and the library is scheduled to be closed the last Friday of the month and the first Sunday in June. The library will have a 4.5% budget cut this year with two layoffs

but staff were placed in other departments. Next year will be a minimum 6% reduction. The library's new Triple I system was scheduled to become operational on June 23 and the library would be closed that day. A Save the Library Task Force will be working on a survey to determine support for a parcel tax on the ballot.

- SMAR The library presented a budget with no change but has been informed that revenue will need to be raised to offset budget costs. Ann Dallavalle has sent a message to the directors list regarding cost recovery ratios. The library has an active Foundation that is moving to endowment growth and has scheduled a Grand Classic Car Show at Lacy Park on July 11.
- ARC The budget is still in process with a possible 5% reduction. The Friends have donated \$40,000 and air conditioners are being replaced. The school district will be matching the Foundation's contributions with \$13,300 to continue Online Homework Help with Tutor.com. A Foundation member also solicited an \$8,000 grant from a local foundation.
- MVL The library is hoping to serve as a model for the other departments in dealing with the budget issues. A signature event, Mission Viejo Readers Festival, is scheduled for September 12 with over 20 authors who have all been secured by one staff member. The Friends of the Library are a key sponsor and they will also be donating \$149,000 towards the Materials budget.
- BPLD The library had its 90<sup>th</sup> birthday celebration and received a grant from the Orange County Board of Supervisors for \$206,000 to build a computer center. The library is migrating from Classic Dynix and is facing a 16% budget reduction for next year. A Read for Adults program has begun.
- THO Martha Van Heyde Huggins/SAB reported that the Magna Carta was on display at the Reagan Library until June 20.
- SFE The budget has been reduced with frozen positions and a large reduction in the Materials budget. The library will be undergoing renovation, which includes a Cesar Chavez Reading Garden next door; renovation was scheduled to begin on June 15 and the library would be closed for one week.
- CER Much of the city's annual income is from sales tax, resulting in immediate reductions. Three unfilled full-time positions absorbed half of the cut required for the library and there is a hiring freeze. Reductions will not affect service to the public.

The library continues to improve its new Triple I system and its new web page.

SAM

In a recent community survey, the library was the highest-rated city service in terms of customer satisfaction and was also highly rated as an important service. The library had 3% savings for the current year and prepared a plan for 5% savings that was reduced to 3% but included a 2% COLA. Department heads unanimously agreed to forego bonuses for the current year which would be paid in the following year. Building of a new branch is under consideration by the City Council. Another successful Living Library event was held during National Library Week; staff will be presenting a tutorial webinar on the program. A kickoff to the Living Room project was held to reintroduce adults to programming at the library.

#### **800. Presentation of Gavel to Outgoing Chair**

Robin Weed-Brown, Vice-Chair presented Greg Mullen with an engraved gavel in appreciation for his service as Chair of the Administrative Council for the past year and for his leadership through the consolidation process.

Rosario Garza then acknowledged Consolidation Steering Committee members for their work throughout the year in planning for the consolidation: Greg Mullen, Jean Scully, Paula Weiner, Jan Sanders, Louise Mazerov, Helen Fried, and Carol Stone.

#### **900. Adjournment**

There being no other business, the meeting was adjourned at 1:50 p.m.

Submitted by Jerilynn Takeda