



(Approved November 18, 2009)

**Southern California Library Cooperative  
Administrative Council Meeting  
July 23, 2009  
Buena Park Library District**

**Minutes**

**Present:**

Carol Stone, ANH  
Jackie Faust-Moreno, ARC  
Shahla Shahsavari, AZU  
Louise Mazerov, BPLD  
Helen Wang, BUR  
Margaret Todd, CoLAPL  
Nancy Messineo, LBPL  
Debra Brighton, ELS  
Maureen Gebelein, FUL  
Robin Weed-Brown, DORA,  
Vice-Chair/Chair-Elect  
Bruce Johnson, ING  
Glenda Williams, LBPL  
Martin Gomez, LAPL

Valerie Maginnis, MVL  
Michele Tompkins, MON  
Dan Golden, MPK  
Helen Fried, OCPL  
Yolanda Moreno, OPL  
Katherine Gould, PVP  
Hilary Keith, SFE  
Greg Mullen, SAM  
Polly Bonnett, SMD  
Chan Harris, SIG  
Steve Brogden, THO  
Paula Weiner, TOR  
Paymaneh Maghsoudi, WHI  
Melinda Steep, YLPL

**Present via Conference Call:**

Barbara Murray, OXN

Nancy Quelland, PALM

**Absent:**

Carmen Hernandez, AHM  
Barbara Pearson, ALT  
Nancy Hunt-Coffey, BEV  
Barbara Lockwood, CAB  
Don Buckley, CER  
Evelyn Fullmore, CMM

Roger Possner, COV  
Cindy Cleary, GDL  
Patricia Sullivan, IRW  
Barbara Wolfe, MOOR  
Cynthia Cowell, NBPL  
Jan Sanders, PAS, Chair

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Absent, cont'd

Jeanette Contreras, PLD  
Greg Shapton, POM  
Jean Scully, RED

Ann Dallavalle, SMAR  
Steve Fjeldsted, SOPAS

**Guests:**

Kris Anderson, Brodart  
Patricia Kiefer, LAPL  
Roger Hiles, PLD  
Cindy Mediavilla, State Library

**SAB Members:**

Carolyn Bryant, ANH  
Ginger Britt, FUL  
Douglas Westfall, OPL  
Luis Morente, SIG

**Staff:**

Rosario Garza, Executive Dir.  
Jerilynn Takeda, Admin. Officer

**100. Opening**

Rosario Garza, Executive Director, called the first meeting of the Southern California Library Cooperative to order at 10:10 a.m. She announced the results of the election of officers: Jan Sanders, Pasadena, was elected as Chair; Robin Weed-Brown, Glendora, was elected Vice-Chair/Chair-Elect. Jan Sanders was unable to attend; Robin Weed-Brown presided over the meeting.

**101. Chairperson's Welcome**

Vice-Chairperson Robin Weed-Brown welcomed members to the meeting and asked those in attendance to introduce themselves. Barbara Murray, Oxnard and Nancy Quelland, Palmdale attended via conference call.

**102. Roll Call**

Roll call 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

A correction was noted for the minutes of the April 16, 2009 meeting of the Santiago Library System Administrative Council. The Orange Public Library was represented by Kitty Crary rather than Yolanda Moreno.

ACTIONS: It was MSP (Todd, Quelland) to approve the minutes of the June 25, 2009 meeting of the South State Cooperative Library System Administrative Council as distributed with the agenda packet.

It was MSP (Mazerov, Fried) to approve the minutes of the April 16, 2009 meeting of the Santiago Library System with the correction noted above.

It was MSP (Mullen, Maghsoudi) to approve the May 22, 2009 minutes of the Metropolitan Cooperative Library System Administrative Council as distributed with the agenda packet. Martin Gomez, LAPL, abstained from voting.

### 400. Adoption of the Agenda

ACTION: It was MSP (Weiner, Gould) to adopt the agenda for the meeting as distributed.

### 500. New Business

#### 501. Adoption of Bylaws

ACTION: It was MSP (Mullen, Mazerov) to adopt the Bylaws of the Southern California Library Cooperative as distributed.

#### 502. Adoption of Standing Rules

ACTION: It was MSP (Steep, Brogden) to adopt the Standing Rules of the Southern California Library Cooperative as distributed.

#### 503. Selection of Executive Committee

In accordance with the Standing Rules, the Executive Committee will consist of the Chair, Vice-Chair, immediate past Chair, and one member from each of the California Library Statistical Groups as published annually in the *California Library Statistics*. For this first year, Council members agreed to the following as members of the Executive Committee:

- the newly elected Chair: Jan Sanders, PAS (Group 3)

- the newly elected Vice-Chair/Chair-Elect: Robin Weed-Brown, DORA (Group 5)
- the three immediate past chairs from MCLS, SLS, and SSCLS: Greg Mullen, SAM/MCLS (Group 4); Valerie Maginnis, MVL/SLS (Group 4); and Margaret Todd, CoLAPL/SSCLS (Group 1)
- current MCLS Executive Committee members whose terms of service do not expire until June 30 2010: Barbara Pearson, ALT (Group 5); Don Buckley, CER (Group 5); Nancy Hunt-Coffey, BEV (Group 6); and Hilary Keith, SFE (Group 7)
- a representative from Group 2 which is the only group not represented with the members proposed. It was suggested that an SLS representative serve from Group 2. Carol Stone, ANH agreed to serve on the Executive Committee as a representative from Group 2.

**504. Meeting Schedules 2009/10**

a. Administrative Council

**ACTION:** It was MSP (Weiner, Mullen) to approve a meeting schedule for the Administrative Council of four meetings per year with dates to be determined in accordance with the Standing Rules.

b. Executive Committee

**ACTION:** It was MSP (Mullen, Fried) to approve a monthly meeting schedule for the Executive Committee, with dates to be determined and meetings to be held if needed.

**505. 2009/10 Committee/Interest Group Rosters, Chairs, and Charges**

The updated compilation of 2009/10 committees and interest groups was distributed for directors to review and to let SCLC Headquarters know if any changes need to be made.

Directors were interested in guidelines to determine the amount of time to allot for staff participation in the interest groups. There was consensus that Directors will encourage staff to attend the meetings of the new, consolidated interest group in order to gain knowledge about what is taking place across the region. Virtual attendance is being encouraged. The larger, consolidated interest group is what will be supported with system resources. Any subgroups that are formed will be under the umbrella of the larger interest group. Pod meetings could be held in

various regions which would allow virtual participation in the larger meeting while also providing face-to-face networking opportunities.

Adult Programming was suggested as a new interest group to be formed with the new system.

Ms. Garza will contact the committee chairs to schedule a conference call or meeting to discuss these issues and to demonstrate some of the technology that can be used.

**506. Systems/State Library Meeting**

Rosario Garza reported that the State Library held an all-day meeting in June for System Directors, Chairs, and State Library consultants. The meeting included the following:

- Brainstorming was held on preferred methods of communicating.
- A presentation was given by OCLC on the future of CalCat. System Directors recommended that CalCat be continued for this current year while exploring other options that would benefit more libraries and users in the State because of CalCat's high per use cost; total cost is approximately \$1 million per year.
- This is the last year that AskNow will be funded through an LSTA grant.
- State Library consultants have been assigned to attend the system Council meetings; Cindy Mediavilla is the consultant for SCLC.
- System Directors recommended having these meetings with the State Library once or twice a year.

**507. BTOP (Broadband Technology Opportunities Program) Grant**

Libraries that meet the minimum technical specifications (T1 line capable of sustaining 10 laptops all videoconferencing at a given time in addition to the other uses of the line) and specified minimum meeting room size requirements were encouraged to apply for the first phase of the BTOP grant which will provide equipment for videoconferencing including 10 laptops, webcam, and echo cancelling microphones. The plan is to have one installation for each of the 58 counties. If there are counties that do not meet the minimum requirements, it may be possible for larger counties to receive two installations. Community colleges will be submitting a partner application, and are also planning for one installation per county. There is a very short turnaround time for the applications, in order for the full application from the California public libraries to be submitted by Califa before August 14 at 5 p.m. EST. The second phase of the program will focus on broadband access. The program is being administered by NTIA through the Dept of Commerce; other stimulus funds for rural communities are being administered by the Dept. of Agriculture. It was noted that political support for the application is recommended.

**508. CalPERS Audit**

Rosario Garza reported that MCLS had an audit by CalPERS which resulted in two major findings: the Executive Director's salary needs to be specified as a dollar amount for public record and liability is likely to incur for a former employee who resigned but returned to work as a consultant. It was suggested that the Executive Committee may want to discuss possible legal counsel for potential areas of exposure.

**509. Executive Director Contract Renewal**

Rosario Garza reported that her contract expires on October 31, 2009.

**ACTION:** It was MSP (Gould, Maghsoudi) that the Executive Committee discuss Ms. Garza's contract with her, with a recommendation to be brought back to the Council.

**510. Reserves Allocation Policy**

Rosario Garza referred to the Reserves Allocation Policy handout distributed at the meeting. She reported that MCLS has been using a formula for allocating the reserve fund based on the amount of dues each library has contributed to the reserves as a percentage of the total contribution. The formula had not been formally adopted but would be used to allocate funds back to the libraries if the system were to dissolve. Funds from the Santiago and South State systems are being added to the reserve fund with the funds allocated to those member libraries based on the formulas those two systems have been using. At the South State Council meeting held the previous day, the Council approved allocation of the South State reserves based on their formula of 2/5 to CoLAPL and 1/5 each to Inglewood, Palmdale, and Pasadena.

**ACTION:** It was MSP (Mullen, Gould) to adopt the long-standing method of allocating the reserves based on the amount each library has contributed as a percentage of the total contribution.

**ACTION:** It was MSP (Gebelein, Steep) that the allocation of the Santiago Library System funds be based on the usual formula of 2/10 to OCPL, and 1/10 each to the other eight member libraries.

**511. Strategic Planning**

**ACTION:** It was MSP (Mullen, Weiner) to have the Executive Committee evaluate options for strategic planning with a recommendation to be brought back to the Council.

**512. Other**

There was no other New Business.

**600. Unfinished Business**

**601. 2009/10 Budget Update**

Rosario Garza reviewed the FY10 Forecast for July 2009 which projects an increase to the reserves of \$36,000 at the end of the year rather than \$10,000 as projected earlier. The increase results from a change in delivery service, eliminating the regular contract delivery drivers; reduced audit costs; and lower workers compensation rates from a change in carrier. LSTA administrative fee revenue will increase from a new grant, Transforming Life After 50.

**602. Written Update Reports**

Rosario Garza reported that written reports were distributed for SCLC Reference, AskNow, FILL (From Interns to Library Leaders), and Training. She noted from the SCLC Reference report that the number of reference questions handled last year increased by approximately 15%. This may be attributed to member libraries' reduced staffs with less time to work on questions.

**603. Open Source – Open Libraries Project Update**

Rosario Garza referred to a handout distributed at the meeting with information on the open source Koha sandbox available for access and an upcoming workshop on August 13 at the Fullerton Public Library. Thirty seats are available; SCLC libraries are entitled to one free seat per library. Maureen Gebelein noted that the library is very close to the Metrolink station for those who would like to use public transportation. A webinar on open source held the past Tuesday by Lori Bowen Ayre, "Empowering Libraries – Creating Opportunities," has been archived on the Infopeople web site and those interested in open source are encouraged to view it.

**604. Legislative Update**

Kathy Gould reported that the State budget includes use of local government funds and will impact every local government agency by taking 8% of local property tax revenue with no exceptions and no exemptions; lobbying is taking place opposing the reduction in transportation and redevelopment funding. It is likely that libraries will not be penalized if they fall below the level needed for PLF maintenance of effort as a result of the Proposition 1A borrowing.

In regard to the stimulus funding for broadband access, the Chief Information Officer of the State is taking a role through a Statewide California Broadband Task Force. The State Library now has a seat on the task force and on the advisory board for CLA. Once the budget is settled, it is likely that a State Librarian appointment will be made. Ms. Gould sent a survey to directors regarding Legislative Day and its effectiveness in Sacramento; it has been suggested that it may be better to focus on local meetings with legislators. Her term as Legislative Committee Chair will end in October. It was noted that National Library Legislative Day will be held in conjunction with ALA in Washington, D.C. in June 2010.

## **700. Reports**

### **701. Chair**

Vice-Chair Robin Weed-Brown noted appreciation for everyone's attendance at the first SCLC meeting which went smoothly.

### **702. Executive Director**

Rosario Garza reported the following:

- She would be attending an all-day meeting the following day in downtown Los Angeles on the stimulus funding.
- Pamela Collins, Business Manager, has submitted her resignation. She will be staying through the audit with her last day being August 14.

### **703. Roundtable**

In the interest of time, there was consensus not to have roundtable. The following announcements were made:

- Kris Anderson, Brodart, announced new vending machines available that hold books and DVDs that users can check out with their library cards.
- Cindy Mediavilla noted that she is Chair of the CLA Conference Planning Committee and received a large show of hands of those who plan to attend the conference in Pasadena. It was noted that much fewer numbers of staff will be attending this year.

## **800. Adjournment**

There being no other business, the meeting was adjourned at 11:58 a.m.