



**Southern California Library Cooperative
Administrative Council Meeting Minutes**

**Thursday, May 22, 2025
2:15 - 4:15 pm**

Hybrid Meeting

**Katy Geissert Civic Center Library
3301 Torrance Blvd., Torrance, CA 90503**

Alternate Meeting Locations:

Altadena Main Library, 600 E. Mariposa St., Altadena, CA 91001
Arcadia Public Library, 20 W. Duarte Rd., Arcadia, CA 91006
Azusa City Library, 729 N. Dalton Ave., Azusa, CA 91702
Calabasas Library, 200 Civic Center Way, Calabasas, CA 91302
Covina Public Library, 1250 N. Hollenbeck Avenue, Covina
Grant R. Brimhall Library, 1401 East Janss Road, Thousand Oaks, CA 91362
Irwindale Public Library, 16053 Calle De Paseo, Irwindale, CA 91706
Oxnard Public Library, 251 South A Street, Oxnard, CA 93030
Moorpark City Library, 699 Moorpark Avenue, Moorpark, CA 93021
Santa Clarita Public Library, 23743 Valencia Blvd., Santa Clarita, CA. 91355
Sierra Madre Public Library, 350 W. Sierra Madre Blvd., Sierra Madre, CA 91024
Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063
South Pasadena Public Library, 1100 Oxley St., South Pasadena, CA 91030
Ventura County Library, 5600 Everglades Street, Suite A, Ventura, CA 93003
Whittier Central Library, 7344 Washington Ave., Whittier, CA 90602

Attendance

Addington, Jennifer – PVP
Ashmore, Kathleen – OXN

Absent

Arroyo, Kerri – ING
Buth, Karen – BEV

Balli, Shayna – IRW
Bautista, Sonia – CM
Erbe, Stephanie – SVPL
Billings, Cathy – SOPAS
Bradley, Darlene – ARC
Broman, Susan – LAPL
Conwell, Christine – MOOR
Cousin, Heather – TOR
Cuyugan, Erica – SAM
DeLeon, Cathy - LBPL
Hassen, Leila – AZU
Herbert, Mark – ELS
Jeffrey, Darren – THO
Steward, Karilyn (proxy) – CAB
LohGuan, Hilda – AHM
Nasr, Mandy – CAM
Frazier, LV (proxy) – MPK
Pelayo-Lozada, Lessa – GDL
Garza, Lori (proxy) – SMD
Roberson, Gina – SCL
Schram, Nancy – VEN
Shupe, Robert – PALM
Stone, Janet – DORA
Torres, Anita – POM
Walker-Lanz, Jesse – LACo
Winslow, Nikki – ALT

Dickow, Ben – DOW
Evans, Lisa - COV
Garcia, Ally (proxy) – PAS
Hughes, Charles – SIG
Lashley, Eric – BUR
Maghsoudi, Paymaneh – WHI
Raia, Deborah – SFE
Vance, Carey – MON
Vinke, Dana – RED

Other

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

1. Opening Hilda LohGuan
The meeting was called to order at 2:25 pm.

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 Hilda LohGuan
(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, 2025, Administrative Council regular meeting
 - b. Proposed SCLC Holidays for FY 2025/26
MSP (Addington/Cuyugan) to pass the Consent Calendar, as presented.
27 yes, 0 no, 0 abstain

4. Adoption of Agenda Hilda LohGuan
The Chair adopted the agenda without change.

5. Budget Status Report for FY 2024/25 Andy Beck
(DISCUSSION)
Controller, Andy Beck, presented the Budget Status Report for FY 2024/25.

6. Cooperative Library System Agreement Renewals for FY 2025/26
(ACTION) Christine Powers
MSP (Torres/Broman) to authorize the SCLC Executive Director to sign the Agreements with each of the four Systems requesting administrative and fiscal services by SCLC for FY 2025/26.
27 yes, 0 no, 0 abstain

7. CLSA Plan of Service and Budget for FY 2025/26 Christine Powers
(ACTION)
MSP (Billings/Cousin) to authorize the Chair to review and sign the FY2025/26 Plan of Service and Budget for submission to the State Library.
26 yes, 0 no, 0 abstain

Kathleen Ashmore joined the meeting at 2:52 pm.

8. Proposed Budget for FY 2025/26 Andy Beck/
(ACTION) Christine Powers
MSP (Nasr/Herbert) to approve the proposed budget pending the final approval of the CLSB and the Governor's budget. In addition, as recommended by the Audit and Finance Committee, approved consideration of a furlough of 10% should the projected deficit increase beyond \$144,000.
28 yes, 0 no, 0 abstain

9. Election of Chair and Vice-Chair/Chair Elect Jesse Walker-Lanz
for FY 2025/26
(ACTION)
MSP (Shupe/Bautista) to elect Mandy Nasr as Chair and Erica Cuyugan as Vice-Chair/Chair-Elect.
28 yes, 0 no, 0 abstain

10. Executive Committee Membership Selection Hilda LohGuan
for FY 2025/26
(ACTION)
MSP (Shupe/Billings) to appoint Pomona for Statistical Group 2, Whittier for Statistical Group 3, and Moorpark for Statistical Group 4 to serve on the Executive Committee for FYs 2025/26 and 2026/27 by the Administrative Council.
28 yes, 0 no, 0 abstain

11. Proposed Meeting Schedule for FY 2025/26 Christine Powers
(ACTION)
MSP (Addington/Conwell) to set the times and dates for SCLC's Executive Committee, Administrative Council, and Leadership and Professional Development Committee as follows:

Administrative Council and Executive Committee

- August 28, 2025, 2:15 pm (1:00 pm)
- November 13, 2025, 2:15 pm (1:00 pm)
- March 26, 2026, 2:15 pm (1:00 pm)

- May 28, 2026, 2:15 pm (1:00 pm)

Executive Committee Only

- October meeting to be rescheduled
- January 22, 2026, 1:00 pm

Leadership and Professional Development Committee

- July 28, 2025
 - October 27, 2025
 - January 26, 2026
 - April 27, 2026
- 28 yes, 0 no, 0 abstain

12. Legislative Update Christine Powers
(DISCUSSION)

Executive Director, Christine Powers, provided updates on state legislation.

13. Committee Updates

a. Audit and Finance Committee Mandy Nasr

- The committee met on May 7, 2025, and discussed SCLC's budget.

b. Leadership and Professional Development Committee Nikki Winslow

- The committee met on April 28th and discussed the status of the program.
- May 9th -Mentorship mixer at the Altadena Library.

14. California State Library Report Shana Sojoyner
State Library representative Shana Sojoyner provided a summary of the State Library Report.

15. Executive Director's Report Christine Powers
Executive Director Christine Powers reported on SCLC's meetings, budget planning, and advocacy efforts.

16. Administrative Council Chair's Report Hilda LohGuan
Chair LohGuan extended her appreciation upon the conclusion of her term.

17. Other Hilda LohGuan

- Janet Stone announced her retirement, and invited members to her retirement reception on July 31st.
- Moorpark announced that its City Council voted to approve the request to go out to bid for construction.

18. Adjournment Hilda LohGuan
MS (Pelayo-Lozada /Cuyugan) to adjourn the meeting at 3:47 pm.

Southern California Library Cooperative
222 E. Harvard St. • Glendale, California 91205
(626) 283-5949 • Fax (626) 283-5949
Website : <http://www.socallibraries.org> • E-mail : sclcadmin@socallibraries.org