



Southern California Library Cooperative
Executive Committee Meeting
Wednesday, May 25, 2022
1:00-2:00pm
Hybrid Meeting
San Clarita Old Town Newhall Library
24500 Main Street Newhall, CA 91321

Minutes

Approved August 24, 2022

Attendance

Addington, Jennifer – Palos Verdes
Billings, Cathy – South Pasadena
Goldman, Elizabeth – Burbank
Rivera, Patricia - LACo
Sarmiento, Beatriz – Commerce
Shupe, Robert – Palmdale
Torres, Anita – Pomona

Other

Cousin, Heather – SCLC
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC
Snodgrass, Nerissa – SCLC
Walker, Wayne - SCLC

1. Opening
2 minutes
 - a. Chairperson's Welcome
 - b. Roll CallMeeting called to order at 1:05pm.

Elizabeth Goldman

2. Public Comment
5 minutes
Opportunity for any guest or member of the public to address the Council on any item of SCLC business.
 None.
3. Consent Calendar Elizabeth Goldman
3 minutes
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 15, 2022 Executive Committee meeting.
 - b. Minutes of the May 2, 2022 Executive Committee Special meeting.
 - c. Cooperative Library System Agreement Heather Cousin
 Renewals FY2022/23
 - d. SCLC and Sutherland Consulting Services Heather Cousin
 Agreement Extension
 - e. Administrative Council and Executive Elizabeth Goldman
 Committee Meeting Schedule FY2022/23
- MSP (Addington/Billings) to pass the Consent Calendar. (8 yes, 0 no, 0 abstain)
4. Adoption of the Agenda Elizabeth Goldman
2 minutes
 Chair adopted the Agenda as presented, without objection.
5. Budget Status Report FY2021/22 Carol Dinuzzo
7 minutes
 Most membership dues have been received and reminders have been sent to any jurisdictions with outstanding invoices. Grant revenue has been updated to reflect changes to two of our grant awards:
- California Library Collection Initiatives (CLCI): return of funds to the California State Library in the amount of \$101,750, which included \$9,250 in indirect, due to a reduction in requests for crisis collection assistance.
 - Home Connectivity Kits (HCK): received a budget augmentation of \$310,100, which included an additional \$6,909 toward staffing and \$3,191 for indirect.
- Grant expenses have also been updated to reflect the aforementioned changes in the grant award amounts.
- CLSA ROLLOVER FUNDS:
- FY 2019/20: It is expected that all funds will be fully expended by the close of the current fiscal year.
 - FY 2020/21: The telecommunication funds will also most likely be expended by the end of the year. A request has been sent to the California

Library Services Board (CLSB) to reallocate the remaining \$65,848 originally earmarked for Digilabs, to be used toward E-Resources. Overall increase of \$208,350 in grant revenue.

6. Recruitment Committee Update Gary Shaffer
5 minutes
 - a. Job Description and Recruitment Update
The salary range was recommended by the recruiting agency. Applicant pool is broadened by allowing additional qualifying degrees. MSP (Shupe/Billings) to approve the Job Description, with the edit to the first line of the Minimum Qualifications to *Education: Bachelor's Degree required (any field). Master Degree preferred (e.g. MPA, MBA, J.D., MLIS. If Master of Library and Information Science (MLIS), it must be from an American Library Association-accredited master's program).* (8 yes, 0 no, 0 abstain)
 - b. Recruitment Firm Recommendation
MSP (Billings/Shupe) to contract with Teri Black & Co. LLC to execute the search for a new ED, with a budget of \$32K, the Recruitment Committee to conduct interviews, and the final two candidates to be interviewed by the Executive Committee. (8 yes, 0 no, 0 abstain)

7. Proposed Budget FY2022/23 Carol Dinuzzo/Heather Cousin
15 minutes
MSP (Shaffer/Addington) to recommend to the Administrative Council the approval of the FY2022/23 Proposed Budget. (8 yes, 0 no, 0 abstain)

8. Pension Liability Gary Shaffer
5 minutes
MSP (Sarmiento/Shupe) to pay CalPERS by June 30 the \$154,769 already budgeted and defer until the August meeting the decision to pay the \$115,630 additional.

9. CLSA Plan of Service FY2022/23 Heather Cousin
15 minutes
Presentation and discussion deferred to the Administrative Council meeting.

10. Other Elizabeth Goldman
"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
2 minutes
None.

11. Adjournment
Meeting adjourned at 2:05pm.

Elizabeth Goldman

Respectfully submitted by Lori Graver on August 25, 2022.