



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

**Thursday, August 22, 2024
2:15 - 4:15 pm**

Hybrid Meeting

**Altadena Main Library
600 E. Mariposa St., Altadena, CA 91001**

Alternate Locations:

Palos Verdes Library District, 701 Silver Spur Rd., Rolling Hills Estates, CA 90274
Inglewood Public Library, 101 W. Manchester Blvd., Inglewood, CA 90301
Oxnard Public Library, 251 S A St., Oxnard, CA 93030
Commerce Public Library, 5655 Jillson St., Commerce, CA 90040
Simi Valley Public Library, 2969 Tapo Canyon Rd., Simi Valley, CA 93063
Torrance Public Library, 3301 Torrance Blvd., Torrance, CA 90503
Covina Public Library, 1250 N. Hollenbeck Ave., Covina, CA 91722
El Segundo Public Library, 111 W. Mariposa Ave., El Segundo, CA 90245
Signal Hill Public Library, 1800 E. Hill St., Signal Hill CA 90755
Calabasas Public Library, 200 Civic Center Way, Calabasas, CA 91302
Thousand Oaks Public Library, 1401 E. Janss Rd., Thousand Oaks, CA 91362
Burbank Public Library, 110 N. Glenoaks Blvd., Burbank, CA 91502
Valencia Public Library, 23743 W. Valencia Blvd., Santa Clarita, CA 91355
Ventura County Library, 5600 Everglades St., Ste. A, Ventura, CA 93003

Attendance

Addington, Jennifer – PVP
Arroyo, Kerri – ING
Bautista, Sonia – CMM
Behle, Kelly – SVPL
Billings, Cathy – SOPAS
Bradley, Darlene – ARC
Broman, Susan – LAPL
Cousin, Heather – TOR
Cuyugan, Erica – SAM
DeLeon, Cathy – LBPL
Dickow, Ben – DOW
Evans, Lisa – COV
Hassen, Leila – AZU
Herbert, Mark – ELS
Hughes, Charles – SIG
Lockwood, Barbara – CAB
LohGuan, Hilda – AHM
Maghsoudi, Paymaneh – WHI
Ally, Garcia – PAS
Nasr, Mandy – CAM
Olivarez, Kristin – MPK
Jefferey, Darren – THO
Potter, Melissa – BUR
Regan Leila – SMD
Roberson, Gina – SCL

Shupe, Robert – PALM
Stone, Janet – DORA
Vera, Linda – SMAR
Walker-Lanz, Jesse – LA County
Winslow, Nikki – ALT

Absent

Ashmore, Kathleen – OXN
Balli, Shayna – IRW
Buth, Karen – BHPL
Conwell, Christine – MOOR
Pelayo-Lozada, Lessa – GDL
Raia, Deborah – SFE
Schram, Nancy – VEN
Torres, Anita – POM
Vance, Carey – MON
Vinke, Dana – RED

Other

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

All items may be considered for action.

1. Opening

Meeting called to order at 2:20 pm.

Hilda LohGuan

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

(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 May 29, 2024, Administrative Council regular meeting
- b. Minutes of the July 17, 2024, Administrative Council special meeting

Hilda LohGuan

MSP (Addington/Billings) to pass the Consent Calendar, with corrections to the spelling of Kristin Olivarez's last name.

28 yes, 0 no, 1 abstain

Susan Broman joined the meeting.

4. Adoption of Agenda Hilda LohGuan
Chair adopted the agenda as presented, without objection.
5. Budget Status Report for FY 2023/24 Andy Beck
(DISCUSSION)
Controller Andy Beck presented the Budget Status Report for FY 2023/24, reflecting reconciled bank statements through June 30, 2024.
6. CLSA FY 2023/24 System Program Annual Report Christine Powers
(ACTION)
MSP (Maghsoudi/Bradley) to authorize the Executive Director to work with the Chair to complete the CLSA FY 2023/24 Annual Report for submission to the State Library by the September deadline.
30 yes, 0 no, 0 abstain
7. FPPC Conflict of Interest Code Biennial Review Christine Powers
(ACTION)
MSP (Regan/Broman) No changes are required for SCLC's Conflict of Interest Code, and thus, no amendments need to be communicated to the FPPC.
30 yes, 0 no, 0 abstain
8. Review of 2025 Health Care Premiums Andy Beck
(ACTION)
MSP (Nasr/Shupe) to approve the increase of SCLC's health premium allowance by \$91.50 per month per employee effective January 1, 2025, to address increasing health care premiums.
29 yes, 0 no, 1 abstain
9. Mentorship Program Update and Approval of Materials Nikki Winslow
(ACTION)
MSP (Billings/Regan) to approve materials as presented and amend the Agreement forms to include mentor guidelines and add personal liability.
27 yes, 0 no, 0 abstain
10. Committee Updates
 - a. Audit and Finance Committee Hilda LohGuan
Meeting dates will be sent out soon.
 - b. Member Engagement Ad Hoc Committee Cathy Billings
The committee will meet in November after analyzing the interest group survey.
 - c. Leadership and Professional Development Committee Nikki Winslow

The committee had its last meeting in July. They will finalize the changes discussed during the Administrative Council meeting and report back in October.

11. California State Library Report Shana Sojoyner
CSL Liaison, Shana Sojoyner, reported on the California State Library's current projects and grant opportunities.
12. Executive Director's Report Christine Powers
The Executive Director presented the organization's current projects, which included meetings, revised budget planning, report writing, and advocacy efforts.
13. Administrative Council Chair's Report Hilda LohGuan
Attended "One Book, One County". Great event and encouraged others to participate.
14. Other Hilda LohGuan
"...that is, matters initiated in the present meeting." Robert's Rules of Order, Revised, III, p.21. Limited by Brown Act to discussion only.
None
15. Adjournment Hilda LohGuan
MSP (Billings/DeLeon) to adjourn the meeting at 3:47 pm.

