



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting February 11, 2022

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### DRAFT MINUTES

#### A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10 am.
2. Roll Call
  - i. Council present: Bath (Fresno County), Lewis (Kern County), Rencher (Kings County), Riggs (Madera County), Taylor (Merced County), Mary Leal (Coalinga/Huron), Heidi Clark (Tulare City), Cervantes (Porterville) Wegener (Tulare County), Christiansen (SJVLS), Nelson (SJVLS), and Wymer (SJVLS).
  - ii. Council absent: Janet Chase-Williams (Mariposa).
  - iii. Guests: Julianna Robbins (California State Library).
3. Introductions
  - i. Julianna Robbins is now our representative with the California State Library. This is her 1<sup>st</sup> time at Admin Council.
4. Agenda Adoption
  - i. Motion to Adopt Agenda – Motion to adopt with amendment to #4 Clark (Tulare City).
  - ii. Seconded by: Lewis (Kern).
5. Public Comment
  - i. None.

#### B. CONSENT AGENDA

1. Motion to approve draft minutes of January 14, 2022.
  - i. Motion made by Lewis (Kern).
  - ii. Seconded by Bath (Fresno).
2. Motion to approve certification to continue virtual meetings.
  - i. Motion made by Lewis (Kern).
  - ii. Seconded by Bath (Fresno).
3. Motion to approve Financial Updates.
  - i. Motion made to approve Financials. Lewis (Kern).
  - ii. Seconded by Bath (Fresno).

#### C. ITEMS FOR INFORMATION AND ACTION

1. Discussion and Approval of Amended CLSA Plan of Service. We are proposing to draft an amendment to our CLSA Plan of Service to reallocate surplus funding into other funding categories, with an aim to use the surplus in a manner that benefits all members. Looking for permission to prepare amendment. We would bring back to Admin Council in March then to the State in April. There were no questions.

- i. Motion to approve by Clark (Tulare City).
  - ii. Seconded by Lewis (Kern).
- 2. Discussion and Approval of the Meraki Access Point License Renewal. We currently have \$16,700 budgeted for a one-year license renewal, and the quoted renewal costs are \$25,174.90 or \$86.81 per license. Wymer noted at the beginning of the agenda item that Kern County requested an additional 6 licenses, which increased the costs for a three-year renewal by \$978 and changed the figures presented in the agenda attachment. A three-year license renewal is quoted at \$48,248, or \$163,00 per license, which would be a cost of \$54.33 per year. SJVLS staff are recommending purchasing a three-year license, because it will provide a significant savings to members. We would amend our CLSA Plan of Service and return for approval in March. The Discussion on Solution #1 to Amend CLSA Plan of Service-Use Savings from Delivery. Discussion on Solution #2 to use assigned fund balance.
  - i. Motion to Approve Solution #1 Clark (Tulare City).
  - ii. Seconded by Lewis (Kern County).
- 3. Discussion: Delivery Service Update. Wymer provided a copy of the letter signed by Fresno County Public Librarian, Raman Bath. It is to notify that Fresno will no longer provide premium service to any jurisdiction. They will continue to provide standard delivery services to all jurisdictions.

#### **D. STAFF REPORTS**

- 1. Chair
  - i. No Report.
- 2. State Library
  - i. Books to Action
  - ii. Dia de los Nino's
  - iii. LSTA 2022-23 Grant Program.
  - iv. Ebooks for ALL CA.
  - v. Home Connectivity Kits.
  - vi. Networking Conversations.
  - vii. Stronger Together: Out of School Time Grants.
  - viii. Funding Opportunities through the California State Library.
  - ix. California Library Literacy Services.
  - x. Digital Learning Platforms for all California Public Libraries.
  - xi. Building Forward Infrastructure Funding for California Libraries.
  - xii. California Libraries Lean (CALL).
  - xiii. Zip Books.
  - xiv. CopyCat Grants.
  - xv. Public Library Staff Education Program.
  - xvi. Developing Leaders in California Libraries.
- 3. Administrative Librarian
  - i. Wymer informed the Council that he's been working with Christiansen on getting budget documents together, including the budget amendment to pay for Meraki access point licenses as well as documenting member's elective subscription costs for the upcoming

- year's budget.
  - ii. Wymer reported that he's been working with David Franz and Ariel Dyer from the City of Shafter to initiate discussions about the City of Shafter joining SJVLS. Taylor and Wymer have a meeting with them on February 17<sup>th</sup> to start planning process.
  - iii. Wymer also updated the Council on efforts to hire a new System Administrator. His thought is to re-post the position as a Library Program Manager, to offer better compensation as well as providing a clearer description of the duties of the position.
- He also informed the Council that he's slowly working through the older files in the basement. He located copies of SJVLS minutes dating back to the late 1970's, eventually he'd like to digitize the minutes and make them public available.
- 4. SJVLS – System Administrator
  - i. Wymer informed the Council that the modifications to the Analytics extract approved at the previous meeting have been implemented. The Automation Committee finalized revisions to Borrower Registration Standards, and the updated standards are available on the intranet. There's also a word version that allows staff to customize the examples so they're specific to the local jurisdiction. He also informed the Council about a recent update to the mobile app that saves linked accounts created by patrons, even after the patron logs out of the app. Previously when a patron logged out all the links to other accounts were lost and had to be recreated. This will provide a much better user experience.
  - ii. Wymer informed the Council that Merced and Fresno Counties will be implementing the Overdrive Magazines eRC connector, and others can be added if they start a subscription.
  - iii. His final report was that the Library Card Order form will be opened on March 1, 2022, and close on April 1.
- 5. Senior Network Systems Engineer
  - i. Nelson reported that things are still being held up due to equipment and delivery delays.
  - ii. Aaron is finishing up year 6 and has started year 7.

#### **E. DIRECTOR'S COMMENTS**

1. Rencher (Kings County) Thank you Chris for Borrow Registration, covered my staff on it section by section. Looking towards in person programming, by summer, please let Natalie know of any increases so she can budget. Going hybrid with Storytime and virtual. Focus on infrastructure Grant. Successful program in Hanford with local author over 100 people attended. We received \$10,000 from Anthem Blue Cross for iPads so rolling this out next month. Donation of \$6,000. Dr. Rencher will be walking across the stage next month in her cap and gown.
2. Wegener (Tulare City) Working on several grants, eBooks, and ESL. Got one of the Stronger Together Grants. Moving to a book locker system. Having interviews. Working with the State on the Infrastructure Grant. Tulare County has had an increase in property taxes.

3. Clark (Tulare City) Having a lot of staffing changes. Holly is getting ready to go out on maternity leave soon. Small adjustments for current mask mandates, which is supposed to be lifted next week. States in pretty good shape, about back at rate as before pre-Covid. Have a new person on our Advisory Board he will be attending his first meeting next week. Our winter reading program logged 42,000 minutes.
4. Riggs (Madera County) We are hoping to resume in house programming next week, looking at staff to see where they are comfortable. Ribbon cutting on bookmobile. Received 120 poles for the Story Walkathon, while I was out for the day, however we got it all unloaded and taken care of. The 1<sup>st</sup> one will be across the street at Courthouse Park. CSAC was here yesterday doing a video on the Backpack Literacy Program, that won the Innovation Award. Just hired a Community Resource liaison to work with Connect Vet and Social Services. Two Library Assistants were hired. Have had staff out due to Covid.
5. Lewis (Kern County) 19 out of 22 branches are back and opened. We have 3 branches we are working on. Working on Infrastructure Grant, some bids and working with grant writer. Mark is on vacation in Hawaii.
6. Bath (Fresno County) if anybody wants to do the Infrastructure Grant, it takes a long time. Outside consultant is a good idea.
7. Taylor (Merced County) Exciting BOS \$100,000 to construct a teen center. Recruitment Deputy County Librarian, send any good staff to apply. Wrap all design for bookmobile. Circulation is going back up.
8. Leal (Coalinga/Huron) Doing a lot of partnering, with a lot of events. Hope to start inhouse programming. Gearing up for Summer.
9. Cervantes (Porterville) No Report.
10. Chase- Williams (Mariposa County) No Report.

#### **F. CALENDAR ITEMS**

1. Date and location for next Administrative Council Meeting
  - i. March 11, 2022, 10:00 am, via Teams

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 10:59 am.