



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting November 4, 2022

DRAFT MINUTES

A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:00 am
2. Roll Call
 - i. Council present: Mary Leal (Coalinga/Huron), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Matt Johnson (Mariposa), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County) and Amy Taylor (Merced).
 - ii. Others Present: Sally Gomez (SJVLS), Chris Wymer (SJVLS), Kevin Nelson (SJVLS), Josh Chisom (California State Library), and Julianna Robbins (California State Library).
 - iii. Council Absent: Raman Bath (Fresno), Dallin Kimble (Mariposa), and Andie Apple (Kern).
 - iv. Guests: Brian Henderson (Hudson and Henderson).
3. Introductions
 - i. Introductions were done.
4. Agenda Adoption
 - i. Motion to Adopt Agenda: Clark (Tulare Public)
 - ii. Seconded: Lewis (Kern)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of October 7, 2022, as is.
 - i. Motion made by Lewis to approve minutes with change to item C #2 to add library barcodes RFQ
 - ii. Seconded by: Clark (Tulare Public)
2. Wegener suggested tabling the financial report till next meeting. Discussion with Henderson on confusion on the CLSA summary, there was incorrect information on overspending in the Bibliotheca line. Henderson clarified that there was not overspending, and that the correction would be made and brought back to next meeting. Wegner discussed working with Hudson and Henderson on some formatting. Discussion of looking at government sites, to look at examples on formatting.

C. ITEMS FOR INFORMATION AND ACTION

1. Action for certification to continue virtual meetings to be extended under the Brown Act. We will not need to make recertification on the 18th of November. We will recertify, at December 2, 2022 meeting.
 - i. Motion to continue with virtual meetings: Clark (Tulare Public)
 - ii. Seconded: Lewis (Kern)
2. Action for Palace Project Grant Funding Opportunity. Wymer seeking approval to move forward with draft and submit application to apply for funding of \$50,000 cap matched by SJVLS 20% for State Library's Palace Project collection. Confirmation from State Library that there is no cap. It is just what each jurisdiction is comfortable matching. Henderson recapped the budgeted amount.
 - i. Motion made to apply for funding opportunity of \$50,000 cap, with a \$10,000 match from SJVLS: Clark(Tulare Public)
 - ii. Seconded: Lewis (Kern)
3. Discussion on State Library New Broadband Grant opportunity. This was presented on a webinar last week. It is to bring broadband to isolated communities. Some conditions on this were discussed such as community anchor institutions. There is two years to fund this, so there is plenty of time to work on it. We will need an MOU. Please reach out to Wymer or Chisom with any questions.
4. Action on E-rate CIPA compliance procedures. Wymer is looking for approval of procedures for maintaining E-Rate CIPA Compliance. This is one result of BCAP audit. This has been reviewed.
 - i. Motion made to approve E-Rate CIPA Compliance Policy and Procedure: Lewis (Kern)
 - ii. Seconded: Cervantes (Porterville)
5. Action on E-rate Competitive Bidding procedures. Wymer seeking approval of the recommended action to formal policy and procedure to ensure SJVLS and our members adhere to USAC's rules for competitive bidding for e-rate Category 1 and 2 services. This is addressing the 2nd component of the BCAP Audit. The proposed procedures address each step of the competitive bidding process and lays out SJVLS staff's responsibilities.
 - i. Motion made to approve: Lewis (Kern)
 - ii. Seconded: Taylor (Merced)
6. Action to Approve PLSEP Narrative submission has been opened, we have till November 28th, to submit the grant narrative application.
 - i. Motion made to submit PLSEP grant application and narrative report: Taylor (Merced)
 - ii. Seconded: Clark (Tulare Public)

D. STAFF REPORTS

1. Chair – No Report.
2. State Library – Julianna Robbins
 - i. The Voter Guide Information has good information in it.
 - ii. Directors Networking conversations will be one hour from now on. The next one is November 16, 2022, at 3:30 PM.
 - iii. LSTA Inspiration Grants now open and will close on December 30, 2022.
 - iv. Public Library Staff Education Program now open. It is a good program for interested staff. Applications closed on 10/28/2022 at 12:00 PM.
 - v. California Library Literacy Services trainings continuing on a regular basis. New ESL services and more, please visit the CLLS training and meeting calendar. CLLS annual final report due Monday, November 14, at 5:00 PM.
 - vi. Sustainable California Libraries LSTA Awardees Announced! 20 California local library systems have been selected to receive first-ever funding from the State Library to support projects focused on sustainability and climate resilience.
 - vii. Copycat Grants call for applications has closed.
 - viii. Zip Books call for applications have closed.
 - ix. California Libraries Learn (CALL) learning opportunities suggested and designed by California library staff. If you have an idea fill out the CALL for Presentation form.
 - x. FY21-22 Public Libraries Survey submissions portal opened on September 1st applications due no later than November 8th.
 - xi. California State Library Park Passes, more to come.
 - xii. Building Forward Infrastructure Funding for California Libraries 2nd round opens soon.
 - xiii. Ebooks for all CA, SJVLS is onboard with this.
 - xiv. Career Pathways: Digital Workforce Platforms for All California Public Libraries available to you. Webinars are on CALL.
 - xv. California Library Connect - your point of contact is Josh Chisom .
 - xvi. Get Connected! California/ Affordable Connectivity Program reorganizing.
3. Administrative Librarian – Chris Wymer
 - i. Wymer emailed survey for Tech Summit, one for staff and one specifically for directors. Please get those turned into Wymer by the end of the day today.
 - ii. Working with State Library and Broadband funding opportunity and how it can work.
 - iii. Working with Nate and Chris Durr to implement Palace.
 - iv. CENIC bill was taken care of also this week.
4. SJVLS – System Administrator – Chris Wymer
 - i. Worked on HIP database password, the password was updated.

5. Senior Network Systems Engineer – Kevin Nelson
 - i. Nelson working on CENIC year 9 RFP.

E. DIRECTOR'S COMMENTS

1. Gomez (Fresno) – Working on hiring library assistants., getting ready to do interviews. Our HR Analyst is leaving us so will have a vacancy there. We have designs on our Reedley Library. It looks very nice. We are finishing up our Fig Garden remodel and we will be working on final touches through November and December.
2. Taylor (Merced) – Had Spooktacular events at branches and they did great. Hosting our 1st author event tomorrow, very excited. Still seeing increases and circulation growing.
3. Clark (Tulare Public) - Trick or Treat event on Saturday and we had about 200 people. Still waiting for people in hiring process. We are still having some Covid staffing issues.
4. Lewis (Kern) – We have added some new days, and they include some Saturdays, really excited about this.
5. Rencher (Kings) – No report.
6. Riggs (Madera) – Fun Halloween program, very successful. Robotics Team attended a competition in Clovis on Saturday. Just rolled out backpacks for kindergarten children, STEAM for little ones. Starting the Raising a Reader program, ask if anyone had any information to pass along.
7. Wegener (Tulare Public) – Dinuba out to bid. Book Festival tomorrow, 3 featured authors. It is the 1st in person since pandemic. Have recruitments going out next week. We still have ARPA funding to spend.
8. Leal (Coalinga/Huron) – No Report.
9. Johnson (Mariposa) - Hired two new employees for our Wawona Branch. We are continuing to add educational programs for our community. Had reptile program and it was successful.
10. Cervantes (Porterville) - Getting ready to work on RFQ going to council in December or January. Getting holiday programs out for children. Porterville appreciates all the support from all of you.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. November 15th, Tech Planning Summit at Tulare Public Library.
 - ii. November 18th Teams meeting will be canceled.
 - iii. December 2, 2022 on TEAMS.

G. ADJOURNMENT

1. The meeting was adjourned at 11:47 AM.