



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting October 7, 2022

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### APPROVED 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), Raman Bath (Fresno), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Matt Johnson (Mariposa), Tony Arellano (Porterville), Heidi Clark (Tulare Public), Darla Wegener, (Tulare County) and Amy Boese (Merced).
  - ii. Others Present: Sally Gomez, (SJVLS), Chris Wymer (SJVLS), Kevin Nelson (SJVLS), Shana Sojoyner (California State Library), and Julianna Robbins (California State Library).
  - iii. Council Absent: Amy Taylor (Merced), Vikki Cervantes (Porterville), Dallin Kimble (Mariposa), and Andie Apple (Kern).
  - iv. Guests: Brian Henderson (Hudson and Henderson).
3. Introductions
  - i. Introduction were done.
4. Agenda Adoption
  - i. Motion to Adopt Agenda Lewis (Kern)
  - ii. Seconded by: Clark (Tulare Public)
5. Public Comment
  - i. None.

#### B. CONSENT AGENDA

1. Motion to approve draft minutes of September 23, 2022, as is.
  - i. Motion made by Clark (Tulare Public)
  - ii. Seconded by Leal (Coalinga/Huron)
2. Motion to approve financial updates. Wegener had some questions on the terminology that was used because it didn't align with government budget reporting. Henderson will update the terminology used in the financial reports.
  - i. Motion made by Clark (Tulare Public)
  - ii. Seconded by (Coalinga/Huron)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Action for certification of the need to continue virtual meetings to be extended due to Covid. Admin discussed that cases are still ongoing in some jurisdictions, and they would like to continue with virtual meetings.
  - i. Motion made to continue with virtual meetings by Leal (Coalinga/Huron)
  - ii. Seconded by Lewis (Kern)

2. Action for approval to draft and issue library barcodes. The current contract for ordering library barcodes is managed by Fresno County and expires January 14, 2023. As part of the goal to transition SJVLS to an independent organization, we need to assume responsibility for managing this agreement, or discontinue group ordering for barcodes and have our members find their own vendors to order from. We will continue doing group orders for barcodes, SJVLS needs to be the organization that issues the RFQ and contracts with the winning respondent.
  - i. Motion made to approve draft and issue library barcodes RFQ. Lewis (Kern)
  - ii. Seconded by Leal (Coalinga/Huron)
3. Action to schedule a Technology Planning Summit, we are in desperate need to upgrade moving forward. We need to discuss what our needs are going to be and what each jurisdictions need are. Council discussed on who should be present such as IT and JSA's, they decided to have them involved as well in planning process. Wymer asked for council to do some research before coming to meeting. We need to follow Brown Act rules. Wegener stated we do need to post It and open to public. It was decided to hold the initial meeting on November 15<sup>th</sup>, 10-3 at Tulare Public by consensus. Wymer will have staff survey drafted by October 21<sup>st</sup>, to gather results for the Summit.

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

1. Chair
  - i. Grant Opportunity for Ebooks, through the Palace Project. Wymer is working on this so we can best utilize this service. Wegener encouraged everyone to join in on this as some changes need to be made.
2. State Library – Julianna Robbins
  - i. Thank you to Fresno for great meeting with State Library on Monday and Tuesday.
  - ii. Public Library Staff opportunity is now open and will close on October 28<sup>th</sup>, closed at noon.
  - iii. Inspiration grants good for something that does not fit in other grants.
  - iv. Stay and Play through Califa, now open due Nov. 3<sup>rd</sup>.
  - v. Chris Durr is working on Statewide tutoring, through Brainfuse.
  - vi. Copy Cat grant close to being done still under review.
  - vii. Zip Books closed.
  - viii. CALL is ongoing.
  - ix. Public Library survey is opened due November 4<sup>th</sup>.
  - x. Session on 11-1230 State Parks Pass program, ParkPassLibrary.org
  - xi. Networking sessions coming soon.
  - xii. October 11<sup>th</sup>, 11:00 to 12:30 collaboration meeting between the State parks and State Library Parks Pass, to receive invite go to [parkspass@library.ca.gov](mailto:parkspass@library.ca.gov).
  - xiii. Networking Conversations on October 19<sup>th</sup>, from 3:30 to 5:00.

- xiv. Building Forward sent out and there will be more rounds.
  - xv. Career Pathway Fall 2022-24 roll-out process. Training sessions on CALL.
3. Administrative Librarian – Chris Wymer
- i. Email from Ingrid, USAC issued revised decision letter on our BCAP Audit, Wymer has not had enough time to review completely but feels it is good news and will update in November as it progresses.
  - ii. Finished up draft on complete bidding policy and procedure, the draft has been sent to Ingrid and she passed it to USAC.
  - iii. CIPA next on his list for policy and procedure.
  - iv. Spent time in Fresno Basement trying to purge. And finish moving into upstairs. Filing system in place that allows us to keep track of paperwork.
  - v. Wednesday sat in California Library Services Board meeting and our Plan of Service was approved. We should be receiving a check for CLSA amount was approved. We could possibly get less next year on CLSA funds.
  - vi. Dolly Parton Imagination Library, program allows children 0-5 to receive a book a month, at the cost of \$4.00. When they complete the program at age 5, they receive a letter of congratulations from Dolly Parton. The State Library has funding to provide a 50% match on the program costs. This program starts July 1<sup>st</sup>, 2023.
  - vii. Update on Palace Project, Wymer will reach out to Sirsidynix to see if single sign-on can be used for patron authentication. Darla would like to bring it back for agenda item next meeting. It is a powerful tool and great thing to show that libraries have this to offer.
4. SJVLS – System Administrator – Chris Wymer
- i. Couple of updates for Horizon one was last week, on software component. We have another for web services this next week.
  - ii. Migration to Jasper moving along smoothly. Mike is working on training.
5. Senior Network Systems Engineer – Kevin Nelson
- i. Just came back from CENIC conference, not having one next year. March 2024 in Monterey will be next one. Good connections with people.
  - ii. We are working on year 9 projects with CENIC.
  - iii. Bids for headquarters again, need 10 beyond. There are grants for that. We are RFP point right now.
  - iv. Year 8 still is ongoing, 7 is done, 6 still has 8 or 9 branches done.
  - v. Redoing licenses.

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

- 1. Bath (Fresno) – No Report

2. Boese (Merced) – Having good month. We received our bookmobile and doing last minute things. Working on updating Teen Space, getting new shelving. We had a staff pumpkin decorating contest, and it was amazing to see the talent. Villain Night end of October for kids should be fun. Outreach great this month, with Hmong immersion school. Drop in computer help has started and doing well.
3. Clark (Tulare City) - New librarian in training now. In process of hiring a library assistant. Foundation hosted Library Night, waiting to see how we did. Local Night Out was Tuesday and good turnout. Council member would like some info on bookmobile, so hoping that is positive, if anyone who has basic info on this could you please send to Heidi. TPL Trick or Treat on October 29<sup>th</sup>. Staff will be decorating desks and public will be voting so that fun.
4. Lewis (Kern) – Currently working on infrastructure grants, need a better feel on some of the branches and prioritizing.
5. Rencher (Kings – October open mic, very busy month. FOL 40<sup>th</sup> anniversary they are having reception, book sale that week as well. Mobile Library rolled in last week, will be ready late October. Waiting on grant directions before we spend money. We have done several outreach programs with our little community.
6. Riggs (Madera) – Hiring new 9 LA extra help to permanent. We have 7 so far so still have more interviewing. Krista will be out, for a couple of more weeks.
7. Wegener (Tulare Public) – We have some more grants, got the Dia grant for \$20,000. Book Festival November 5<sup>th</sup>, 10-2 everyone invited. Working on sponsors. Selling t-shirts, hoodies, and bags you can find more information on our FB page, the theme is Mystery this year. We have high demand for outreach. We do have a bookmobile. For first time for proclamation for Banned Book Week, received good support and press.
8. Leal (Coalinga/Huron) – No Report.
9. Johnson (Mariposa) - We are at full staff. Hoping to get a head librarian we do not have one now. We are having a lot of great programs going on. Tech Tuesday, lunch and learn using LinkedIn Learning. We hosted Jeopardy last night. Have some Halloween things coming up. FOL book sale today at Courthouse Park.
10. Arellano (Porterville) - we have been awarded 7 million, so our new library should be here in 3 to 5 years. Fall programming, and community coming back into library.

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

1. Date and location for next Administrative Council Meeting
  - i. November 4, 2022, via TEAMS

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 11:18 AM