



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting October 6, 2023

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### APPROVED MINUTES

#### A. COUNCIL OPENING

1. Raman Bath (Fresno County), called the meeting to order at 10 am.
2. Roll Call
  - i. Council present: Mary Leal (Coalinga/Huron), Raman Bath (Fresno), Mark Lewis (Kern), Krista Riggs (Madera), Amy Taylor (Merced), Vikki Cervantes (Porterville), Heidi Clark (Tulare Public), Darla Wegener (Tulare County), Matt Johnson (Mariposa), and Brian Martin (Kings).
  - ii. Council absent: Andie Sullivan (Kern) and Natalie Rencher (Kings).
  - iii. Staff Present: Chris Wymer (SJVLS) and Aaron Lusk (SJVLS).
  - iv. Guests: Brian Henderson (Henderson, CPA) and Barry Kaplan (member of the public).
3. Introductions
  - i. Staff introductions were conducted.
4. Agenda Adoption
  - i. Motion to Adopt Agenda by Cervantes (Porterville)
  - ii. Seconded by Lewis (Kern)
5. Public Comment
  - i. Barry Kaplan attended the meeting he is a resident of Visalia. Mr. Kaplan voiced concern over safety of passwords being given and written on a form to obtain a library card. Wymer explained that if you use the online form that this is not a concern, but that Mr. Kaplan has a valid point. Mr. Kaplan stated that this is very outdated, and the process is not safe. Wymer will be discussing this at the Automation Meeting. Update will be given once more information is gathered.

#### B. CONSENT AGENDA

1. Motion to approve draft minutes with correction on page 2.
  - i. Motion made by Cervantes (Porterville)
  - ii. Seconded by Lewis (Kern)
2. Motion to approve monthly financial update through the month of August 2023.
  - i. Motion made by Clark (Tulare Public)
  - ii. Seconded by Lewis (Kern)

### C. ITEMS FOR INFORMATION AND ACTION

1. Seeking retroactive authorization for the Administrative Librarian to submit the eBooks for All Grant report to the State Library, effective September 29, 2023. The final report for the SJVLS Palace Project Expansion Project grant was due to the State Library on September 29, 2023. Wymer provided information of total grant expenditures were about \$60,000. Wymer provided a breakdown in the agenda handout.
  - i. Motion made to retroactively approve to submit eBooks for All Grant Report by Cervantes (Porterville)
  - ii. Seconded by Clark (Tulare Public)
2. Seeking approval to purchase Windows Server 2022 licenses, MSSQL Licenses, and Client Access Licenses, plus Software Assurance from Dell using Tech Plan funding with costs not to exceed \$135,000 over 3 years. Will need to modify budget allocation of \$135,000 from System Committed Projects to the Tech Plan budget for the 3-year cost of licenses, with \$44,000 being expended in FY 23-24. SJVLS must upgrade existing server infrastructure to remain on version of Windows Server supported by Microsoft and to ensure we are in compliance with licensing terms and conditions. We received no responses for RFP. Since the RFP closed SJVLS engaged one of our current vendors, Dell, Inc. who assisted in determining licensing needs and provided a quote, under government pricing, using a pre-negotiated Master Contract through Riverside County. Dell's quote provides SJVLS with Windows Server, MSSQL, and the appropriate number of Client Access Licenses. It is prorated for 3 years, and there is no discount for paying up front.
  - i. Motion made to approve recommended actions 1 and 2 by Cervantes (Porterville)
  - ii. Seconded by Leal (Coalinga/Huron)
3. Seeking to approve the recommendation to award the Library Barcode contract to Data2 Corporation and authorize the Administrative Librarian to finalize and execute the contract with Data 2. Wymer had 3 responses for the RFQ for Library Barcodes. Data2's pricing was the most cost effective.
  - i. Motion to finalize and execute contract with Data2 Wegener (Tulare County)
  - ii. Seconded by Leal (Coalinga/Huron)
4. Seeking approval on eBooks for All, application. Wymer would be preparing the grant, and it is due on October 18<sup>th</sup>, 2023. Wymer will draft and submit application to partner with the State Library on the eBooks for All program, and to return to Administrative Council to accept the award, if granted. Wymer seeking review and approval prior to submission.
  - i. Motion to draft and submit application by Leal (Coalinga/Huron)
  - ii. Seconded by Cervantes (Porterville)

5. Discussion on challenges of materials, and what we have for children. We need to have some type of policy in place and codify it. Wegener spoke on being proactive with this as it is going through libraries everywhere. It was discussed how we do not take the place of parents on what a child can view or check out. Directors shared comments and incidents that they have had to deal with, and how all our communities are very different. There was some discussion how the ILS serves ten jurisdictions, so things need to be the same. We need a good policy in place. Bath reached out for volunteers for a subcommittee to work on the language and to draft a system wide policy. The subcommittee will be Bath, Wegener, Riggs, and Clark.
6. Wymer discussed how at the August meeting cataloging was addressed. As of June 30, 2024, SJVLS will no longer offer cataloging services. The consensus was to move to a model where each SJVLS member library performs copy cataloging for their own materials when records were available through OCLC, and contract with a vendor or consultant to provide original catalog records when records are not available. Wymer presented a timeline and key milestones necessary to implement the new model. Wymer is seeking approval of the recommended action proposed change to cataloging services and authorize the Administrative Librarian to draft and issue an RFP for a vendor to provide original cataloging services for SJVLS member libraries.
  - i. Motion to approve Cervantes (Porterville)
  - ii. Seconded by Clark (Tulare Public)

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

1. Chair – No Report
2. State Library
  - i. Handout provided in agenda packet.
3. Administrative Librarian
  - i. Working on Ebook for All Grant.
  - ii. Working on Erate applications and wrapping them up with Ingrid.
  - iii. Worked on Agenda.
  - iv. Communicated with CENIC on Erate requests.
  - v. Tuesday final commitment on Broadband project.
4. SJVLS – System Administrator
  - i. Moved to a new server this week, there was a little trouble but TM3 made adjustments and now up and working well.
  - ii. The Horizon upgrade will be happening and who will be involved in testing.
  - iii. Will be working on migration planning.
  - iv. Next week upgrading Enterprise, email will be sent out with the timeline. Valley Cat will be down that day.
5. Senior Network Systems Engineer
  - i. Fresno removing Java from desktops.
  - ii. Logic and Aaron physically installed new server in Tulare last week.
  - iii. We have a lot of work to complete by the end of the year.

## E. DIRECTOR'S COMMENTS

1. Bath (Fresno) – No Comment.
2. Leal (Coalinga/Huron) – No Comment.
3. Cervantes (Porterville) – They passed their budget last month. Paul Halajian has been hired as architect. Discussed the Hayward Library it is a 21<sup>st</sup> Century Building.
4. Taylor (Merced) – Living to survive another year.
5. Martin (Kings) – No Comment
6. Wegener (Tulare County) – Wegener is running for At Large member for CLA so please vote. Book Festival November 4<sup>th</sup>, please come and you are always welcome to have a booth. We will be at PRIDE VISALIA under our Foundation on October 14<sup>th</sup>. We are replacing some PC's and some of our phones in Visalia. Our Orosi and Alpaugh branches are both under construction. The Orosi building is historical, and we have Paul Halajian, architect overseeing that. Waiting to see if we get grant from State Library before starting Springville. Dinuba is on track, and we should be done and in by next year.
7. Clark – (Tulare Public) We received a \$4300 book grant this year. The Foundation is hosting, The Night in the Library on December 4<sup>th</sup>, from 5:30 till 8:00 PM. We had a variety of mechanical issues over the summer. Will have our annual Spooktacular next week in the afternoon. Our Rotary provided our movie license this year and we will be showing scary movies this month, starting on 1<sup>st</sup> Saturday of the month. We will have Trick or Treat at the library. Had a very successful library card sign up month, 500-600.
8. Lewis (Kern) – Measure K passed, and all branches are now open 5 days a week, and we were able to hire staff, supplies, and programming and furniture. This really updated our branches. We received the infrastructure grant and we have hired a contractor to help prioritize. This will be \$12 million all together.
9. Riggs (Madera) – Chris and Rita helped us get items cataloged for our Library of Things, a circulating collection of non-book materials. From patron surveys we broke things down into four categories within the Library of Things: Arts & Crafts, Music, Science & Technology, and Yard Games. We're just waiting to see if we need Board Approval for the policy and liability waiver before we start lending them. Starting building in North Fork and reviewing bids, this will be a tough job. Working with Paul Halajian for our Fairmead project, coming up in 2025. We now have Zip books, and we are very happy about that. Our Solar Eclipse Glasses came, and it will be on October 14<sup>th</sup>, 2023.
10. Johnson (Mariposa) – A news source did a piece on our Mariposa Branch. We held a meeting last night to discuss outgrowing our space in Mariposa and options. Microscope workshop is going on this week. Trivia night last night had great attendance; 20 people came. We have the film CoCo for October along with Spanish classes to coincide. We have a local storyteller to share spooky stories on our historic courthouse, and free pumpkins. We are really trying to push programming. Johnson shared that he has finished his first semester at San Jose State.

**F. CALENDAR ITEMS**

1. Date and location for next Administrative Council Meeting
  - i. December 1, 2023, on Teams at 10:00 AM

**G. ADJOURNMENT**

1. The meeting was adjourned at 12:20 PM.
  - i. Motion made by Cervantes (Porterville)
  - ii. Seconded by Leal (Coalinga/Huron)