



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting October 4, 2024

APPROVED MINUTES

A. COUNCIL OPENING

1. Krista Riggs (Madera County), called the meeting to order at 10:23 am.
2. Roll Call
 - i. Council present: Sally Gomez (Fresno County), Mark Lewis (Kern County), Vikki Cervantes (Kings County), Krista Riggs (Madera County), Amy Taylor (Merced County), Heidi Clark (Tulare Public), and Darla Wegener (Tulare County).
 - ii. Council absent: Mary Leal (Coalinga/Huron), Anthony Arellano (Porterville City) and Matt Johnson (Mariposa County).
 - iii. Staff Present: Chris Wymer (SJVLS) and Kevin Nelson (SJVLS).
 - iv. Guests: Josh Chisom (California State Library) and Brian Henderson (Herndon CPA).
3. Introductions
 - i. Staff introductions were conducted.
4. Agenda Adoption
 - i. Motion to modify Item C, #3 to discussion Cervantes (Kings County)
 - ii. Seconded by Lewis (Kern County)
5. Public Comment
 - i. None

B. CONSENT AGENDA

1. Motion to approve draft minutes of August 9th, 2024, and financial updates.
 - i. Motion made by Lewis (Kern)
 - ii. Seconded by Cervantes (Kings)

C. ITEMS FOR INFORMATION AND ACTION

1. Wymer is seeking approval to issue an RFQ for Tutoring Services with a subscription start date of September 2025 and authorizing the Electronic Resources Committee to review and evaluate vendor responses to the RFQ and prepare a recommendation to Administrative Council. The Electronic Resources Committee will be responsible for reviewing and evaluating responses and preparing a recommendation for Administrative Council. Wegener inquired about multi-year asks. Wymer said if State Library provides subscription this will be cancelled. We have until December/January to receive and review vendor proposals and presentations. Wymer will get feedback from Teen Council to see if useful, responses due by Christmas. By February it gives time to be in final budget. After discussion and questions, a motion was made.

- i. Motion made to approve #1 and authorize #2 Cervantes (Kings)
 - ii. Seconded by Clark (Tulare Public)
- 2. Wymer is seeking to approve draft public records request policy. Approval of the recommended action will establish a formal policy and procedure for member libraries to submit Public Records Requests to SJVLS for processing and outline the responsibilities of SJVLS staff and members of library staff. Wymer thanked Wegener for her help on this.
 - i. Motion made to approve the draft Cervantes (Kings)
 - ii. Seconded by Lewis (Kern)
- 3. Discussion on migrating PC Reservation to the CloudNine platform and migrating LPT: One when the service becomes available. Wymer did not receive a quote, so council will just discuss. CloudNine will move PC reservations to cloud server owned and operated by Envisionware. This has modernization updates, more streamline and additional functionality. Wymer explained other option is to go back to an RFP if we wanted to. We have not done this in a long time. There are other vendors that provide this service.

D. STAFF REPORTS

- 1. Chair
 - i. No Report.
- 2. State Library
 - i. Public Library Survey data now available. New survey is open.
 - ii. Marketing toolkits available.
 - iii. Lunch in the Library grant application is open.
 - iv. Broadband will be at CLA and State Library will have a booth.
 - v. Info session for current members and prospective members.
- 3. Administrative Librarian
 - i. Back in August we were contacted by Covered CA. Told them we are not the right ones, Taylor and Cervantes also spoke to them but have not heard anything yet.
 - ii. In August received 22-23 true up from State from CENIC. Most is entered but need to get a few pieces of info. Chisom will raise the issue during the standing meeting.
 - iii. Firebaugh and Porterville work is done. Just need to wrap up grant. Request for estimate for Firebaugh. CENIC has not been involved for 12 months.
 - iv. Porterville was \$5K underspent. Working with Chisolm to figure out what to do.
 - v. The Administrative Librarian recruitment is out. If it goes continuous will add to additional postings.
- 4. SJVLS – System Administrator
 - i. Horizon has been upgraded. There were some issues, but they are working on it.
 - ii. Overdrive authentication, working on transitions.
 - iii. BC Mobile 2.0. - Automation Committee approved to enter but will not move forward until able to link accounts.

- iv. Updated Advanced Search page.
 - v. View Borrower info screen needed to be updated so it looks like what staff are familiar with.
 - vi. Updated Cataloging Policy and it has been approved by ERC.
 - vii. Horizon preferred name and legal name field options now available. Preferred name is not an alias or nick name. Cannot include hateful spelling or profanity.
5. Senior Network Systems Engineer
 - i. Wireless project moving forward, doing installs.
 - ii. Processing invoices.
 - iii. Will open full PC order, won't know prices until we know how many orders.
 - iv. Backup A/C for network plan, Nelson is working on it and will bring back later.

E. DIRECTOR'S COMMENTS

1. Clark (Tuare Public) – Had Banned Book Night, there was not enough interest to do National Night at the Library. Next year is our 15th in the building. Spooktacular Event next Saturday. Staff returning from leave next week. We hosted 4th grade tours. Master Gardner and Master Food programs going well. Pumpkin Succulent program filled up in 1.5 hours.
2. Gomez (Fresno) – Working on Infrastructure Grant projects.
3. Lewis (Kern) – Working on Infrastructure projects. Hoping to get SW Branch back open in December, had a lot of problems. We have been doing Open Houses, have 3 coming up.
4. Wegener (Tulare) - Dinuba is technically completed. Had to pay extra, only circ desk came in lower than estimate. We are having some issues with the HVAC and temperature. Springville groundbreaking and project to take 19 months. This project is not grant funded. Alpaugh is in the early part of design phase. Orosi - met with architect team and waiting to see drawings. Has historical significance, last built Carnegie Library in the State. Overdrive will add books to your collection that you didn't purchase, just FYI. Working on library policy, which was approved in 1982. Wrote all our procedures and make sure we abide by policies. Book Festival is tomorrow the 7th annual, and we had two featured authors.
5. Taylor (Merced) – 3rd Author Book Fair on September 14th, we had about 100 people and press coverage from both newspapers. There will be two more events. There is another author event next week and following week, one will be a UC Merced Professor. Our extended hours are going well. We are having lots of class visits.
6. Cervantes (Kings) – Lindsay is the only grant this month from State of California Building Forward. We have two renovation projects, 60% done hoping to be at 90% by November 1st. Being involved as a director has been great. We're doing a full-time recruitment for LA1 in Hanford. County did Salary and Compensation Study and it is on their website. FOL book sale is coming up on September 26th. Tony received 20 years of service award for service to Porterville.
7. Riggs (Madera) – Our A/C still not fixed. We are working shorter days. The

compressor broke and it will be about another month to get the part. The part was installed but part was faulty. Rush order then delayed due to hurricane. It is supposedly in Georgia and on its way. So many people have been reaching out to Board/CAO. Grant for renovation at Courthouse Park.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. December 6th, 2024 via Teams

G. ADJOURNMENT

1. The meeting was adjourned