



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting December 6, 2024

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### APPROVED MINUTES

#### A. COUNCIL OPENING

1. Krista Riggs (Madera County), called the meeting to order at 10:01 am.
2. Roll Call
  - i. Council present: Sally Gomez (Fresno), Vikki Cervantes (Kings), Florencia Wright (Tulare County), Tony Arellano (Porterville), Heidi Clark (Tulare Public), Amy Boese (Merced), Krista Riggs (Madera), Mark Lewis (Kern), and Matt Johnson (Mariposa).
  - ii. Council absent: Mary Leal (Coalinga/Huron)
  - iii. Staff Present: Chris Wymer (SJVLS) and Kevin Nelson (SJVLS).
  - iv. Guests: Brian Henderson (Henderson CPA), Josh Chisolm (California State Library) and Hayden Hickman (Resident of Kern County)
3. Introductions
  - i. Introductions were conducted.
4. Agenda Adoption
  - i. Motion to Adopt Agenda: Cervantes (Kings)
  - ii. Seconded: Lewis (Kern)
5. Public Comment
  - i. None.

#### B. CONSENT AGENDA

1. Motion to approve draft minutes of August 20, and October 4, with recommend corrections and Financials.
  - i. Motion to approve: Cervantes (Kings County)
  - ii. Seconded: Lewis (Kern County)

#### C. ITEMS FOR INFORMATION AND ACTION

1. Wymer seeking to add Udemy to our existing package of Gale resources beginning in FY 2025-26 at a cost of \$75,000 per year with FY 2026-27 costs increasing by 3% for an amount of \$77,250. There is an alternative action where Admin Council could elect to add Udemy to our Gale resource package beginning in January 2025 at a prorated cost of \$37,500 with expenditures being paid for from the Technology Plan. This action would result in a larger savings in fiscal years 2025-26 and 206-27 than ERC's recommendation. Motion to recommend Alternative Action 1.
  - i. Motion: Gomez (Fresno County)
  - ii. Seconded: Cervantes (Kings)

2. Wymer seeking approval of the Privacy Policy for BC Mobile 2.0. The alternative, Admin Council could elect to revise the policy and approve the policy with the changes. As part of the BC mobile 2.0 migration, SJVLS must establish a privacy policy for the mobile app, because the app stores require apps to have one to be listed. SJVLS received a template privacy policy for BC Mobile 2.0 and updated it with SJVLS's name and the name of the app. The policy was sent to SJVLS for review. Motion made to approve the Privacy Policy for BC Mobile.
  - i. Motion: Cervantes (Kings County)
  - ii. Seconded: Lewis (Kern County)
3. Wymer seeking approval from Automation Committee to migrate PC Reservation to CloudNine. They are seeking to use fund balance amount not to exceed \$23,000. It will also commit SJVLS to expenditures of \$21,880.95 in FY 2025-26 and \$22,974.99 in FY 2026-27. Motion made to approve 1 and 2.
  - i. Motion: Cervantes (Porterville)
  - ii. Seconded: Clark (Tulare Public)
4. Table discussion on AB 1826: California Freedom to Read Act to next meeting.
5. Table discussion on AB1637: Local Government Internet Websites and Email Addresses to next meeting.
6. Wymer had discussion on the Online Tutoring Services RFP evaluation. Response is due on December 13, 2024. On December 16, 2024, SJVLS will post responses to the Source. Discussion on whether anyone checks it and would it be worth it. SJVLS emails response to ERC Committee members and Admin Council as well. December 16, 2024, through January 16, 2025, the ERC members will review and score responses. ERC members will coordinate with local library staff and/or local Teen Advisory Groups to review trial access to vendor sites and demo tutoring sessions. January 6, 2025, or January 9, 2025, schedule vendor teleconference. January 16, 2025, ERC meets to discuss responses and make a recommendation to Admin Council. On February 7, 2025, the ERC recommendation will be presented to Admin Council.

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

1. Chair – No Report
2. State Library
  - i. Chisolm provided handout and went over highlights.
  - ii. New Rural and Tribal Library Programs Consultant Lisa Lindsay.
  - iii. Please do your California Public Libraries Surveys.
  - iv. New Marketing Toolkits.
  - v. Information on webpage about California Freedom to Read Act.
  - vi. Career Online High School still open.
  - vii. Student Success Cards for all working groups, still have a month to sign up.
  - viii. Park Pass Program still ongoing through next year.
  - ix. Next Directors Networking Call is on January 15, 2025, at 3:30PM.
  - x. Chisolm leading up Advisory Group on Broadband, if you are interested, please reach out.

3. Administrative Librarian
  - i. Working on PC Reservation printing.
  - ii. Working on Blue Cloud mobile printing. Please get info to Chris or he will do a generic.
  - iii. Will be on vacation from December 23 through January 1.
4. SJVLS – System Administrator
  - i. Wymer gave update on the financial audits. The auditors have finished their reports and now he needs to read through them and provide management comments. He hopes to complete those in the coming weeks, so the final audited statements can be presented to admin Council at their meeting in February.
5. Senior Network Systems Engineer
  - i. Aaron and Logic have been busy working on SJVLS Network/ Wi-Fi. They have Fresno and Kings County done. They are currently in Kern and starting at Beale Headquarters. Tulare County will be next year.
  - ii. PC order still is open.
  - iii. Please feel free to reach out for anything and Happy Holidays.

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

1. Gomez (Fresno) – Our Clovis/Reedley contract was approved at the Board of Supervisors this week. Still struggling with staff vacancies. Working on spring programming. Admin is working on a Strategic Plan.
2. Lewis (Kern) – Still busy with Infrastructure Grant projects. We still have branches closed that are being worked on. We are very happy with the update our branches needed them. We are having our All-Staff day today. We will be closed Christmas through New Years Day.
3. Johnson (Mariposa) – Zip Book Grant is great. We also received a LSTA grant that is helping with computer classes. Received some other grants; one was a local one to help with services to the local jail. We are doing holiday crafts. Our FOL group is on pause for now working on some documentation needed for tax purposes.
4. Clark (Tulare Public) – We received Zip Book Grant again. Doing holiday crafts. Our Master Gardner is still popular, they are doing wreaths and Master food for producers, everyone is having a good time. People love the takeaways with this program. Business as usual.
5. Wright (Tulare County) - We are doing Winter Reading Challenge starting December 17 – January 25. Springville will be reopening in 2025. Alpaugh had a design meeting with the community. Orosi architect shared first design proposal, and we were happy with it. We also have Grant for Zip Books. The Foundation Memory Lab opens this month. Next Friday all our branches will be closed for Staff Day.
6. Boese (Merced County) – Staffing is still a struggle; we lost two librarians. Dos Palos will be finished in February. Moving digital literacy classes.
7. Cervantes (Kings) – Krista and I attended the Public Library Forum in Pasadena and did a presentation. The key topic was working on mental health issues. Jeremy Hunter did a workshop on work/life balance; Vikki spoke of her difficulty with the past with the Porterville fire. We are 90% done with design renovation

for Hanford and Lemoore. We are getting ready for winter closure, Christmas Eve through January 1, 2025. Happy Holidays and stay safe.

8. Arellano (Porterville) – We have meeting with architect but no plans until 2025. Small decisions are being made, possibly new library in a about 3 years.
9. Riggs (Madera County) – Attended the Directors Forum. Our Infrastructure Grant was stalled for 2 months, we have no reserves. We received a grant for basic computer classes at Madera and Oakhurst. We also received the Zip Book Grant. Happy Holidays and Happy New Year.

**F. CALENDAR ITEMS**

- i. February 7, 2025, online via Microsoft Teams at 10:00 AM.

**G. ADJOURNMENT**

1. The meeting was adjourned at 11:31 AM.