

**MCLS Administrative Council Meeting
September 27, 2007
Cerritos Library**

HIGHLIGHTS

Consent Calendar. The consent calendar was approved with the exception of Item 3. Approval of System Uniform Budget, because the item was not yet ready for submission to the California State Library. Consent Calendar items approved were the following: minutes from the July 26, 2007 Administrative Council meeting as distributed; CLSA 2006/07 System Program Annual Report and System Uniform Expenditure Report.

Financial Update. Rosario Garza reviewed the FY08 Forecast: September 2007, noting that there is now a high probability that the budget will be positive by \$23,136 rather than deficit at the end of the year. With the possibility of a positive budget, the issue of how the reserves will be used was raised. It was suggested that information from the last visioning/strategic planning session be reviewed for suggestions for expenditure of the reserves in next year's budget. Appreciation to MCLS staff was expressed for the positive budget report.

Ms. Garza then reviewed the MCLS Member Libraries FY06-07 Reserves Allocation showing each library's share of the reserve. The full Excel spreadsheet of historical data from 1974 was not included as it has been in the past but is available from MCLS Headquarters upon request.

MCLS Web Site Update. Programming of the new MCLS web site is currently taking place by CraftySpace. The web site is expected to be completed in December.

MCLS Reference and Statewide Reference Project Update. Regarding the statewide reference project, Ms. Garza has been working with the State Library on a job description for the project manager and on a budget for the grant for the project. Regarding MCLS Reference, Ms. Garza referred to the handout distributed at the meeting of Reference Center Time both with and without the Administrative Assistant's time; the amount of time being spent on questions has increased. Questions from MCLS libraries have gone down slightly, however this is being offset by questions from the Peninsula Library System. The Peninsula System is pleased with the quality of the responses being received from the MCLS Reference staff.

LSTA Grants Update. MCLS may receive LSTA grant funding for the project, Día de los Niños/Día de los Libros. MCLS received half of the funding for the 2007/08 AskNow and Out-of-School Time Homework Help grants with funds available from 2006/07. Ms. Garza is working with the State Library on the statewide reference grant.

AskNow Update. Pam Alger, Training and Development Officer, referred to the AskNow Summary Q1 2007/08 distributed at the meeting. She noted that the number of California patrons' questions being answered by California libraries is increasing. An AskNow User Group meeting will be held during the CLA Conference.

FILL (From Interns to Library Leaders) Project Update. Pam Alger referred to the FILL Update distributed in the agenda packet. FILL placements for Fall 2007 are slightly lower than usual, primarily because SJSU no longer has staff based in southern California to assist with internship placements. Ms. Alger made a presentation on FILL at the SJSU orientation for prospective spring students. She asked Council members to look at the openings indicated on the handout, and to check the FILL web site to be sure the descriptions and numbers of openings are accurate.

Training Update. Pam Alger referred to the Training Update distributed at the meeting, noting that the October 9 workshop on Developing a Proactive PR and Marketing Program will be rescheduled due to illness in the speaker's family. Reference training has been reduced as a result of the reduction in Reference Center staffing and until impact from the statewide reference plan is determined.

Legislative Update. Kathy Gould, CLA Legislative Committee Member, reported that the committee would be meeting the following day. Shortly before the State budget was adopted, the Governor implemented dramatic reductions in PLF and TBR funding. Ms. Gould asked Council members for their support for these items when requested for this year's or next year's budget. She also mentioned that she and Paymaneh Maghsoudi, WHI, have been serving on an ad hoc task force for CLA regarding organizational structure and governance. Recommendations for changes will be sent out to members before the CLA conference for discussion and feedback at the conference in an effort to make CLA become a more responsive organization to its membership.

Audit and Finance Committee Report. Rosario Garza reported that the committee discussed the MCLS Financial Statements, June 30, 2007. The year ended with a deficit of \$144,208 which was \$50,000 less than what was budgeted at the beginning of the year. There were no material findings. The Investment Policy was reviewed and a change in the clause on Liquidity will be forwarded to Council for approval at the next meeting. The committee also performed a quarterly review of the MCLS investment portfolio and an annual review of MCLS insurance coverage; MCLS is in compliance with the Investment Policy and meets the insurance coverage requirements of the JPA. Council members approved the following recommendations from the Audit and Finance Committee:

- Approval of the MCLS Audit, June 30, 2007.
- Reauthorization of the Executive Director and Business Manager as agents for a period of one year to invest or reinvest funds to sell or exchange securities held by MCLS per California Government Code, Section 53607.
- Authorization for Mellon 1st Business Bank to serve as the investment agent for MCLS for 2007/08.

Consolidation Meeting Report. Rosario Garza reported that South State representatives have approached her regarding consolidation of the MCLS and South State systems. Four systems in northern California: Peninsula, BALIS, MOBAC, and SVLS have been discussing consolidation with consultant Maureen Sullivan. On November 30, all four of the northern California system councils will meet to discuss the consolidation; MCLS representatives have been invited to attend. The northern California systems will likely file for 501c3 status in early 2008, and will begin paperwork on the entity that will replace the four separate CLSA systems to present to the LoC Board for approval in August, to become effective July 1, 2009. Kathy Gould, Rosario Garza, and Jan Sanders (Pasadena) had an

initial meeting with Maureen Sullivan. South State directors will discuss consolidation at their Council meeting on October 15. Santiago directors will discuss it at their next Council meeting on November 1. Fontayne Holmes, LAPL, was also contacted and will discuss it with her management team and let Rosario Garza know of any concerns. A questions document initiated by Greg Mullen was distributed.

Council members approved establishing a task force to pursue consolidation and authorized Kathy Gould and any other task force members to attend the meeting on November 30 in northern California. Steve Brogden, Barbara Pearson, Albert Tovar, Eleanore Schmidt, Kathy Gould, Greg Mullen, Rosario Garza, and Paymaneh Maghsoudi volunteered to serve on the task force.

Funding from the State Library may be available to support these efforts. Pam Alger offered to send documents to the task force from the meeting attended by MCLS representatives last year when the four systems first began discussing consolidation.

Library of California Board Meeting, August 8, 2007. Rosario Garza, Paymaneh Maghsoudi, and Kathy Gould reported that the LoC Board approved Moorpark membership in MCLS, 49-99 Cooperative Library System's new structure, ILL and direct loan TBR rates, and announced that Penny Kastanis is the new LoC Board President, replacing Paymaneh Maghsoudi.

Consideration of November Council Meeting Date. A State Library training session is scheduled for November 27-29 for those who applied for the LSTA grant project, Transforming Life After 50: Public Libraries and Baby Boomers. This conflicts with the November 29 MCLS Administrative Council meeting, however this was not a conflict for most Council members in attendance at the meeting. The November 29 Council meeting date will remain as scheduled.

System Chair Report. Kathy Gould reported that items for her report were covered earlier in the meeting.

Executive Director's Report. Rosario Garza reported the following:

- She attended the Public Library Directors' Orientation which was useful, interesting, and included a presentation by Dean Misczynski on the California Research Bureau.
- Reference Center staff is now working with a reduced staff.
- New computers were purchased to replace very outdated computers at the Reference Center.

System Advisory Board Report. Gloria O'Donohoe, SAB Chair, reported that five SAB members attended the orientation meeting held just before this Council meeting. Pam Alger provided the orientation. Marilyn Mallow, ARC and Luis Morente, SIG volunteered to serve on a Nominating Committee. The SAB project selected for the year will be to encourage directors from all MCLS libraries to appoint SAB representatives and to encourage the representatives to attend the meetings.

Reference Center Supervisor. A written report on MCLS Reference Center activities was submitted by Mike Germroth, Reference Center Supervisor.