

(Approved September 27, 2007)

MCLS Council Meeting
July 26, 2007
Rio Hondo Golf Course Clubhouse
Downey

Minutes

Present were:

Jackie Faust Moreno, ARC
Barbara Lockwood, CAB
Evelyn Fullmore, CMM
Roger Possner, COV
Nancy Messineo, DOW
Debra Brighton, ELS
Robin Weed-Brown, DORA
Linda Wilson, MPK
Barbara Wolfe, MOOR
Barbara Murray, OXN

Katherine Gould, PVP, Chair
Greg Shapton, POM
Jean Scully, RED
Carolyn Crain, SMAR
Hilary Keith, SFE
Greg Mullen, SAM
Carole Molloy, SIG
Nancy Sevier, THO
Paula Weiner, TOR
Paymaneh Maghsoudi, WHI

Absent were:

Carmen Hernandez, AHM
Barbara Pearson, ALT
Albert Tovar, AZU
Beverley Simmons, BEV
Sharon Cohen, BUR
Don Buckley, CER
Nancy Hunt-Coffey, GDL

Patricia Sullivan, IRW
Eleanore Schmidt, LBPL
Pat Kiefer, LAPL
Monica Greening, MON
Toni Buckner, SMD
Steve Fjeldsted, SOPAS

Staff Present:

Rosario Garza, Exec. Dir.
Pam Alger, Training/Dev. Off.
Pamela Collins, Business
Manager
Jerilynn Takeda, Admin. Officer

100. Opening

110. Chairperson's Welcome

Kathy Gould, PVP, Chair, called the meeting to order at 10: 05 a.m.

120. Roll Call

Roll was taken by a sign-in sheet; a quorum was present.

200. Public Forum

There were no guests or members of the public who wished to address the Council.

300. Consent Calendar

ACTION: It was MSP (Wilson, Mullen) to approve the consent calendar consisting of the minutes of the May 24, 2007 Administrative Council meeting.

400. Adoption of Agenda

ACTION: It was MSP (Weiner, Mullen) to add to the agenda the following item which was brought up after the agenda had been distributed and posted to the public: Increase Capitalization Threshold.

ACTION: It was MSP (Weiner, Mullen) to adopt the agenda distributed for the meeting with the addition of Item #620. Increase Capitalization Threshold.

500. Unfinished Business

510. 2006/07 Budget Review

Rosario Garza reviewed the 2006/07 draft year-end financials which show a preliminary deficit of \$137,000; this amount is \$57,000 less than what was budgeted at the beginning of the year.

520. 2007/08 Budget Update

Rosario Garza reviewed the revised 2007/08 budget, noting changes that have been made which include increases in contract services and a decrease in LSTA grant indirect fees, resulting in a positive budget projected for FY 08.

530. New Contracts Update

a. 49-99 Cooperative Library System

Rosario Garza reported that MCLS staff attended its first Council meeting with the 49-99 system which was a transition meeting for MCLS staff to meet the 49-99 system Council members and talk with Stockton-San Joaquin County representatives about transferring 49-99 system funds over to MCLS. Connie Corcoran is the new 49-99 Council chair and is interested in having the system become a stronger organization than it has been in the past.

b. Peninsula Library System

The Peninsula Library System (PLS) will be alternating second level reference questions between MCLS and the North Bay system.

540. MCLS Web Site Update

Rosario Garza reported that work on the redesigned MCLS web site continues. The design phase is nearly completed; coding of the website will require more time. She will send Council members links to the wireframes and layouts. The website will have both public and passworded access. Pictures of member libraries will be featured on the web site; directors will be notified when pictures should be sent.

550. MCLS Staffing Update

Rosario Garza reported that Pamela Collins is the new part-time MCLS Business Manager, working for MCLS through Accountemps. MCLS Reference Librarian Shari Haber has been on medical leave longer than expected; Ros Kitamura, part-time contract librarian from AIM, has been filling in by working longer hours. Heather Firchow, Library Administrative Assistant, will be leaving MCLS at the end of the July; she will be attending library school and working at the Riverside Public Library.

560. MCLS Reference Update

Ms. Garza referred to handouts in the agenda packet with updated figures showing Reference Center activity both with and without the Administrative

Assistant's time included. Ms. Garza will continue to monitor Reference Center activity. There are no updates available on statewide reference. It is expected that further work on the project will take place after Deputy State Librarian Stacey Aldrich begins in her new position and the State budget is passed.

570. LSTA Grants Update

The AskNow and Out-of-School-Time Online Homework Help grants for 2006/07 have been augmented and extended and will cover half of the funds and indirect fees requested for the 2007/08 grants. The LSTA Grants Process and Procedures grant has also been extended as a result of the sudden death of State Library consultant Barbara Will. MCLS will not be receiving LSTA funds for the "eLe@rn Now: Web-based Computer and Information Training for Public Library Patrons" project.

580. FILL (From Interns to Library Leaders) Update

Pam Alger, Training and Development Officer, referred to the handout in the agenda packet which includes Summer 2007 placements, application deadlines, and term start and end dates.

590. Training Update

Pam Alger announced a Web 2.0/Library 2.0 training series that will be held this fall at the Downey City Library beginning in September, with three sessions per class; students must sign up for all three sessions. A second series will begin in January at the Monterey Park Bruggemeyer Library. MCLS will be instituting a \$10 no-show fee this year for training events. There will also be a \$10-15 charge for online classes in order to accommodate dialing in to an 800 number that will enable sound with the online classes.

600. New Business

610. 2007/08 Committee Rosters, Chairs, and Charges

611. Ad Hoc Interlibrary Loan Policy and Procedure Manual Committee

Rosario Garza suggested that an ad hoc committee be appointed to update the Interlibrary Loan Policy and Procedure Manual. Council members were not aware of the manual and there was consensus that there is no need to update it.

612. Approval of 2007/08 Committee Rosters, Chairs, and Charges

The 2007/08 committee rosters and charges were distributed with the agenda packet. Changes to these rosters were distributed and other changes were also noted during the meeting.

ACTION: It was MSP (Mullen, Maghsoudi) to approve the 2007/08 committee rosters, chairs, and charges with the changes noted during the discussion.

620. Increase Capitalization Threshold

Rosario Garza explained that the capitalization threshold determines the point at which items are depreciated over a number of years. The MCLS auditors have suggested that MCLS increase its threshold from \$1,000 to \$5,000.

ACTION: It was MSP (Maghsoudi, Murray) to approve increasing the capitalization threshold from \$1,000 to \$5,000.

630. CLA Conference

Paymaneh Maghsoudi, WHI, encouraged Council members to attend the CLA Conference being held at the end of October in Long Beach. Registration is now open, and there is a blog for the conference that will be updated weekly with postings about the conference; visitors are encouraged to vote in the poll on the blog. The institutes will be very interesting this year.

640. Closed Session

Closed session was held with the Executive Director to discuss compensation adjustments for MCLS employees.

650. Reconvene to Open Session

Council members gave direction to the Executive Director regarding allocation of salary increases to MCLS staff of 3%.

660. Other

There was no other New Business.

700. Reports

710. Chair

Kathy Gould reported that she is on a CLA task force to look at the governance structure of CLA. The participation level is relatively low and she and Paymaneh Maghsoudi would appreciate any input on why some staff

choose not to join. Participation in the election has been very low; she asked directors to encourage their staff who are CLA members to vote. Ms. Gould also noted that PVP is paying for Tutor.com service; the library does not receive the service through an LSTA grant. The library was recently notified that the rates for this year are increasing by 20% with no prior notification or discussion and well after the library's budget had been finalized. Apparently, similar increases are not being given to libraries who receive the service through the LSTA grant. It was noted that the BrainFuse service has greater support for the Spanish-speaking population.

720. Executive Director

Rosario Garza reported the following:

- A record retention policy has been developed for MCLS Headquarters; staff will be working to weed the files and storage facility.
- Delivery drivers will be counting items handled on their routes during 2-week samplings this summer, fall, and next spring and/or summer in order to provide more accurate numbers on the items being carried via the delivery. Ms. Garza attended a standing room only program at the ALA Conference on library courier systems.
- The FY 07 audit for MCLS, SLS, and SSCLS has begun; the auditor will be working in the MCLS office for a couple of weeks.
- Two new servers have been purchased for the MCLS offices; one will upgrade the server that has been at MCLS Headquarters; the other will be installed at the Reference Center which currently does not have a server. The servers will mirror each other and serve as offsite backups for each other. Three new computers have been purchased with Windows Vista to upgrade the Reference Center computers and will be installed in the next two weeks.
- Purchase of a new van is being considered to replace the older MCLS van.
- An MCLS/SLS committee officers' orientation is being planned for August; officers are being polled for a date using Doodle software which compiles and summarizes the responses.
- On August 6, Ms. Garza and several MCLS directors will be assisting with CoLAPL's staff training day being held at the Pasadena City College.
- The Library of California Board (LoCB) meeting is scheduled for August 8. Kathy Gould, Paymaneh Maghsoudi (LoCB President), and Rosario Garza will be attending from MCLS.
- MCLS will be working with Califa staff on a Best Practices Fair to be held on March 4, 2008 at the Loyola Marymount University, with libraries making short presentations on excellent programs that have been held in their libraries; vendors will also be included.
- Ms. Garza will be on vacation September 7-14.

730. Roundtable

The following reports were given during the roundtable:

- SAM Nancy O'Neill, long time Reference Librarian and Reference Coordinator, is retiring; a promotional exam will be held to fill her position; directors who will be serving on the interview panel were thanked. A couple of other outstanding employees are leaving to relocate outside of California because of high housing costs and the Los Angeles area environment; Greg Mullen is interested in any strategies being used to keep excellent employees.
- TOR The Main Library will reopen on Sundays between mid-September and mid-June. A low-key adult summer reading program was held and was very successful. The children's summer reading program was very popular. Dana Vinke, Reference Services Supervisor, injured his knee while at work and will be off of work for two months. Astronaut Richard (Dick) Richards will be speaking at the library.
- SMAR Building of the new library continues. The library will be adding an Assistant City Librarian position.
- SFE A new 5,000 square foot neighborhood Library and Cultural Center will be built, and the main library will be renovated.
- WHI The library received the second ELF grant from the State Library for \$25,000; the program has grown from 3 families to 75 families. The library hopes to receive \$150,000 from a grant approved through Congresswoman Sanchez for a homework center. On September 11, the city will review two development proposals for a mixed use library/residential/retail facility; the library will be 55,000 square feet; one proposal has homes above the library, the other has a park above the library.
- DOW Nancy Messineo welcomed Council members to the Rio Hondo Golf Center. The library just celebrated a wonderful, wild Harry Potter week. The library received an ELF grant.
- CMM The library had a good budget year which included the addition of a YA Librarian. The City of Commerce held a successful Culture Program.
- MPK The library received the second year ELF grant. The library is still waiting for furniture from Workplace Resources. The Library Board is seeking proposals for a mural above the library entryway. A staged reading of *12 Angry Women* sponsored by the Friends was scheduled to be held at City Hall that weekend.

- DORA The library held back-to-back fundraisers, the annual Night on the Plaza which grossed over \$172,000, and an event with the Candlelight Pavilion dinner theatre with part of the proceeds given to the library. A 1200 square foot extension will be added on to the children's room. The city has a new City Manager who comes from Monterey Park. The library began a Baby Club as part of the summer reading program this year and registered over 200 parents and babies. The library received an entry level ELF grant. The third recruitment for Sr. Librarian has just been completed; it is difficult to match the applicants' salary levels.
- POM The library received a second year ELF grant. The library also received one of the NEA Big Read awards in conjunction with Cal Poly, reading *Bless Me, Ultima*, October 13 - December 1. On October 13, Gustavo Arellano will kick off the Big Read. On October 20 a program will be held with the baseball reliquary on Mexican American ballplayers; the library will have an exhibit with various memorabilia.
- CAB Library employees are now City of Calabasas employees; new email addresses have been assigned. The official topping off ceremony for the new building was to take place in two weeks. The library held an adult summer reading program; mystery author Gregg Hurwitz presented an interesting program.
- MOOR Moorpark left the Ventura County Library System on January 1. Barbara Wolfe, City Librarian, has been at the library since mid-March. The library joined MCLS as of July 1. The library has had a people counter for 2 ½ weeks; it is showing higher numbers of people walking in during one week than the circulation numbers for one month. Ms. Wolfe is open to any tips anyone would like to pass on to her.
- THO Recruitment is taking place for a Library Services Supervisor. Planning is underway for the One City, One Book reading of *Extremely Loud and Incredibly Close*. Over 300 copies of the books were purchased by the Friends and all copies are circulating. Response from the community has been extremely positive. The program will be held from September to mid-October.
- OXN The library received the second ELF grant. 40% of the summer reading participants are 0-6 years old. The library received the second Humanities Traveling Grant; "Benjamin Franklin" will be visiting the library. The library has two vacancies. Kay Driscoll

has announced her retirement from the library. The library will open its first homework center.

- ARC The library has a new database for online enrollment of summer reading program participants which has provided easily accessible statistics.
- ELS Dina Cramer, Sr. Librarian, has retired; the library will be recruiting for her position. Mold was found in the windows in the children's room; removal will hopefully be completed in August. The summer reading program was very successful. The library clerks in the school libraries are being reclassified as library assistants. Circulation statistics have increased for the first time in several years, possibly as a result of the adult reading program which offered drawings and prizes. The library is offering free Internet service.
- COV Mural artist Art Mortimer has completed the library mural of historical images from the library's past. The library received one of the California in the Past grants from the State Library.
- SIG The Friends are sponsoring an author talk featuring local author Luke Yankee.
- RED Carpeting bids came in at least \$45,000 higher than the funds available. It is hoped that bids for another project are lower than expected in order to use some of those funds for the carpeting.
- PVP The Peninsula Center Library was carpeted and the interior of the Miraleste Library was painted, all without closing the library. The library received a donation of a \$20,000 sculpture by international sculptor Brad Howe. The library received one of the first ELF grants. An inflatable movie screen has been purchased which will enable the library to show movies on the library roof and at the park next to the Malaga Cove branch. It will be available for other libraries to rent. A low-key adult summer reading program was held and was very popular. Staff turnover has resulted in promotion of younger professionals, bringing the average age of the management team down by 20-25 years. The library is in the midst of a classification and compensation study which has been an interesting and intensive process. An open house for seniors was held the past Tuesday morning at the Annex that is used in the afternoons for teens. A new blog for the branches is used to promote library programs and is available from the library's web site.

800. Adjournment

ACTION: There being no other business, it was MSP (Murray, Mullen) to adjourn the meeting at approximately 12 noon.

Next Administrative Council Meeting: September 27, 2007
Cerritos Library
10 a.m.

Submitted by Jerilynn Takeda