

(Approved November 29, 2007)

MCLS Administrative Council Meeting  
September 27, 2007  
Cerritos Library

Minutes

Present were:

Barbara Pearson, ALT  
Janet Sporleder, ARC  
Albert Tovar, AZU  
Sharon Cohen, BUR  
Don Buckley, CER  
Nancy Messineo, DOW  
Debra Brighton, ELS  
Eleanore Schmidt, LBPL  
Linda Wilson, MPK

Katherine Gould, PVP, Chair  
Greg Shapton, POM  
Jean Scully, RED  
Carolyn Crain, SMAR  
Hilary Keith, SFE  
Steve Fjeldsted, SOPAS  
Steve Brogden, THO  
Hillary Theyer, TOR  
Paymaneh Maghsoudi, WHI

Absent were:

Carmen Hernandez, AHM  
Beverley Simmons, BEV  
Barbara Lockwood, CAB  
Evelyn Fullmore, CMM  
Roger Possner, COV  
Nancy Hunt-Coffey, GDL  
Robin Weed-Brown, DORA  
Patricia Sullivan, IRW

Pat Kiefer, LAPL  
Monica Greening, MON  
Barbara Wolfe, MOOR  
Barbara Murray, OXN  
Greg Mullen, SAM  
Toni Buckner, SMD  
Carole Molloy, SIG

Staff Present:

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

SAB Members Present:

Marilyn Mallow, ARC  
Gloria O'Donohoe, BUR, Chair  
Norma Burns, PVP  
Luis Morente, SIG  
Joanne Eccleston, SOPAS  
Martha Van Heyde Huggins,  
THO

## **100. Opening**

### 110. Chairperson's Welcome

Kathy Gould, PVP, Chair, called the meeting to order at 10:10 a.m. and asked those in attendance to introduce themselves.

### 120. Roll Call

Roll was taken by a sign-in sheet.

## **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 (Sporleder, Maghsoudi) to approve the consent calendar with the exception of Item 3. Approval of System Uniform Budget which 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.

## **400. Adoption of Agenda**

**ACTION:** It was MSP (Wilson, Brighton) to adopt the agenda for the meeting with the addition of Agenda Item #650. Other: Consideration of November Council Meeting Date.

## **500. Unfinished Business**

### 510. Financial Update

Rosario Garza reviewed the FY08 Forecast: September 2007, noting that there is now a high probability that the budget will be positive rather than deficit at the end of the year. The current forecast shows a possible surplus of \$23,136. It is also likely MCLS will receive an LSTA grant not reflected in the projection for a project titled Día de los Niños/Día de los Libros that will involve the South State libraries. MCLS has realized savings with a

reduction in temporary staff costs, reduced rates for retiree health care, and savings of \$3,000 this year by changing payroll services from ADP to Ceridian. However, interest rates are likely to go down which will have an effect on our investment returns. 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 as of June 30, 2007. 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.

520. MCLS Web Site Update

Rosario Garza reported that programming of the new MCLS web site is currently taking place by CraftySpace. The web site is expected to be completed in December.

530. MCLS Reference and Statewide Reference Project Update

Ms. Garza reported that she has been working with the State Library on a job description for the project manager for the statewide reference project and on a budget for the grant. Regarding MCLS Reference, Ms. Garza referred to the handout distributed at the meeting of Reference Center staff 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 decreased 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 MCLS Reference staff.

540. LSTA Grants Update

Rosario Garza reported that MCLS is likely to 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.

550. 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.

560. 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.

570. 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 changes in Reference Center staffing and until impact from the statewide reference plan is determined.

580. 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 conference for discussion and feedback at the conference in an effort to help CLA become more responsive to its membership.

**600. New Business**

610. Audit and Finance Committee Report

In the absence of Audit and Finance Committee Chair Greg Mullen, Rosario Garza reported that the committee met by conference call the previous day and 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 committee recommended Council approval of the financial statements.

The Investment Policy was reviewed. The committee recommends that Council reauthorize the Executive Director and Business Manager as agents to invest or reinvest MCLS funds for another year. The committee also recommends Council approval of the Mellon 1<sup>st</sup> Business Bank to serve as the investment agent, 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. It was suggested that MCLS investigate insurance costs through the California Special Districts Association.

**ACTION:** It was MSP (Wilson, Tovar) to approve the recommendation of the Audit and Finance Committee to accept the MCLS Financial Statements, June 30, 2007.

**ACTION:** It was MSP (Brogden, Cohen) to reauthorize 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 53607.

**ACTION:** It was MSP (Maghsoudi, Crain) to authorize Mellon 1<sup>st</sup> Business Bank to serve as the investment agent for MCLS for 2007/08.

620. Members' Reserves as of 6/30/07

This item was covered earlier in the meeting in conjunction with the Financial Update.

630. 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 of their four systems with consultant Maureen Sullivan as the facilitator. A white paper has been drafted, it has been discussed with the State Library, and they have been working with attorney John Shupe who specializes in JPA law in California. They are likely to form a 501c3 that will exist over the four existing JPAs; the JPAs will not be dissolved. Their timeline is to file for 501c3 status in early 2008, begin paperwork to present to the LoC Board in August 2008 to be recognized as the replacement for the four separate CLSA systems, effective July 1, 2009. Kathy Gould, Rosario Garza, and Jan Sanders met with Maureen Sullivan to obtain background information on what the four northern California systems were doing, to see if or what the MCLS and South State Councils might want

to pursue/address. Santiago directors have also been contacted and plan to discuss it at their Council meeting on November 1. South State directors have scheduled discussion on consolidation for their meeting on October 15. Fontayne Holmes, LAPL, was contacted and will discuss it with her management team and let Ms. Garza know of any concerns. On November 30, all four of the northern California system councils will meet to address any remaining questions; Ms. Garza and others who are interested are invited to observe the meeting. A questions document initiated from Greg Mullen was distributed. Council members were asked if MCLS wants to move forward with pursuing consolidation of the systems.

The Executive Committee feels it is important to move forward with discussions and to establish a task force. The committee also recommended that Rosario Garza, Kathy Gould, and any others who are interested be authorized to attend the meeting of the four systems up north on November 30.

Discussion included the following:

- Some MCLS libraries do not participate in universal borrowing and are adjacent to libraries in the other systems.
- In considering other systems such as Inland and Black Gold, the task force could begin with the MCLS/SLS/SSCLS systems with instruction to design solutions that would enable further consolidation if appropriate at some point in the future.
- System directors will be meeting at CLA; Rosario Garza could see if there is interest in consolidation from other systems.
- To move forward should mean that it will be better for our libraries and better for our users.
- What impact will it have on current services and programs?
- Will community involvement be included in the process?
- The systems up north have found consolidation may provide administrative savings, less duplication of effort, and better opportunities for joint programming and service development.
- Because MCLS has been approached, and there is a model in process that MCLS may be able to piggyback on or learn from, MCLS may want to take advantage of this opportunity to explore the options.

- This process will be an investment on the part of MCLS. Will the systems interested in consolidation also be willing to provide some monetary support?
- Once there is agreement from the other systems that they would like to pursue consolidation, MCLS can ask for funding from the State Library.
- It is important to find out what the other systems' expectations are.
- What are the benefits to MCLS?
- Will there be impact to MCLS staff as CalPERS employees?

**ACTION:** It was MSP (Sporleder, Crain) to establish a task force to pursue discussions on consolidation, and to solicit task force members and someone to chair it, and to authorize expenditure for Kathy Gould and other task force members to attend the meeting up north on November 30.

Those interested in serving on the task force include Steve Brogden, THO; Barbara Pearson, ALT; Albert Tovar, AZU; Eleanore Schmidt, LBPL; Paymaneh Maghsoudi, WHI; Kathy Gould, PVP, Chair; Greg Mullen, SAM, Vice-Chair; Rosario Garza, MCLS. It was suggested that Fontayne Holmes, LAPL, be asked if she would like to participate on the task force.

The South State and Santiago systems may also select representatives to serve on the task force.

It was noted that the task force may want to look at documents from the meeting up north last year; Pam Alger agreed to send them out.

The MCLS task force may want to hold an initial meeting to lay out a scope and approach to the work.

As the task force meets and moves forward, members should bear in mind the costs involved.

640. 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 Penny Kastanis as the new LoC Board President, replacing Paymaneh Maghsoudi.

650. Other: 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.

**700. Reports**

710. System Chair

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

720. Executive Director

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.
- The Reference Center is now working with a reduced staff.
- New computers were purchased to replace very outdated computers at the Reference Center.

730. System Advisory Board

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 for next year's officers. 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.

Martha Van Heyde Huggins, SAB/THO, who works part-time at the Reagan Library in the Archives, reported that C-Span has a 12-series presentation on presidential libraries airing on Fridays at 5 pm and rebroadcast at 8 pm. The Reagan Library will be featured on November 9. She may be contacted to arrange for tours of the library.

740. Reference Center Supervisor

A written report from Mike Germroth on Reference Center activities was included in the agenda packet.

750. Roundtable

The following reports were given during the roundtable:

- MPK            The library will be participating in the training for the LSTA grant, Transforming Life After 50. The furniture that has been ordered has still not arrived. Requests for Qualifications from artists are due by November 15 for a 19'x17' mural over the west entrance of the library. The library received a grant from Kaiser Permanente to work with Americorps volunteers on a Literacy and Nutrition program; a small grant from Target was received for a program during the spring. Two new part-time Americorps volunteers will begin in January, working with literacy.
- ALT            The library will be reroofed over a three-week period. The new website designed by CraftySpace is up at [www.altadenalibrary.org](http://www.altadenalibrary.org). The library has issued an RFP for architectural consulting services. The library received an Americorps grant.
- TOR            The library was celebrating Pirate Month which began with Talk Like a Pirate Day and ends with the 7<sup>th</sup> annual masquerade book discussion on Halloween; those who read a pirate-themed book or attend one of the library's programs are entered into a drawing. The library is open on Sundays for 32 weeks during the year. Plans for remodel of the main level of the Main Library are in plan check and some of the adult non-fiction collections will be closed off beginning in January while the work is taking place. Plans are being drawn up for the branches to receive new ADA-compliant, seismically-safe shelving.
- CER            The library is working on new signage for the book stacks. They are also working on a new website. Recent exhibits include Japanese doll houses and a hydrant from a 9/11 site. A new Homework Time program has begun; certified educators serve as tutors for 1 ½ hrs. a week.
- WHI            The library scheduled its first "Murder in the Library" for October 13. Mystery authors were featured during the month of

September. A new development being proposed for uptown Whittier may include a brand new library.

- BUR Library staff have been moved around and it is working well. The library has two part-time Librarian positions to fill. A celebration is being planned for the Buena Vista Branch anniversary on December 7. The next Burbank Reads book is being selected. The Literacy program had a successful pilot program with 4<sup>th</sup> grade students to improve their reading skills; reading abilities increased by at least one grade level. The program is now open to 4<sup>th</sup> grade through high school students; some high school students are working with the elementary students. With libraries being designated as cooling centers, the city is interested in discussing extended hours during heat waves. Sharon Cohen is interested in talking with anyone currently providing this service.
- AZU The library received a grant from the Canyon City Foundation for \$61,000 to purchase a van for publicity, outreach, and to provide storytime to a clinic, after school program, school site, and park site in underserved areas in the city; the library will work with senior centers, women's clubs, and other service organizations to recruit and train volunteers. The library is recruiting for a Technology Librarian and a Senior Librarian. Shahla Shahsavari, former Senior Librarian, has been promoted to Assistant City Librarian.
- PVP The library has filled its last full-time vacancy. The Hollywood Librarian was scheduled to be shown at the library the Saturday following this meeting; a tour of the Annex would be available before the showing. A modern sculpture has been donated for outside of the library; it will be unveiled in December or January; a naming contest for the sculpture was held. The Friends of the Library is beginning a major fund raising campaign with a goal of \$11 million: \$1 million for restoration and improvements at the Malaga Cove Library; \$5.5 million for total overhaul, expansion, additional parking, and reconfiguration of the roadway access at the Miraleste Library; and \$5 million to begin an endowment fund. A new service model has been put in place with staff no longer dedicated to a particular facility, beginning with the Young Readers staff and continuing with the Adult Services staff, resulting in upgraded services at the branches. The library website is being redesigned in-house using Drupal with plans to go live in December. Millenium by Innovative Interfaces has been

selected as the new ILS, with February 12 being the target date to go live.

SOPAS SAB The research librarian has begun a successful book club.

SMAR The new library is on time and on budget with completion expected in November and the grand opening scheduled for January 26, 2008. The library will be recruiting for several positions: a new full-time Library Operations Manager, two part-time Library Assistants, a part-time Librarian I, two Clerks, a Page, and a Monitor.

THO The library's first One City, One Book program has been extremely successful with the book, *Extremely Loud and Incredibly Close*. On October 26, the library scheduled a fund raiser for the Radio Archive, featuring Norman Corwin, who is 97 years old, and several other actors including Carl Reiner, Norman Lear, and Samantha Eggar, who will produce a radio program that will be taped. The new Children's Library opened last year; one school cluster had all first grade classes visit the library; the two remaining clusters are scheduling their first grade classes to visit this year. Two division managers retired in the last year, the Technical Services Supervisor and the Circulation Supervisor.

ARC Each year, the Library Board is taken on a tour of another library; this year, they visited the Monterey Park Library. The Recreation Dept. has begun bringing outside programs for middle schoolers to the library. The library received a \$10,000 check from a former library patron.

SOPAS The library was closed August 23-30 for recarpeting and a makeover, with a ribbon cutting reopening ceremony on September 2. A 7 ft. stuffed ostrich, which is a symbol for South Pasadena, is now on display and is very popular. On August 23 the library had a film and author program with Kerry Nakagawa who wrote *Through a Diamond: 100 Years of Japanese-American Baseball* with a showing of the film, *American Pastime*, and sales of the DVD. On September 6, the first outside program was held with musicians from the Taiko Center of Los Angeles and author David Mas Masumoto. A restoration concert was held the past Sunday, using a brand new \$60,000 Steinway piano purchased by the Friends with proceeds from the concert series. An attempt to show the original movie, *Halloween*, which was filmed in South Pasadena, was voted down because of its "R" rating. Other scheduled speakers include John Dean on October 26 and

Peter Collier on November 8. The first bilingual program will be held on December 6 with Juan Felipe Rivera and a flamenco guitarist. Steve Fjeldsted also announced the the book, *Open to All: What the Library Means to Me* which includes pieces from many well-known authors, and is a book he began co-editing during his former employment at the Nevada County Library; proceeds from sales of the book go to the Nevada County Library Foundation for the purchase of more books.

RED The Library Foundation held its 2<sup>nd</sup> Annual Dolphin Dash as part of the Lobster Fest, with certificates sold to sponsor rubber dolphins that are dropped from the pier, and the winning dolphin being the one that reaches shore first. The winners this year and last year donated their monetary prizes back to the library. The Friends and Foundation are having the 3<sup>rd</sup> annual Puttin' on the Ritz dinner/dance silent and live auction. The City Council will be discussing priorities for capital improvement projects; the library would like the North Branch to remain a priority.

ELS After nine months, the Children's Room construction has been completed along with the meeting room refurbishing. The library has a popular World War II display in conjunction with the Ken Burns series being aired. Recruitment for a Senior Librarian is taking place.

## 800. Adjournment

There being no other business, it was MSP (Maghsoudi, Cohen) to adjourn the meeting at 12:20 p.m.

**Next Administrative Council Meeting:** November 29, 2007  
Pacific Park Branch  
Glendale Public Library  
10 a.m.

Submitted by Jerilynn Takeda