

(Approved January 24, 2008)

MCLS Administrative Council Meeting
November 29, 2007
Pacific Park Community Center and Branch Library
Glendale Public Library

Minutes

Present were:

Janet Sporleder, ARC	Patricia Sullivan, IRW
Albert Tovar, AZU	Katherine Gould, PVP, Chair
Sharon Cohen, BUR	Jean Scully, RED
Barbara Lockwood, CAB	Greg Mullen, SAM
Evelyn Fullmore, CMM	Toni Buckner, SMD
Debra Brighton, ELS	Steve Brogden, THO
Nora Goldsmith, GDL	Paula Weiner, TOR

Absent were:

Carmen Hernandez, AHM	Monica Greening, MON
Barbara Pearson, ALT	Barbara Wolfe, MOOR
Karen Buth, BEV	Linda Wilson, MPK
Don Buckley, CER	Barbara Murray, OXN
Roger Possner, COV	Greg Shapton, POM
Nancy Messineo, DOW	Carolyn Crain, SMAR
Robin Weed-Brown, DORA	Hilary Keith, SFE
Eleanore Schmidt, LBPL	Carole Molloy, SIG
Fontayne Holmes/Pat Kiefer, LAPL	Steve Fjeldsted, SOPAS
	Paymaneh Maghsoudi, WHI

Staff Present:

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

100. Opening

101. Chairperson's Welcome

Kathy Gould, PVP, Chair, called the meeting to order at approximately 10:15 a.m. and introduced the guests in attendance. She then announced that the vacancy on the Executive Committee from Nancy Hunt-Coffey's departure from the Glendale Library will be filled by Sharon Cohen, BUR, who is next in the rotation to serve from that group.

102. 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 (Weiner, Cohen) to approve the consent calendar which consisted of the minutes of the September 27, 2007 MCLS Administrative Council Meeting and the CLSA Uniform Budget 2007/08 submitted to the California State Library.

400. Adoption of Agenda

ACTION: It was MSP (Buckner, Brighton) to adopt the agenda for the meeting as distributed.

500. New Business

501. Financial Update

Rosario Garza, Executive Director, reviewed the financial forecast included in the agenda packet, noting that interest rates are going down; the interest revenue forecast has been decreased from \$135,000 to \$116,000. It is hoped that the investments can be reinvested at 4.3% although this may be optimistic. Other comments included the following:

- In the Operations and Other Costs section, a new category, Penalties, has been added for penalties assessed that should not occur again for

late filing of 1099 forms and a PERS transaction that was not transmitted as scheduled.

- A new category has been added for Online Services which includes Dialog and the BusinessDecision subscription. BusinessDecision will be kept for one more year; Ms. Garza encouraged those who do not have the service to have MCLS Reference staff access it for business research questions through MCLS' subscription.
- Depreciation has been increased to account for the new servers that were purchased in June.
- A positive budget is still projected for the end of the year, but at a lower level than formerly projected.
- LSTA revenue should increase as the 2nd level reference grant moves forward.

502. Audit and Finance Committee Report

Greg Mullen, SAM, Audit and Finance Committee Chair, reported that the committee met and recommended the following changes to the MCLS Investment Policy:

- a wording change for clarification
- provisions for opening a savings account, which may yield higher returns than the other accounts, and noting the possibility of online banking, e.g., with ING Direct
- removing the reference to the Mellon 1st Business Bank

The proposed changes follow, shown in bold and strikeout:

Liquidity

MCLS will maintain balances in liquid public checking, **savings**, and money market accounts to handle all projected cash needs ~~for~~ **throughout** the budgeted fiscal year.

Withdrawal of Funds

Requests for withdrawal or transfer of funds from the investment pool must be submitted in writing and approved by the MCLS Audit Committee. Any withdrawal of funds will require two signatures from the current list of authorized signers for the investment funds as designated by the MCLS Administrative Council (Schedule B). Transfers can only be made to the active MCLS checking, **savings**, and money market accounts. ~~with Mellon 1st Business Bank.~~

ACTION: It was MSP (Sporleder, Brogden) to approve the proposed changes to the MCLS Investment Policy as recommended by the MCLS Audit and Finance Committee.

503. Approval of Travel for MCLS Executive Director

In compliance with the MCLS Reimbursement Policy, Rosario Garza requested approval to attend the ALA Midwinter Meeting in Philadelphia in January and possibly the PLA Conference in Minneapolis in March. She noted that the next ALA Annual Conference will be held in Anaheim which is in California and does not require Council approval.

ACTION: It was MSP (Buckner, Weiner) to approve travel by Rosario Garza to attend the ALA Midwinter Meeting in Philadelphia and the PLA Conference in Minneapolis.

504. Other

There was no other New Business.

600. Closed Session

Closed session was held to discuss the Executive Director's performance evaluation.

Upon reconvening to open session, Kathy Gould reported that a performance and compensation review was held for the Executive Director; a compensation adjustment was approved which she will discuss with the Executive Director and will also summarize in a letter to her.

700. Unfinished Business

701. MCLS Investment Policy Clarification

This item was covered earlier during the Audit and Finance Committee Report.

702. FILL (From Interns to Library Leaders) Project Update

Pam Alger, Training and Development Officer, referred to the FILL Update distributed at the meeting which summarized the intern placements to date. She will be contacting libraries soon regarding summer openings. The FILL interns gave an excellent presentation at the CLA Conference.

703. Training Update

Pam Alger referred to the handout on workshops distributed in the agenda packet. Because of a jury duty summons, the next grouping of Web 2.0 workshops is being changed to start on January 23. Some workshop

registration records may have been lost as a result of a computer glitch at MCLS Headquarters; if any staff member is uncertain about workshop registration status, please contact MCLS Headquarters for confirmation. Registrations are currently being accepted by fax only while the changeover to the new web site is completed.

704. AskNow Project Update

Pam Alger referred to the handout included in the agenda packet of AskNow activity in MCLS libraries. Almost all MCLS libraries are participating in the service.

705. Big Box Programming Update

Pam Alger reported on the Big Box Programming grant for adult programming which is a joint project with the Peninsula Library System. Interviews for an Author Event Specialist are scheduled for the first week in December. The first event will be held in cooperation with the California Center for the Book in February or March. Ms. Alger asked Council members to let her know if they are interested in hosting the first event and would be able to draw and accommodate approximately 100 people.

706. MCLS Web Site Update

Rosario Garza reported that CraftySpace is porting over and installing data for the new web site which is expected to launch around mid-December. New usernames and passwords will be issued and libraries will be able to control their own passwords. The draft designs for the website may be viewed at mcls.craftyspace.com if anyone is interested.

707. Consolidation Update

Rosario Garza reported that several MCLS Council members, two South State, and three Santiago Council members would be attending a directors' retreat the next day for four systems in northern California that are planning to consolidate. The MCLS, South State, and Santiago systems are interested in exploring the issue. Ms. Garza then referred to the comparison chart distributed at the meeting that the MCLS Consolidation Task Force asked her to compile, showing the organization, size, finances, etc. of the MCLS, Santiago, and South State systems.

708. Legislative Update

Kathy Gould, PVP, CLA Legislative Committee member, reported that the State budget is grim. Although requests were sent out asking for calls to be made to the Governor regarding PLF and TBR, very few calls were made. PLF status may change from restoring the funds to saving the funds. She

noted the importance of taking action when requested. Another bond proposition was being considered; however, with the chance of success being unlikely in the current economic climate, the CLA Executive Committee will be asked to authorize funds to hire Godbe and Associates to poll the public to determine the best strategy for success with the proposition. Day in the District dates are January 25 and February 1; information on making appointments with legislators will be sent out in mid-December.

800. Reports

810. Chairperson's Report

There was no report from the Chair.

820. Executive Director's Report

Rosario Garza, Executive Director, reported on the following:

- Work has begun on the LSTA grant, Día de los Niños/Día de los Libros. The project began at the Riverside County Library in a previous year; a manual was developed that will be tested with the South State libraries in an effort to develop the program statewide. The traditional day for the event is April 30; activities may take place during April and May.
- Progress is being made on the statewide second level reference plan. Ms. Garza has been working with Susan Hildreth, Tom Andersen, and Stacey Aldrich at the State Library; and Jane Fisher at SJSU. The firm Zogby International is being hired to conduct a study of second level reference needs aimed at the end user, e.g., where users look for information, how they find information, whether or not they use the library. The firm has a database of survey participants to poll. Eventually, libraries will also be asked to place the link to the survey on their web sites if possible. Libraries will then be able to obtain information from the survey on potential users specific to their libraries. The survey instrument has not yet been developed; SJSU students have been asked about questions they feel would be useful for the survey.
- Information on Reference Center time by percentage was distributed at the meeting. The percentage of time being spent on question-answering has increased to 60%.
- MCLS Headquarters and Reference Center staffs all have new computer equipment which will facilitate troubleshooting.

830. Reference Center Supervisor's Report

A written report was submitted by Mike Germroth, Reference Center Supervisor, on staff development activities attended by Reference Center staff.

900. Roundtable

The following libraries reported during the roundtable:

- IRW The library launched MyLibraryDV. A reading program for adults was scheduled to begin in January.
- CMM City Council approved \$5.6 million for renovation of the Central Library.
- ELS Library computers and Internet stations are being upgraded. Interviews for Sr. Librarian were held; selection should be made shortly.
- SMD A landscape project is taking place in front of the library. The library launched Tutor.com service. The city has been involved with the Police Officers Association initiative which does not have a revenue component and will be on the ballot on April 8. If the measure passes, the library could continue for approximately 1.5 years. Toni Buckner has received information on library tax measures from Arcadia, Altadena, and South Pasadena. Community information from the BusinessDecision software was shown to the Finance Director who was impressed and passed it along to the ad hoc Finance Committee. A Deputy Director has been hired through an internal promotion.
- BUR Celebration of the 5th anniversary of the grand opening of the Buena Vista Library was scheduled for the following weekend. An e-mail newsletter has been inaugurated with help from the Glendale Library. The Friends received a small grant from Target for Shakespeare at Play to perform during the summer on Sunday afternoons at the Buena Vista Library. The library scheduled a "Tea with Louisa May Alcott" for the upcoming weekend; it is so popular that another date for the tea was opened in February.
- PVP The library is working with CraftySpace for their web site and highly recommends them if anyone is considering web site redesign. The design will be completed in December but it will go live in parallel with the new Triple I ILS with a target date of February 12. The library has a chat window on the home page which has been busy and is being used more than the AskNow service. The library has 30+ programs scheduled in December in addition to the usual story times and book groups. The library is preparing for major fund raising and is concerned about property tax revenue.
- THO The city won a Helen Putnam award at the League of California Cities Conference for its succession planning program; one of the components is a well-received Read to Lead program which is a book

discussion program of management books; Steve Brogden leads most of the sessions. Staff is working on a wiki for desk scheduling and other items. The Norman Corwin radio event with with Carl Reiner, Samantha Eggar, and Norman Lloyd was held, during which an announcement was made of a \$1 million donation from the Bergen Foundation which is Edgar Bergen and heirs. They are hoping to have Candace Bergen's name listed on their letterhead as an honorary co-chair of the fund drive.

RED The Children's Librarian is retiring. City Council added another \$2.5 million for the North Branch, leaving the Foundation with a balance of \$1.25 million, of which \$625,000 has already been raised. The original design can no longer be used so the plans may be changed to a green building. The library will be getting new carpeting.

SAM On Veteran's Day, the city does not close but the library is closed to the public. On that day, staff recognition and team building activities are planned. Michael Porter came and talked with staff for approximately 4 hours. A drum circle was held at the end of the day and was a very successful team building activity.

MPK Over 20 applications were received for the mural art. The library has been discussing with Charter Communications the possibility of moving their network to fiber optics to double their speed; their Internet is very slow. The city is changing to a paperless payroll system which will require the computers to be upgraded. The Friends scheduled a Show Time at the Library to be held the upcoming Sunday.

GDL Cindy Cleary will be serving as Acting Director until a new director is hired. The 100th anniversary celebration is winding down. The first One City, One Glendale reading program just concluded and was very well-received in the community. The Adams Square satellite branch is being renovated. Playaways are being launched.

CAB The library has a new Circulation Supervisor. A large area of Calabasas was affected by the recent Malibu fires; many came to the library for wireless and Internet access. The date for the opening celebration of the new library has been set for Saturday, July 12. The library is considering Triple I for its new automation system.

1000. Adjournment

There being no other business, the meeting was adjourned at approximately 12 noon.

Next Administrative Council Meeting:

January 24, 2008
Torrance Public Library
10 a.m.

Submitted by Jerilynn Takeda