

**MCLS Executive Committee Meeting
May 24, 2007
Monterey Park Bruggemeyer Library**

HIGHLIGHTS

Approval of Minutes. The minutes of the June 22, 2006 Executive Committee meeting were approved as distributed.

Second Level Reference. Rosario Garza distributed a chart of Reference Center Questions Per Month showing numbers both with and without Associate Member activity. She noted that Susan Hildreth has indicated that the State Library is interested in contracting with MCLS to be part of the proposed statewide reference process. An LSTA grant will be prepared to move forward. Recruitment will be held during the ALA Conference in June in order to hire a planner or leader as soon as possible after July 1 to solidify the concept for the second level reference proposal. No major changes are expected in MCLS second level reference activity in the next fiscal year.

MCLS has responded to an RFQ to provide second level reference service for the Peninsula Library System. If awarded, Reference Center activity would increase by one or two questions a day.

A tri-system meeting has been scheduled for June 12, 10 a.m. – noon, at the Whittier Public Library to give MCLS/SLS/SSCLS directors an opportunity to discuss the proposed second level reference program with Susan Hildreth.

Business Manager Position. Rosario Garza reported that John Staff has accepted a full-time position and is no longer working for MCLS. Betty Gallardo, MCLS Accounting/ Technical Assistant, is very familiar with the accounting software and has been trained on many of the tasks formerly handled by the Business Manager. Mr. Staff recommends that the Business Manager position be filled at approximately 10-15 hours per week. The committee expressed appreciation to Betty Gallardo for her efforts in the absence of a Business Manager. There was consensus to send a letter to John Staff on behalf of the MCLS Council, thanking him for the services he provided to MCLS.

Web Site Proposals. Rosario Garza presented three proposals for redesign of the MCLS web site, including costs after one year and costs after three years. The committee felt all proposals were satisfactory and authorized Ms. Garza to select the proposal she felt would best suit MCLS' needs.

Executive Director Performance Evaluation. Closed session was held for a six month performance review of the MCLS Executive Director. Upon reconvening to open session, Janet Sporleder reported that the committee supports and applauds Rosario Garza's accomplishments over the past six months; they felt the report from her was thorough and they did not have any goals to add to those she submitted. This was also included as an agenda item for discussion by the full Council.