

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

Draft Minutes

**Present:** Janet Sporleder, ARC, Chair; Roger Possner, COV; Monica Greening, MON; Katherine Gould, PVP; Jean Scully, RED; Toni Buckner, SMD; Rosario Garza, Pam Alger, Jeri Takeda, MCLS.

**Absent:** Nancy Hunt-Coffey, GDL; Robin Weed-Brown, DORA; Fontayne Holmes/Pat Kiefer, LAPL; Barbara Murray, OXN; Carole Molloy, SIG; Gloria O'Donohoe, SAB/BUR.

Janet Sporleder called the meeting to order at approximately 9:05 a.m.

- 1. Public Forum.** There were no guests or members of the public who wished to address the committee.
- 2. Approval of Minutes.** It was MSP (Possner, Gould) to approve the minutes of the June 22, 2006 Executive Committee meeting as distributed.
- 3. Second Level Reference.** Rosario Garza distributed a chart of Reference Center Questions Per Month showing numbers both with and without Associate Member activity. With Associate Member activity, the question count is approximately 3 per day per librarian. Without Associate Member activity, the count is approximately 2 or less per day per librarian. The YTD numbers average 2 questions per day per librarian. This was considered in relation to staffing levels. Ms. Garza noted that Susan Hildreth has indicated that the State Library may be interested in contracting with MCLS to be part of the proposed statewide reference process. Recruitment may be held during the ALA Conference in June in order to hire a Project Manager 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.

- 4. 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. It will be important to have financial information ready for the audit at the end of the year. Mr. Staff left all records up-to-date, he has shown Ms. Garza the accounting software, and she has access to all of the online banking accounts. 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.

- 5. Web Site Proposals.** Rosario Garza presented proposals for redesign of the MCLS web site from three companies: Cherry Hill Company, Core Group, Inc., and CraftySpace. Cherry Hill Company and Core Group, Inc. both based their proposals on using the open source content management software, Drupal. Core Group, Inc. based their proposal on using ASP/ASP.NET. The proposals presented included one-time costs and ongoing maintenance costs, with costs after one year and costs after three years. Costs were based on complexity of the templates to be written. The MCLS web site will have different levels of displays with varying levels of access; parts of the Reference section would be searchable and would not be a static web page. With all three companies, MCLS will own the web site. Three-year costs varied from \$22,640-\$26,100 with a one-time referral credit from CraftySpace. It was noted that Core Group, Inc. has done web sites for large organizations such as Macy's and may have more sophistication and background to adapt to any future needs; CraftySpace has more experience with not-for-profit groups. The committee felt all proposals were satisfactory and authorized Ms. Garza to select the proposal she felt would best suit MCLS' needs.
- 6. Closed Session: Executive Director Performance Evaluation.** Closed session was held for a six month performance review of the MCLS Executive Director.
- 7. Reconvene to Open Session.** 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.
- 8. Other.** There was no other business.
- 9. Adjournment.** The meeting was adjourned at approximately 10 a.m.