



**SJVLS Administrative Council Meeting
March 8, 2019**

Draft Minutes

A. COUNCIL OPENING

Council members present: Natalie Rencher (Kings) Patrick Fitzgerald (Madera), Amy Taylor (Merced), Vikki Cervantes (Porterville), Darla Wegener (Tulare Co.), Raman Bath (Fresno), Janet Chase Williams (Mariposa), Heidi Clark (Tulare) and Mark Lewis (Kern), Mary Leal (Coalinga/Huron), and Alberto Martinez (Fresno)

Council members absent: Andie Sullivan (Kern)

Staff present: Karen Coletti (Fresno), Jeanne Christiansen (Fresno), Kevin Nelson (Fresno), and Mary Ellen Tyckoson (Fresno)

Others present: Beverly Schwartzberg, Library Programs Consultant, and Development Services, California State Library.

1. Call to order: Opened by Heidi Clark (Tulare) at 10:08 AM.

2. Introductions: Staff and Directors introduced themselves around the table.

3. Adoption of Agenda: Motion to approve the agenda Cervantes (Porterville): Second: Lewis (Kern).

4. Public Comment. None

B. CONSENT AGENDA

1. Approval: Draft Minutes of January 11, 2019 Administrative Council Meeting.

Motion to Approve: Cervantes (Porterville) **Second:** Chase Williams (Mariposa)

1. Financial Updates- Christiansen

a. Status Update – Financial Reports (Attachment 2)

- Financial Reports FY 2018/19 As of February 25, 2019, the Financials reported expenses \$2,053,356 by increase of \$472,351.67 from December; we overall under spent by 14%.
- Hudson Henderson & Company will issue the mid-year financials reports in April 2019.
- Outstanding Receivable is paid in full, members pending invoice on actual costs to telecommunication will be significantly lower than budget due to other funding offsets: e-rate, CLSA and year 3 grant. Membership Fees, postage & SmartNet HQ billed on 8/15/2018 for \$1,152,387. In future year the Fortinet membership will be included in August invoices. Electronic resources were paid in full, Coalinga, Fresno, and Tulare County.
- Fortinet Maintenance Billings \$27,972 next budget year we will include in the August bill instead of separate.
- Next billing cycle: Telco invoices March 2019 will be coming out. Jeannie will email them to everyone.

b. Status Update – CLSA Report (Attachment 3)

- CLSA Allocation FY 18-19 total expenses to date \$136,363 of allocation \$240,362. Pending \$47,658 follow up discussion later in agenda.

- LSTA Public Library Staff Education Program MLS Funding Support. This has been fulfilled. Disbursement made to Tulare County recipient, Stephanie A. Buckridge. SJVLS Admin reimbursement \$500.00.
- Transfer of Ownership through January 2019, statements have been mailed out for the one month of activity for the following members, Kings, Mariposa, Tulare Public and no activity in February. The December notices were Fresno, Kings, Merced, Porterville, Tulare County and Tulare Public.

c. Status Update & Direction – Year 3 Grantor Adjustment Approved (Attachment 4)

- Staff currently exploring with State allowable adjustments to the excess Year 3 grant funds in the amount of \$264,653. The State approved grantor, Diane Satchwell is working with Jeannie for SJVLS to adjust the budget line detail from Telecommunication \$264,653 to a more appropriate solution for the members covered by the grant System does not have to return funds.
- During the grant application process over two year ago, the telecommunication costs were overstated which accounts for the excess funding of \$264,653. The grant award contains the categories of routers, switches, cabling data runs, UPS power supply, AMS vendor consulting and telecommunications. The possible solution is to purchase a more sufficient Cisco Router and the use of Tech Reserve to support improving headquarters with more power. Please contact Alberto and Kevin for further details.
- The pre planning year 3 Funding is \$315,000. It will be the router selection. The project has begun with funding from two sources E-Rate and AMS. The Board approved at the September 7, 2018 Admin Council for members to use their respective Pre-Paid Tech Reserve account to purchase more robust routers allowing for seamless upgrades in Year 3. Mariposa has already paid invoice.

d. Status Update – Tech Reserve @ February 28, 2019 (Attachment 5)

- **Pre-Paid Tech Reserve Report, summary highlights FY 2018/19 ending. February balance \$2,720,608 available cash \$1,777,844. December 31, 2018 balance \$2,768,210 available \$1,819,164 and October 26, 2018 balance \$2,894,530, available cash \$1,817,385. Prior year FY 2017/18 ending pre-paid June 2018 was \$2,471,876.**
- **Detailed reports of deductions are as follows: Tech Reserves charges YTD \$243,317. UMS Collection Agency, postage and overdue notices, library cards/ bar codes labels, Computer hardware for Fall order.**

e. Seek approval to return to the Board in April with Recommended Budget

i. Board approved draft budget January 11, 2019 for \$4,321,359

Motion to Approve after review at Teleconference on April 19th, 2019, Cervantes,(Porterville)
 Second: Leal (Coalinga/Huron)

2. CLSA Allocation/Proposed Solutions – Christiansen/Martinez.

- a. Discussion/ Approval – Return to Board follow up on November 2018 for discussion and proposal of scenarios to maximize use of CLSA funds \$47,658**

- i. Short term strategies were discussed that the \$47,658 needed to be expended by June. Discussion with Nathan on strategy of expanding digitization projects of pictures, places, and people. There will be \$5,000 to \$6,000 for the move to the second floor of the SJVLS Team. This would be used for furniture that is to be done by May.
- ii. Long term strategies for future funding years. There was discussion on the RFQ turnaround.
- iii. Long term strategies for future funding SJVLS Rebranding. The staff still has ability to get into it for change. Alberto spoke on advocacy for SJVLS on website. He would like to see staff be able to keep it updated.

b. Approval for purchase proposal recommendations

Motion to allow Alberto reign to not exceed \$5,000.00 for furniture for SJVLS: Leal (Coalinga/Huron) Second: Martinez (Fresno).

3. Discussion – Martinez

a. Policies and Procedures

i. Joint use facilities policy needs to be broader

Alberto discussed how unclear the policy and procedures are. We need an official channel designated for library system. There are other issues with the Joint Use and integrity of the system. He is working with Mary Ellen collecting the policies and most are very old.

ii. Systems access policy

Alberto is working with Mary Ellen on gathering policies, most are very old.

iii. Other Policies

We need to clean house as there are so many things outdated.

b. Strategic plan goals

i. Intranet Redesign Proposal

Working on a presentation to digitize the policies as well as for the Strategic Plan.

ii. Rebranding SJVLS project for

- 1. Website redesign, Social media, and resource sharing Alberto is working with Nathan and Chris. Maybe subcontract with Nathan to help handoff to programmer.

C. Staff Reports

1. Chair – No Report

2. State Library – Beverly Schwartzberg

Reported on the Calendar of Events that is on the State website, it is extremely helpful and shows 6 months out. There is a Re-Org on webpage. We have a Career Online link. The New York Times has new offer for online. Reminded about LSTA Grants, there will be a webinar on grants. Discussed the California Student Author Program, that partners with Schools and Non Profits, Beverly will send link. Ask if there needs to be additional training on Harwood.

3. System Administrator – Mary Ellen Tykosen

Mary Ellen reported that Blue Cloud is well received, a few bugs but minor. Mary Ellen trained to new JSA's this week, Tulare Public and Madera. Mary Ellen also attended ALA.

4. Library Program Manager – No Report.

5. Senior Network System Engineer

Kevin reported they have had some good and bad reviews on CENIC. Year 3 contracts going well. The Wi Fi installations are going well. We will be looking into year 4 next week.

CI. Director Comments

- **Heidi Clark** (Tulare Public) thanked those who set on her interview panel and ready for round two. Mental Health Training through a grant starting for her staff.
- **Vikki Cervantes** (Porterville) CPLA Workshop will be held at Betty Rodriguez Regional Library on April 6th. Please share with Friends and Foundations.
- **Natalie Rencher** (Kings) Ask if anyone else is going to CENIC, Mary and Kevin both will be attending. Working on her budget with new CAO, we got a reduction. Working on policies. We had two long term retirements, so working on replacing them. The FoL is working well with local rotary groups. Kings County Library will take a tour of Betty Rodriguez Regional Library next month. Working on a Veterans Service Grant, mobile maker space. Hosting Reforma in Hanford on Saturday, March 30th. We will be going to Board of Supervisors with Food for Fines in November.
- **Darla Wegener** (Tulare Co.) Book Festival on April 13th, 10 authors and 4 food vendors. The staff is really excited. All 3 Mental Health grants were Granted. Working on Internet Policy to be in line with CIPA. Working with County Counsel on law enforcement coming in and still trying to have procedures. Working on two remodels, in Dinuba and Springville. Working County Counsel, Law Enforcement coming in still trying to have procedures. Working on two remodels, Springville and Dinuba. We are moving forward with no fines for customers on April 30th at the Board of Supervisors. Sitting on the interview panel on March 19th for Fresno County Librarian.
- **Raman Bath** (Fresno), Fresno is hosting a program on Fake News, which should be very interesting.
- **Patrick Fitzgerald** (Madera) Remodel in Madera and will be closed down for 4-6 weeks. Madera Ranchos will be late Spring. We hired a full time IT person.
- **Janet Chase Williams** (Mariposa) Supervisor for Cathy's Valley Branch and Yosemite Branch still needs someone.
- **Amy Taylor** (Merced) Hired a Security Guard for Merced Branch. We received the Value for Libraries Grant for Dos Palos and Gustine. We put in a new Scan Pro microfilm printer. In the middle of interviews, and have hired for Sara's old position.
- **Mary Leal** (Coalinga/Huron) Started new addition to Huron then it started raining for 6 weeks. We will not be able to have summer reading, but we plan on doing a winter reading program of some kind. Started working on budget.

CII. Calendar Items

April 19th will be Teleconference at 10:00 AM

May 10th will be at Fowler Branch Library at 10:00 AM located at 306 S. 7th St. Fowler, CA 93625.

Agenda item for May: Disaster Recovery

CIII.

ADJOURNMENT 12:02 PM