



**SJVLS Administrative Council Meeting**  
**March 13, 2020**  
**Draft**  
**Minutes**

---

**1. COUNCIL OPENING**

**Council members present:** Mark Lewis (Kern), Amy Taylor (Merced), Darla Wegener (Tulare Co.), Terry Eckman (Fresno), Heidi Clark (Tulare), Vikki Cervantes (Porterville), Mary Leal (Coalinga), Janet Chase Williams, (Mariposa), Natalie Rencher (Kings), and Sally Gomez (Fresno).

**Council members absent:** Mary Lawrence (Madera).

**Staff present:** Karen Coletti (Fresno), Jeannie Christiansen (Fresno), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), Nathan Boyer (SJVLS) and Mary Ellen Tyckoson (SJVLS).

**Others present:** None

**a. Call to order:** Opened by Janet Chase Williams at 10:00 AM.

**b. Introductions:** Staff and Directors introduced themselves around the table.

**c. Adoption of Agenda:** Motion to adopt agenda Leal (Coalinga/Huron) Second: Cervantes (Porterville)

**d. Public Comment. None**

**2. CONSENT AGENDA**

**a. Approval: Draft Minutes of January 17, 2020 Administrative Council Meeting.**

**Motion to Approve Minutes of January 17, 2020 Cervantes (Porterville) Second: Lewis (Kern)**

**3. Financial Updates Christiansen**

**a. Financial Reports Christiansen**

- FY 2019/20 as of February 2020, financial expenses are \$1,933,652 and increase of \$260,048. From January of 2020. Overall expenses were underspent by 22%. In comparison to the monthly benchmarks due to delays in Telecommunications charges, lower computer services project cost and labor savings. Revenues for the period ending February 29, 2020 totaled \$2,401,011.
- Outstanding Receivable total is \$243,040. Billed FY 19/20 Member Fe, Postage, and Smart Net totaling \$1,705,204 has been paid in full.
- Billed Fortinet of \$31,000 has been paid in full.
- FY 19/20 Electronic Resources has been paid in full to Coalinga, Fresno, Mariposa, and Madera.
- Horizon upgrade build contingency reserve deposit \$160,001 has a current outstanding balance of \$58,862.
- Nimble Storage Project has been completed. Billed Reserve Estimates of \$200,000 has an outstanding balance \$60,059.
- FY 19/20 Telco billed to members of \$682,821 has a current outstanding balance of \$132,119.

**b. CLSA Report – Christiansen**

- FY 19/20 expenses to date total \$124,558 with an annual allocation of \$240,074.
- The State approved the transfer between line items.
- Sally contacted Monica Rivas. Will be changing #s to return to Board and Jeannie will bring this back.

**c. Online Materials**

- Smart Pay distributions totaling \$65,184 for the period of May 1, 2019 through December 31, 2019 have been paid to SJVLS members.
- LSTA Public Library Staff Education Program (PLSEP) expenses for the period ending February 29, 2020 totaled \$28,810. SJVLS PLSEP Administration cost for this same period totaled \$2,763. There are 11 participants in PLSEP and all but two participants have been fully paid. Paid participants have provided all tuition cost and grade verification.

**d. Tech Reserve – December 31, 2019**

**Transfer of Ownership Statements have been sent to the following members:**

- July notices total \$6,612.73 to Madera and Fresno.
- September notices total \$8,846.81 to Madera and Fresno.
- October notices total \$968.05 to Fresno.
- November notices total \$7,848 Coalinga, Fresno, Kern, Madera and Merced.
- December notices total \$18,640.23 Coalinga, Fresno, Porterville and Tulare Public.
- January notices total \$193,207.13 Coalinga, Fresno, Kings, Tulare County and Tulare Public.
- February notices total \$7,296.64 Fresno.

**Pre Paid Tech Reserves Report:**

July 2019 Balance	\$2,617,031 Available	\$2,059,671.
August 2019 Balance	\$2,662,801 Available	\$2,109,671.
September 2019 Balance	\$3,025,714 Available	\$2,184,600.
October 2019 Balance	\$3,160,888 Available	\$2,145,771.
November 2019 Balance	\$2,149,779 Available	\$2,141,415.
December 2019 Balance	\$3,059,605 Available	\$2,085,669.
January 2020 Balance	\$2,981,597 Available	\$2,186,908.
February 202 Balance	\$2,974.195 Available	\$2,191,877.

Tech Reserve decreased due to charges for FY 2019/20 totaled \$363,414 and consists of Debt Collection-UMS, Postage and Computer Hardware.

**e. Unearned Grant Report**

- Print out provided.
- Vikki to email Nimble 5700 actual invoice to Edward. Amy also sent as well.

**2. Discussion and Approval: Draft Budget FY 2020-2021 Attachments 7,7a & b.**

- Seek approval to present Recommended Budget in May with approved changes and to incorporate CENIC RFP upgrades on equipment selection costs.
- Return to Board with CLSA Program and Funding Strategy for Upcoming Year.

- No addition changes to the approved Membership Fees and Costs approved on January 17, 2020. **Motion made by Clark, (Tulare City) Second: Lewis, (Kern County).**
- Approval of Enterprise Vehicle Lease. **Motion made by Cervantes, (Porterville) Second:**
- Will revisit the CLSA upcoming Application and Strategy after we meet with consultants.

### **3. Discussion and Approval: Electronic Resources Selected Vendor ERC Database Recommendation – Boyer Attachment 8**

- The ERC recommends awarding RFQ SJVLS 20-004 to Gale and entering into a three-year database subscription beginning in FY 20220-21 for all categories of databases specified in the RFQ. Gale to replace EBSCO with little cost savings of \$30,000. **Motion to recommend awarding contract to Gale made by Leal, (Coalinga/Huron) Second: Cervantes, (Porterville).**

### **4. Discussion: Porterville Library – Gomez**

- Sally has received many questions on how to help Porterville.
- The FOL groups are also reaching out.
- Vikki explained that a Wish list will be started and the FOL groups can mail checks to the Adult Center in Porterville.
- Darla mentioned that she could help Vikki set up an Apple account.

### **5. Discussion and Approval: Library Day of Giving - Gomez**

- April 23<sup>rd</sup> is Library Day of Giving, discussed with the council what it was and how it would work. It falls during National Library Week. They decided that it would be best to go into this all together. Valley Cat could be used for online donations. They will add a banner. April 1<sup>st</sup> is National Disaster Relief.

### **6. Discussion: Pandemic Procedures – Chase & Gomez.**

- This is changing day to day. What we do know so far is wash, wash, wash, your hands. Discussion on out of Country travel. What we should close is maybe our FOL bookstores due to the age clientele. As a consortium we should stay consistent on what we will be doing. We know that books are already dirty. Gloves may provide a sense of safety. Fresno is open at this time however working to get procedures in place. Porterville has cancelled all programs through May. Darla is working day to day, not closed or canceled programs. Natalie is keeping staff calm and not canceling until April. Business as usual and HR is on it. Discussion on UVC Wands were discussed only good on hard surfaces. Family space and toys use your best judgement. Practice the washing of hands, and social distancing of 6ft. Mary is following her school district guidelines. Computer labs every other computer to offer distance.

### **7. Discussion: Administrative Librarian Vacancy**

- We have 2 more candidates to interview on April 23<sup>rd</sup>. Discussed what we are looking for as far as drafting budgets, tech piece, Erate and leadership guidance. We might want to wait until we see what consultants recommend at this time. We might have a learning curve but do have a probation period. The questions need to be revised.

### **8. CENIC Upgrades Status Update - Nelson**

- We have 6 branches left to go.
- Year 3: 1 branch.

### **9. Status Update on EdTechnology – E Rate and Grant Consultant – Gomez & Nelson**

- The consultants are doing well and gathering information. They will be at the May meeting.

### **D. Staff Reports**

#### **1. Chair**

- No Report.

#### **2. State Library**

- No Report.

#### **3. Administrative Librarian**

- No Report.

#### **4. Library Program Manager**

- This was Mary Ellen's last meeting. She shared it has been great working with all of you and thank you.

#### **5. Senior Network System Engineer**

- No Report.

### **E. Director Comments**

- Amy, (Merced) Received the Bringing your library to you Grant for \$250,000.00 They are working on hiring an architect for the Library/Community Center in Dos Palos.
- Darla, (Tulare County) Bookmobile purchased and it is almost ready. They are working on the Springville Library which is the last of the Carnegie Libraries in California. It has been closed since October.
- Natalie, (Kings) 3 weeks ago called in Avenal, this will give us two capital projects Lemoore and Avenal.
- Mark, (Kern) the library is full of mold and they may be looking a brand-new location.
- Vikki (Porterville) Gave everyone an update on Fire at Porterville. Some of the things she shared for all the directors to hear was, Fire Suppression, video recording inventory which includes everything, from books to supplies. She will be a presenter at CLA. Museum in Porterville is featuring the Library from March 19<sup>th</sup>-25<sup>th</sup>. Friends will hold first fundraiser in June and meeting this week to discuss.

### **F. Calendar Items**

**May 1st. Porterville**

**ADJOURNMENT at 11:51 AM. Motion to adjourn Cervantes, (Porterville) Second: Wegener, (Tulare Co.)**