



SJVLS Administrative Council Meeting January 17, 2020 Minutes

1. COUNCIL OPENING

Council members present: Mark Lewis (Kern), Amy Taylor (Merced), Darla Wegener (Tulare Co.), Raman Bath (Fresno), Heidi Clark (Tulare), Vikki Cervantes (Porterville), Natalie Rencher (Kings) and Sally Gomez (Fresno).

Council members absent: Mary Leal, (Coalinga) and Janet Chase Williams (Mariposa)

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

Others present: Beverly Sutherland, Ingrid Goodman, Joe Matthews and Carson Brock.

a. Call to order: Opened by 10:15 AM by Vikki Cervantes (Porterville)

b. Introductions: Staff, Directions and Guests.

c. Adoption of Agenda: Motion to approve the agenda with adoption of additions moving #6 up and then following as is. Clark (Tulare); **Second:** Taylor (Merced).

d. Public Comment. None

2. CONSENT AGENDA

a. Approval: Draft Minutes of November 8th, 2019 Administrative Council Meeting.

- Motion to Approve with correction under Alberto on RFP for Omeka, Zip Books and Depository: Wegener (Tulare Co.); **Second:** Lewis (Kern)

6. Presentation & Discussion: Ed Technology Grants & Other – Sutherland and Goodman.

- Beverly Sutherland and Ingrid Goodman met with Kevin, Lana and Sally on ERate yesterday.
- Grant thru Cisco available do not have all the details yet.
- Shelby members draft getting fiber too hard to reach rural areas. USDA helping with funding, outside of ERate. Amy had questions on what timing works with ERate. Bev stated a lot work on CENIC, and they are looking at a lot of options. Amy was concerned about the January 31, 2020 timeline. Beverly stated that this is just a short turnaround. Raman ask Beverly how long for a matrix and then SKYPE in next week. Beverly will send matrix to directors as well before meeting next week. He would like discussion by Wednesday 22, Everyone would like to review as well. Mary Ellen brought up buying new routers. Kevin added price of \$2,000 max.

3. Financial Updates Christiansen

a. Financial Status Christiansen

- FY 2019/20 As of December 31, 2019 Financial reported expenses are \$1,446,209.24 and increase of \$540,604.23 from November 2019, Overall expenses were under spent by 17% in comparison to the monthly benchmarks due to delays in Telecommunication charges, lower computer service project cost and labor

savings. Revenues for the period ending December 31, 2019 totaled \$2,148,776.73.

- Outstanding receivables is \$625,397.
- Transfer of Ownership Statements have been sent out to following members.
 - July, to Madera and Fresno
 - September to Madera and Fresno
 - October to Fresno
 - November to Coalinga, Fresno, Kern, Madera and Merced.
 - December to Coalinga, Fresno, Porterville and Tulare.
- Pre-Paid Tech Reserves FY 2019/20 totaled \$248,430.91 and consist of Debt Collection-UMS, Postage and Computer Hardware.

b. CLSA Report – Christiansen

- CLSA Allocations FY 2019/20 Total expenses to date were \$112,346.69 annual allocation of \$240,074. On track with this. Natalie ask if she would be receiving anymore invoices. Jeannie explained they would receive last one in January.

c. Online Materials

- LSTA Public Library Staff Education Program (PLSE) MLS Funding Support. Had 11 participants.

d. Grant Summary and Benefits

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e. Tech Reserve @ December 31, 2019

- Pre-Paid Tech Reserves FY 2019/20 totaled \$248,430.91 and consist of Debt Collection-UMS, Postage and Computer Hardware.

2. Discussion and Approval: Draft Budget FY 2020-2021 Christiansen.

- Seek approval of \$4,437,291.00.
- Approved training plan and authorize designee for further scholarship protocols \$3,000.
- Approved the CLSA Budgetary dollars \$240,074.
- Approved SJVLS designee and Chairman to maximize the request for funding to include SJVLS Technology (Switches) Four Year Replacement Plan. Return with Strategy Plan and clarification on number of switches per location and ownership.
- Members to Budget to Pay.

Membership	\$ 1,789,808
Other	\$ 74,410
Telco Direct	\$ 987,498
Total	\$ 2,851,715

- Approve for Telco NRC estimate placeholder; off set funding to be determined at later date. \$ 500,000
- Members to continue to contribution to build reserve for ILS/Horizon \$ 160,000
- Return to Board with RFP Cenic selection and costs for direct Telco charges to members.
- The Budget highlights were discussed, and Items 1-10 were also approved. Motion to Approve: Lewis (Kern) Second: Taylor (Merced)

3. Discussion and Approval: CLSA Funding Strategies Current and Upcoming Year.

- Amendment to resources sharing (Omeka proposal or self-registered e-card) \$22,970.00
- Upcoming year anticipated funding at similar levels.
 - A. Delivery \$159,540
 - B. Maintenance Annual Plan \$3,000
 - C. Other Expenditures \$77,534
- Option 1) Continue to fund the following areas at the same levels:
 - System Delivery 100% \$159,540
 - Maintenance Annual Plan 100% \$3,000
- Option 2) Discussion on strategies for \$77,534 funding for system.
- Start with E Cards looking for direction to keep open to County to State Library Omeka server. Some reservations from Alberto on how this would not benefit as a whole team. Nathan is the key contact for questions on this. Mary Ellen stated that certainly enough money to get started. Another option would be a single resource, Mary Ellen spoke to Nathan on this as well, during the evaluation process. Motion made for Interim Director, MaryEllen and Kevin to speak to State on Option A or Option B. Bath (Fresno) Second: Taylor (Merced)

4. CIPA Compliance and Policy Review – Gomez.

- We need to review every two years. It is a Board Agenda Item to start then review and update every two years. Sally will send the EdTechnology information. Please check your websites to make sure you comply. Bev and Ingrid will help anyone with this, send them a screen shot of what you have posted.

5. Discussion: CENIC upgrades Bids and Deadlines – Nelson.

- Complicated and would like to discuss with each of you this next week. Can go over spreadsheet or email back and forth. There are another 20-21 circuits unaccounted for. Deadline RFP, Erate January 25th. Vikki requested that someone cover Interim Madera Librarian.

7. Presentation and Discussion: Joseph R Matthews Organizational Restructuring Consultant Agreement – Block, Matthews.

8. Status Update and Discussion: SJVLS Administrator Candidates – All.

- We had interviews last week. Interviewed 3 candidates, did not have the technology

part. They felt there were too many questions and some were repetitive. Raman will follow up with HR to work on specs. Natalie just went through the process and offered to help.

D. Staff Reports

- Chair no report.
- State Library, Sally will send email as connection for call did not work.
- System Administrator, Chris Wymer got Enterprise mobile app. Working on style and customization.
- Library Program Manager, Mary Ellen working on getting a count on data base RFQ. Mary Ellen is passing off more to Chris.
- Senior Network System Engineer, Kevin PC order came in early. Year 3 branches has facility issues. Year 5 branches they are working on now. We are upstairs in our new office please stop by and see us.

E. Director Comments

Amy Taylor (Merced)

- Merced now has late hours and are having to ask customers to leave!
- Author series starting in February with Robert Dawson, Library Road Trip, then The Sun Does Shine: how I found Life and Freedom on Death Row by Anthony Ray Hinton and one is a friend of Amy's and has been on the Today Show with 3 books on Keto diet.

Natalie Rencher (Kings)

- 2 recruits Youth Service Librarian and Librarian Assistant III for Lemoore.
- Working with Public Works on Capital Project Renovation.
- March 6th will have a Staff Day.
- Open House in December FOL received \$15,000. Raman to speak to her about this.
- On a personal note, she is finishing her doctorate and thanked everyone who helped.

Heidi Clark (Tulare City)

- Fully staffed for 1st time
- Having an Active Shooter Drill tomorrow.
- Working on some restructure internal
- Spending some of 2020 staff training.

Darla Wegener (Tulare Public)

- February 7th closed for All Staff Day.
- Our news incident was handled very well and swift.
- Working on partnering with Traver and Badger.
- Grant for Bookmobile training.

Vikki Cervantes (Porterville)

- Facilities Special meeting on January 14th, to modernize the library. City already owns site. This is the second phase happening, there are 120 kids working on it. New facility will be 13,000 sq. ft and expand parking across the street.

Raman Bath (Fresno)

- Introduced Sally Gomez, Associate County Librarian for Fresno.
- Sr. Manager Deb Janzen retired after 32 years.
- Having Principal Librarian Interviews next Friday.
- Big Read Feb. 8th.
- Evicted Display left at end of December and was very well attended.

Mark Lewis (Kern)

- Stated that Andie is not able to travel long distances.
- Focus is on Marketing.

6. Calendar Items

- Central Library, Sarah McCardle Room (Second Floor) 2420 Mariposa, Fresno CA 93721
- March 13th, 10:00 AM

7. Adjournment

Motion to Adjourn at 12:28 PM Cervantes (Porterville) ; SECOND: Taylor (Merced)