



**SJVLS Administrative Council Meeting
September 13, 2019
Minutes**

1. COUNCIL OPENING

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

Council members absent: Patrick Fitzgerald (Madera) and Mark Lewis (Kern)

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

Others present: Laura Sasaki (State Library)

a. Call to order: Opened by Janet Chase Williams at 10:42 AM.

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

c. Adoption of Agenda: Motion to approve the agenda Cervantes (Porterville); Second: Taylor (Merced).

d. Public Comment. None

2. CONSENT AGENDA

a. Approval: Draft Minutes of August 16, 2019 Administrative Council Meeting.

Motion to Approve: Cervantes (Porterville); Second: Bath (Fresno)

3. Items for Information/Action

a. Financial Updates – Christiansen.

- Jeannie ask the Council if they would like to continue to get a narrative report along with attachments and they all said yes. This is very helpful to them.
- Revenue and Expenses trends are well over \$4,000,000. Budget expenses have declined slightly. Actual expenses have declined as well.
- Financial Position Report on Appropriations, Revenue and net Fund Balance. Fund Balance 4835 Agency Fund.
- Total Appropriations \$4,314,359 and Total Revenues \$3,596,402.
- Outstand Invoice Summary Total amount pending \$1,779,034. Membership Smart pay.

b. CLSA Report – Christiansen

- Delivery was unspent \$159,540.00 billed quarterly.
- Maintenance Annual plan renews in April and is \$3,000.
- E-Resources pending selections was \$30,564.00
- Resource Sharing pending \$22,970.00 and pending \$24,000.00
- Grand total was \$240,074.00. Natalie ask about Zipbooks, last year it was under E-Resources.

c. Online Materials

- Total Online Materials \$201,634. Funding source membership grand total was \$148,100 total expenses were \$114,515 and unspent was \$33,585. Funding source from CLSA budget amount was \$53,534 and unspent was \$53,534. Will be doing an RFP.

d. Tech Reserve @ August 30, 2019

- Review of current tech reserves balances was overall \$2,600,000.

e. PLSP Grant Submission

Seeking approval of Retroactive Application/Agreement and Increase Budget.

Recommended actions:

1. Retroactively authorize the previous submittal of an application to the Public Library Staff Education Program (PLSEP) on August 16, 2019.
2. Approve and authorize the Chair to ratify the SJVLS Administrative Librarian execution of a retroactive application/agreement dated August 16, 2019 and acceptance of grant funds effective upon execution through September 30, 2020. (\$30,399).
3. Authorize the Administrative Librarian, or their designee, to sign expenditure forms and activity reports for this agreement; and
4. Approval to Adopt Budget Resolution increasing FY 2019-20 appropriations and estimated revenues in the SJVLS Planning & Evaluation Org 9625 in the amount of \$25,399. (4/5 vote)

Motion to Approve Wegener (Tulare Co.); Second: Bath (Fresno).

4. Seek Discussion and Approval – Alberto Martinez

a. Selection of Erate and Telecommunications

- Telecommunications & Erate Consultants discussion on RFP. Seeking approval on Vendor EdTechnologyFunds. They had much more experience than the others. Alberto facilitated the evaluation process along with Janet Chase-Williams, (Mariposa), Darla Wegener, (Tulare Co.) Heidi Clark, (Tulare Public) and Mary Ellen Tyckoson, (SJVLS). The results were shared with the SJVLS Networking Engineer as they would work extensively with the vendor. Darla ask that \$60,000 to be added to cover BTU.

Motion to hire EdTechnologyFunds made by Cervantes, (Porterville); Second: Taylor, (Merced).

b. Publish RFP 2019-003 Organizational Restructuring consultant

- Discussion on RFP for Organizational Restructuring Consultant.
- Went over page 12 and overview.
- Reviewed page 25 general requirements.
- Vikki ask about the fee of the consultants.
- We have a 6-month time table and we are doing a training. We don't want to lose the quality. We need to get Jeannie 20 down from 30. We have already removed costs.
- Natalie looked at the outlining roles and eliminating duplicating roles. We are really talking about the fiscal part of it. She is looking for clarification. Jeannie ask if helpful, to include an attachment, with bullet points narrowed down or end goals.

Motion made to publish RFP Cervantes, (Porterville); Second Leal, (Coalinga/Huron)

c. Fiscal Agent Discussion – Official Opinion by SJVLS Attorney, John Shupe Esq.

- Discussion on the Legal memo from the Attorney, John Shupe. It was for replacing Fresno County as fiscal services agent for JPA. This would require the founding agreement to be amended.

5. Reports

a. SJVLS Admin – Alberto Martinez

- Working on RFP's.
- Working with Jeannie on PLSEP funding.
- Been in training with Jeannie and Raman.
- Updating forms with vendors
- Speaking with lawyers on Fiscal Agent.
- Working with Nathan on interactive map.
- Website now updated.

b. Programming Librarian - Mary Ellen

- Mary Ellen referred to written report provided in packet.
- ERate money from 17-18 and 18-19 is coming in from CALIFA.

c Senior Network Systems Engineer – Kevin

Kevin went over the three-year 2019-2011 Information Technology Plan.

- Assure that the IT infrastructure provide through SJVLS membership meets the current and potential needs of the consortia members.
- Help with annual work plans for SJVLS IT staff.
- Aid in developing the annual SJVLS budget.
- The plan is part of the greater SJVLS Strategic Planning process and is carried out by doing the following.
- Surveying the present state of the are in library network.
- Integrating and carrying out IT-Related objectives in the SJVLS strategic plan.
- Make recommendations for future SJVLS Planning.
- Raman ask that best practices on switches be added.

6. Calendar Items. Nov. 8th Huron.

a. November 8th the Huron Library.

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ADJOURNMENT at 11:51 AM.