



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Administrative Council Meeting May 6, 2022

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### APPROVED MINUTES

#### A. COUNCIL OPENING

1. Amy Taylor (Merced County), called the meeting to order at 10:01 am.
2. Roll Call
  - i. Council present: Raman Bath (Fresno), Mary Leal (Coalinga/Huron), Mark Lewis (Kern), Brian Martin (Kings Proxy), Krista Riggs (Madera), Amy Taylor (Merced), Heidi Clark (Tulare City), Sally Gomez (Fresno), Kevin Nelson (SJVLS), Chris Wymer (SJVLS), Aaron Lusk (SJVLS) and Florencia Wright, (Tulare County Proxy).
  - ii. Council absent: Natalie Rencher, (Kings County), Darla Wegener (Tulare County) Vikki Cervantes (Porterville), and Janet Chase-Williams (Mariposa).
  - iii. Guests: Julianna Robbins (California State Library), and Brian Henderson (Hudson and Henderson).
3. Introductions – None.
4. Agenda Adoption
  - i. Motion to Adopt Agenda Lewis (Kern).
  - ii. Seconded: Clark (Tulare City).
5. Public Comment- None.

#### B. CONSENT AGENDA

1. Motion to approve draft minutes of April 8, 2022, Administrative Council Meeting and Financial Updates provided in packet by Christiansen.
  - i. Motion made by Lewis (Kern).
  - ii. Seconded by Leal (Coalinga/Huron).

#### C. ITEMS FOR INFORMATION AND ACTION

1. Certification for Virtual meetings to continue was discussed and Council would like to continue at this time due to continued rise in cases again.
  - i. Motion made by Clark (Tulare City).
  - ii. Seconded by Lewis (Kern).
2. Seeking Approval and authorize the Chairman to sign resolution to open bank account effective May 1, 2022, for accounts payable processing with Hudson Henderson.
  - i. Motion made to open bank account by SJVLS with Hudson and Henderson, Leal (Coalinga/Huron).
  - ii. Seconded by Lewis (Kern).
3. Recommended Budget was presented by Gomez Seeking approval on budget expenditures in the amount of \$5,301,780.00. The assigned fund balance to

continue of \$2,000,0000 and members contribution to committed fund balance of \$765,736.

- i. Motion made to accept recommended budget by Leal (Coalinga/Huron),
  - ii. Seconded by Lewis (Kern).
4. Wymer had meeting with Goodman, form EdTecnology and Nelson on the retroactive funding application. Council is seeking approval to defer the 2020 High-Speed Broadband Grant application that was submitted November 6, 2022. Looking for approval to update application when the CTC's Grant window opens in the amount of at least \$375,801. The last thing would be to authorize the Chair to sing the new grant application.
  - i. Motion made by to approve 1-3 Lewis (Kern).
  - ii. Seconded by Clark (Tulare City).
5. Wymer seeing authorization to execute a new agreement between SJVL S and CTC Energy and Technology for participation in the State Broadband Program and to file a new Letter of Agency with CPUC.
  - i. Motion to approve new Agreement between SJVLS and CTC Energy and Technology made by Clark (Tulare City).
  - ii. Seconded by Lewis (Kern).

#### **D. STAFF REPORTS**

1. Chair – No Report.
2. State Library – Julianna Robbins.
  - i. Provided updates in packet. Infrastructure Grants still being processed. worked on. Friday 13<sup>th</sup>, the State will approve the budget.
3. Administrative Librarian
  - i. Wymer provided an update on the progress of the CLSA Plan of Service. He wanted to have a draft prepared for the meeting but was not able to complete it in time. He is working on gathering demographics data and finding the best use for the allocation that is not needed to operate delivery. He will have the draft prepared for the next meeting.
  - ii. Wymer has also worked with EdTEchnology Funds and Califa on deferring the 2020 Broadband Grant application and SJVLS's options to re-apply at a later date.
  - iii. Wymer informed Admin Council that he drafted and submitted a grant application for funding to cover Porterville's re-connection costs. The application was submitted Tuesday, May 3.
  - iv. Wymer provided an update on the status of ECF Funding and the Bookmobile E-rate RFP. ECF Funding amounts are being finalized, and SJVLS will begin ordering equipment in the next few weeks. He informed Admin Council that the 3<sup>rd</sup> ECF funding window closes next week, so e needs to know as soon as possible if anyone is interested in applying. Unfortunately, there were no responses to the Bookmobile RFP, so it does not look like we will be able to discount service or equipment in the coming year.
4. SJVLS – System Administrator

Wymer informed Admin Council that the library card order was submitted and are in the process of being printed. He also provided an update on a discussion from the Automation Committee meeting regarding handling damaged items and charges when they are borrowed outside the owning jurisdiction. He reminded Admin Council the annual purge of inactive patrons is coming up, and he will be sending an email next week asking members to confirm their purge criteria. His final update was to share some noteworthy new features coming in the next version of Horizon. One noteworthy new feature is the addition of a "Preferred Name" field that allows patrons to specify a different name for notices from their legal name. Another noteworthy new feature is the ability to encrypt SIP communications, helping to secure patron PII. These new features will require SJVLS to migrate the underlying Horizon database. Wymer will return with a detailed plan early next fiscal year.

5. Senior Network Systems Engineer
  - i. Nelson reported that PC order will be placed on Monday. They are still having supply delays. GeoLinks is moving forward. Will be finishing years 6 before year 8 starts.

#### **E. DIRECTOR'S COMMENTS**

1. Clark, (Tulare City), Had 3 days off this week. Last week we had our 1<sup>st</sup> encounter with the 1<sup>st</sup> amendment. (Gomez providing link for Council on Webinar next week on 1<sup>st</sup> Amendment). Still short staffed and scrambling to get ready for Summer Reading.
2. Wright, (Tulare County) Filling in for Darla who will be back next week. Have increased employees which is great, there is a lot of training going on. Working on grants. Working on Summer programming. We received a 1<sup>st</sup> time Save the Children grant and that was very exciting.
3. Lewis, (Kern) We have opened our last branch that was closed finally. The police department in McFarland showed interest in purchasing our McFarland Branch but we are not interested.
4. Leal, (Coalinga/Huron), Finishing up some programming and finalizing Summer Reading Program. Had a program yesterday for Cino di May. Some programs have been better than others.
5. Riggs, (Madera) We are recruiting for Librarian 1. Krista recruiting for Librarian I, have extended it for 1 week. Wrapping up grants for summer. Bookmobile started last week and doing well. Getting ready for summer reading and lunch programs.
6. Gomez (Fresno) We are interviewing for librarians beginning June. We have many vacancies; we were trying to fill positions before summer programming. Bringing volunteers back to help as well. Had a very successful Prom Dress program, it helped many go to prom. There is first Amendment Audit training next week on a webinar, Sally will share info with council.
7. Taylor (Merced) Librarian interviews next week. Finalized Summer Program.

#### **F. CALENDAR ITEMS**

1. Date and location for next Administrative Council Meeting
  - i. June 3<sup>rd</sup>, 2022, 10:00 AM on Teams

#### **G. ADJOURNMENT**

1. The meeting was adjourned at 10:50 AM.