



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting August 5, 2022

APPROVED MINUTES

A. COUNCIL OPENING

1. Darla Wegener (Tulare County), called the meeting to order at 10:03am.
2. Roll Call
 - i. Council present: Mary Leal (Coalinga/Huron), Mark Lewis (Kern), Natalie Rencher (Kings), Krista Riggs (Madera), Kelly Jones (Mariposa), Tony Arellano (Porterville), Heidi Clark (Tulare City), Darla Wegener (Tulare County).
 - ii. Others Present: Sally Gomez (SJVLS), Chris Wymer (SJVLS), Aaron Lusk (SJVLS), Jeannie Christiansen (SJVLS), and Julianna Robbins (California State Library).
 - iii. Council absent: Raman Bath (Fresno) Amy Taylor (Merced) and Kevin Nelson (SJVLS).
 - iv. Guests: Rivkah Sass (Online High School), Breanna Smith (Kern), and Alma Madrigal-Wand (Madera).
3. Introductions
 - i. Introduction of Rivkah Sass.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Lewis (Kern)
 - ii. Seconded: Clark (Tulare City)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of July 15, 2022, and Financials.
 - i. Motion made by Lewis (Kern)
 - ii. Seconded by Clark (Tulare City)

C. ITEMS FOR INFORMATION AND ACTION

1. Action to Certification of the Need to Continue Virtual Meetings.
 - i. Motion made to continue with virtual meetings by Clark (Tulare City)
 - ii. Seconded by Lewis (Kern)
2. Career Online High School Presentation -Sass.
 - i. Sass discussed Career Online High School. Sass will be happy to come to any of the branches and give presentation. She will follow up with email to each of the jurisdictions. Sass requested to please inform her of any graduations that take place.
3. Action: 2022-23 Admin Council Meeting schedule – Wymer.

Motion to Approve the 2022 – 2023 Admin Council Schedule.

- i. Motion made to approve the schedule Lewis (Kern)
- ii. Seconded by Clark (Tulare Public)

4. Action: FY 21-22 PLSEP Final Report – Wymer.

Seeking to Approve the submission of the FY 2021-22 PLSEP Final Report to the State Library. This will authorize the Administrative Librarian Wymer to send to the State Library. This is the final requirement for Grant Funding.

- i. Motion to Approve with an amendment on page 5 by Clark (Tulare Public)
- ii. Seconded by Lewis (Kern)

5. Action: BCAP Audit Findings – Wymer.

BCAP Audit findings were discussed, Administrative Librarian and Senior Network Systems Engineer seeking authorization to draft policies and procedures required by USAC and return to Admin Council for approval to submit to USAC. Would like to require all members with CIPA policies that are out of compliance or more than 5 years old to update their policies and them approved by their governing bodies, by of December 20, 2022. Seeking on whether to appeal USAC's funding commitment adjustment amount.

- i. Motion to approve #1 and #2 and table #3 until next meeting Lewis (Kern)
- ii. Seconded by Clark (Tulare Public)

6. Action: Procedures for Items Damaged in Another Jurisdiction Wymer.

Procedures for items damaged in another jurisdiction discussed, it will establish consistent policy and procedure for handling damaged items that belong to another jurisdiction. Council reviewed; Wegener requested to wordsmith the part on page 64 due to having to show patron if the request to see what you are adding to the account. Wymer will work on updating.

- i. Motion to accept Proposed Damaged Item Procedures by Clark (Tulare Public)
- ii. Seconded by Lewis (Kern)

7. Action: Original Cataloging Services – Wymer.

Discussed original cataloging services. Creating a sub-committee to evaluate potential options for changing cataloging services in the consortia and to direct the committee to explore options to change the current cataloging model, while supporting our existing standards for the formats of bibliographic records. The council will work with JSA's on this.

- i. Motion to approve Jones (Mariposa)
- ii. Seconded by Leal (Coalinga)

8. Discussion on CLSA System Annual Program and Expenditure Report is tabled to next meeting.

D. STAFF REPORTS

1. Chair

- i. No Report.

2. State Library

- i. Robbins provided an update through email but highlighted some points. The infrastructure funding is still being worked on. Let's talk Data survey is really good and will provide a lot of important information the deadline is August 12th, there are LSTA Grant opportunities that are still available.
- 3. Administrative Librarian
 - i. Wymer is working on USAC Audit.
 - ii. Working on yearend invoices and having issues with SirsiDynix we have a credit that we can apply to our bill, however Wymer needs an itemized invoice.
- 4. SJVLS – System Administrator
 - i. Working on Roll out for Damage notices, had a little snag, but was fixed.
 - ii. Still working on catalog themes and colors.
 - iii. Working on CSS rules.
 - iv. Migrating Jasper reports, we had a challenge with the bad email report.
- 5. Senior Network Systems Engineer
 - i. Lusk reported we have computers coming in today.

E. DIRECTOR'S COMMENTS

1. Gomez (Fresno) – We hired 3 Librarians; we still have 5 vacancies. We might use Librarians in training to help. Still so many vacancies in all positions.
2. Jones (Mariposa) – No Report.
3. Leal (Coalinga/Huron) - Summer Library Reading program ending on Saturday. We had the Bat Lady with a BBQ and Reptile Ron, both great.
4. Lewis (Kern) – Our Summer Reading and Lunch program were both very successful, people loved coming back in. McFarland will be staying open and for more days a week.
5. Riggs (Madera) - Introduced Alma Madrigal Ward, one of two new librarians. Interviews for drivers coming up. Summer Reading great success. We are working on updating our Non-Fiction collection. Starting our Red Backpack program. Our tech guy Ignacio received a Park Pass Grant so excited about that, will use to expand the program.
6. Rencher (Kings) – Wrapping up Summer Reading, our JSA Brian Martin did model airplanes with the Teens, and it was a great program. Working on Mine crafting working with schools on that. We received a grant, Sherman started mindfulness classes and they are doing great. Community helping and it is going through October. Community has really helped with these Saturday classes in Hanford. Shout out to Kern, your highlight on branches is just great you have some wonderful branches. County working on changing up classifications. 1st lunch at the library was a hit and we will do again next year. We had our All-Staff Team building meeting and went well. Budget is next week. New youth services librarian next week. We still have vacancies.
7. Arellano (Porterville) – No Report.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting

i. September 2, 2022 via Teams

G. ADJOURNMENT

1. The meeting was adjourned at 11:42 AM.