



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Administrative Council Meeting May 24, 2024

DRAFT MINUTES

A. COUNCIL OPENING

1. Sally Gomez (Fresno County), called the meeting to order at 10:05 am.
2. Roll Call
 - i. Council present: Sally Gomez (Fresno County), Mary Leal (Coalinga/Huron), Mark Lewis (Kern County), Vikki Cervantes (Kings County), Krista Riggs (Madera County), Matt Johnson (Mariposa), Amy Boese (Merced County), Tony Arellano (Porterville), and Florencia Wright (Tulare County).
 - ii. Council absent: Heidi Clark (Tulare Public).
 - iii. Staff Present: Chris Wymer (SJVLS), and Kevin Nelson (SJVLS).
 - iv. Guests: Brian Henderson (Henderson CPA), and Josh Chislom (California State Library).
3. Introductions
 - i. Staff introductions were conducted round table.
4. Agenda Adoption
 - i. Motion to Adopt Agenda – Cervantes (Kings)
 - ii. Seconded: Leal (Coalinga/Huron)
5. Public Comment
 - i. None.

B. CONSENT AGENDA

1. Motion to approve draft minutes of April 5th, 2024, with correction.
 - i. Motion to approve Cervantes (Kings)
 - ii. Seconded by Lewis (Kern)
2. Motion to approve actual balance and pending balance on financials.
 - i. Motion to approve Lewis (Kern)
 - ii. Seconded by Cervantes (Kings)

C. ITEMS FOR INFORMATION AND ACTION

1. Wymer seeking approval for the 2024-25-year Administrative Council Chair Rotation. Will seek approval for Chair and Vice Chair. Riggs from Madera County will be Chair and Cervantes from Kings will be Vice Chair. Motion to approve 1-3.
 - i. Motion to approve Cervantes (Kings)
 - ii. Seconded by Lewis (Kern)
2. Wymer seeking approval for 24-25 Administrative Council Meeting Schedule. Motion to approve schedule.
 - i. Motion to approve Cervantes (Kings)

- ii. Seconded by Leal (Coalinga/Huron)
3. Henderson seeking approval for the final budget. There is no impact on revenue. The biggest change was under Tech reserves. Cervantes spoke on starting a subcommittee to have a plan in place, as nobody sees this changing in the next year or so. Motion to approve 1-5.
 - i. Motion to approve Cervantes (Kings)
 - ii. Seconded by Lewis (Kern)
4. Wymer seeking authorization for the Administrative Librarian to draft the FY2024-25 Plan of Service, with the CLSA allocation being used to fund a portion of intra-system delivery, with the difference being funded from Unassigned Fund Balance. Wymer also needs to have the Administrative Council Chair to review and approve the Plan of Service prior to submission to the State Library. Motion made to approve 1-2.
 - i. Motion to approve Cervantes (Kings)
 - ii. Seconded by Lewis (Kern)
5. Wymer seeking approval to award the Original Cataloging Services RFP to Backstage Library Works. SJVLS received two responses, to the RFP, one from OCLC and one from Backstage Library Works. Cervantes would like to see the paper form of the RFP. The pricing is included in your membership, per Henderson. Motion made to approve 1-2.
 - i. Motion to approve Leal (Coalinga/Huron)
 - ii. Seconded by Cervantes (Kings)
6. Wymer seeking approval to write a letter to key legislators requesting that they restore funding for State Library programs that were cut in the May revised budget; to direct the Electronic Resources Committee (ERC) to review subscriptions provided by the State Library that were not funded beyond September 2024; and to direct ERC to make recommendations about subscriptions that should be continued as a systemwide online resource. Return the recommendations for consideration at the next meeting, scheduled for August 2, 2023. Council discussed the budget revisions on funding of Infrastructure Grants, reverting \$4.4 million in grant funds total. State Library staff have indicated that some libraries failed to file the required paperwork. The other revision was for the Dolly Parton Imagination Library, which we did not participate in. There also is no more funding for Career Pathways and Parks Pass Program. Motion to Approve 1-3.
 - i. Motion to approve Cervantes (Kings)
 - ii. Seconded by Lewis (Kern)
7. Wymer reported he is still working with CENIC for quotes. We have more than enough in our Tech Reserves. Yosemite needs a new circuit from GeoLinks. Kevin is working on this. There are restrictions due to it being in a National Park. Matt and Kevin will discuss and reach out this afternoon to CENIC.

8. Wymer discussed the Multi-factor Authentication for Office365. On June 18th, 2024, Microsoft will enable security defaults for our Office 365 tenant. This change will enable two-factor authentication for all accounts. This cannot be turned off. When user's login to Office 365 on June 18th, they will be prompted to setup the Microsoft Authenticator app on their smart phones. The alternatives include providing a phone number for an automated call or a text message. There are also hardware tokens that are also supported. Microsoft is doing this to increase security along with decreasing the number of accounts that are being compromised and used to send spam. Discussion on using personal phones and how staff will not like this. Aaron and Logic are still working through this, and we will keep staff updated. There is no option to turn it off at this point.
9. Wymer discussed catalog transition. Wymer did Copycat Cataloging training on Tuesday and Wednesday, everyone has what they need. Wymer needs to provide training on how to scan items when requesting original cataloging records. We will need to update our policy. Wymer will discuss with Automation on ground rules to follow policy. Cervantes spoke on jurisdictions cleaning up records. Discussion on 1 person designated for each jurisdiction. There is 4 hours of training on the shared drive.
10. Wymer discussed Pre-notification of Borrower Purge. Wymer will do query for 3 years for accounts that have been in active for certain amount due. Wymer will send email out for notification. It will be about 18,000 and will take about 24hrs.

D. STAFF REPORTS

1. Chair – Gomez - No Report
2. State Library
 - i. Chisom provided a handout updated as of May 23, 2024.
 - ii. Chisom highlighted LDS Newsletter, no more match for Career Online High School, Community Centered libraries recording instructions.
3. Administrative Librarian
 - i. Wymer is working with Lusk and Nelson along with State Library on Plan of Service.
 - ii. Update on the interviews, two applicants both declined.
 - iii. Mike Drake is leaving SJVLS for Fresno County and this will leave another opening in SJVLS.
 - iv. Cervantes discussed the flyer and how it reads possibly working on wording for the System Administrator. Discussion with HR before sending it back out.
4. SJVLS – System Administrator
 - i. Wymer reported staff did great on Copy Catalog training. It was for 2 days and 4 hours.
 - ii. Wymer was appointed the secretary for Cosugi.
 - iii. There is a pilot group, for SirsiDynix Blue Cloud. Blue Cloud mobile 2.0 getting closer to release.
 - iv. Horizon 761 can upgrade. Automation upgrade in August, due to Summer Reading.
5. Senior Network Systems Engineer
 - i. Nelson reported PC order completed and they are arriving today.

- ii. Barcode scanners, we have two types, we ordered 200.
- iii. Firewalls 600 end of life, September 30th, 2024. We will have to look at new ones.

E. DIRECTOR'S COMMENTS

1. Gomez (Fresno) – We are working with Public Works on RFQ for Clovis and Reedley. We hired 20 new Library Assistants. Summer At Your Library starting on June 10th.
2. Arrellano (Porterville) – Update on new library, in design process, price of building has increased from \$30 million to \$40 million.
3. Cervantes (Kings) – Vikki was appointed Kings County Librarian, on April 15th. Natalie left a great staff, and it is a good fit. Working on two renovation projects, Lemoore is a total make over, and Hanford is a renovation. FOL hosted a Lunch for Natalie.
4. Leal (Coalinga/Huron) – In Union negotiations. Busy with Summer reading. Our construction project on hold right now.
5. Boese (Merced) – Working on Summer Reading. County wide emergency planning in process. Took a tour of Central Valley Communication Foundation.
6. Lewis (Kern) – Summer Reading and Summer Lunch program happening. Added Kanopy and Overdrive magazines. Lamont Branch had new flooring installed. We had to shut down our N/W Branch due to moisture in the carpet. Busy with Infrastructure Grant.
7. Johnson (Mariposa) – Summer Reading kickoff June 12th. The theme is Around the World in 60 Days. Wrapping up a LSTA Grant for Tech for Seniors. Applying for a Zip Book Grant. We got approval for summer hours at Wawona.
8. Riggs (Madera) – Kudos to Kevin and Aaron for helping Rancheria on call about Broadband. Working on Infrastructure Grant and it is coming together, we are in final design and have a meeting today on the Fairmead Library. Summer Reading starts June 11th.
9. Wright (Tulare County) – Darla is still in Canada. Dinuba is getting close; books will be unpacked next week. No updates on Alpaugh and Springville. We are having two book lockers installed by end of June. We will be having Summer Reading and meals.

F. CALENDAR ITEMS

1. Date and location for next Administrative Council Meeting
 - i. August 2, 2024, online Via Microsoft Teams.

G. ADJOURNMENT

1. The meeting was adjourned at 12:10 PM.