



Serra Cooperative Library System
c/o SCLC ▪ 254 North Lake Avenue #874 ▪ Pasadena, CA 91101
Phone: 626-2359-6111
www.serralib.org

ADMINISTRATIVE COUNCIL MEETING

Thursday, February 16, 2023

11:00am – 1:00pm

Hybrid meeting

San Diego County Library, Alpine branch

1752 Alpine Blvd., Alpine, CA 91901

Minutes

Approved May 18, 2023

Attendance

Bradds, Dara – Escondido
Briley, Shaun – Coronado
DiMento, Cathy - Oceanside
Gittemeier, Oscar – San Diego Public
Guerrero, Mary Jane – Imperial County
Legaspi, Lizeth – Camarena Calexico
Ohr, Donna – San Diego County
Ortega, Petra – Brawley
Ryan, Joyce – National City
Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista

Other

Beck, Andy – SCLC
Durr, Chris – CSL
Graver, Lori – SCLC
Liston, Sam – Oceanside
Powers, Christine – SCLC
Robbins, Julianna – CSL
Snodgrass, Nerissa – SCLC
Walker, Wayne – SCLC

Absent

Haller, Ember – City of Imperial
Zarete, Liz – El Centro

1. Call to Order and Roll Call Shaun Briley
Meeting called to order at 11:02am.

2. Public Comment Shaun Briley
Opportunity for any guest or member of the public to address the Council on any item of Serra business not represented on the current agenda.
None.

3. Consent Calendar Shaun Briley
 - a. Minutes from October 13, 2022 Administrative Council meeting.
MSP (Bradds/Whatley) to pass the Consent Calendar.
8 yes, 0 no, 3 abstain

4. Adoption of Agenda Shaun Briley
Chairs adopted Agenda, as presented, without objection.

5. SCLC Personnel Update Wayne Walker
Walker introduced new Executive Director, Christine Powers, and new Controller, Andy Beck. Both Powers and Beck expressed their eagerness to work with Serra.
6. Budget Status Report FY2022/23 Andy Beck
CLSA system allocations have been received in December 2022. Membership dues are 100% collected by January 2023. PLSEP grant has been approved and will run through SCLC. A line item for LINK+ funds has been added and includes anticipated funds from Imperial County, as previously discussed. Total expenses through December 2022 are \$105,596 which is 19% of the total budget. Expenses include amortized Overdrive fees, Overdrive E-magazines expenses, Flipster expenses, audit fees, and delivery charges through December 2022. Per the CLSA Plan of Service, \$123,328 has been earmarked for LINK+ for the current year; however, no expenses have been incurred. Balances of \$85,182 for LINK+ and \$2,671 for audit services are carried over from the FY2021/22 CLSA funds.
7. PLSEP 2022/23 Update Wayne Walker
Due to an issue with the Unique Entity Identification (UEI) which would not allow Serra to apply individually, SCLC staff worked with the State Library to join all contracted systems applications under SCLC to be managed by SCLC as one larger grant. Five Serra students have been awarded the PLSEP. There is no fiscal impact to Serra, as this a pass-through grant.
8. LINK+ Implementation Update/Unity Courier Wayne Walker/Sam Liston
Smithson spoke to delay in Carlsbad LINK+ implementation due to establishing a VPN tunnel. Guerrero requests process to pay Imperial County's portion, as intended grant monies can only be disbursed for Imperial County, no Serra efforts, as a whole. Because of the implementation delays, it is predicted that that there may be a funding hole for Imperial County, which must spend grant funds by June 2024. Ohr has been elected to the LINK+ Executive Committee, and asked who will represent Serra at LINK+ meetings. Request for update on all at the May 2023 meeting. Oceanside has paid for start-up materials for Escondido, total cost not presented at meeting.
- MSP (Briley/ Gittemeier) to
1. Reimburse libraries for any Unity Courier invoices paid directly by the library for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.
 2. Pay Unity directly for any outstanding library invoices for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.
- 11 yes, 0 no, 0 abstain
- MSP (Whatley/ Gittemeier) to reimburse Oceanside for start-up costs paid for Escondido, and going forward, implement a formal process of invoicing Serra for expenses.
- 11 yes, 0 no, 0 abstain

9. OverDrive Update Christine Powers
Kristina Garcia will be retiring her management of Serra's OverDrive platform at the end of FY2022/23. Staff has engaged in initial conversations with OverDrive and learned that it now offers assistance to its customers in collection development, report, and more robust cart sharing at no additional cost. Staff is in the process of learning exactly which functions OverDrive can take over, what assistance may still be needed from the CD team, and what assistance staff can provide in this process moving forward. Should OverDrive be able to step in to provide this service, it would save Serra the cost of having to pay a contractor for these services. Staff will work with Serra's CD Team and the Technology and Automation Review Committee (STARC) to formulate a final recommendation to Serra for consideration at its next meeting.
10. CLSA FY2023/24 Planning Christine Powers
Directors did not indicate desire to adjust CLSA allocations. Previous years have been based on these broad formulas:
1. eResources (40.7%)
 - a. OverDrive
 - b. Flipster
 2. Resource Sharing (50.2%)
 - a. Link+
 3. Contract Services (8.9%)
 - a. Courier delivery
 - b. Audit
 4. Telecommunications (0.2%)
 - a. Zoom license
 - b. Website hosting
11. Membership Dues FY2023/34 Andy Beck
MSP (Ryan/Legaspi) to approve the Membership Dues for FY2034/34.
11 yes, 0 no, 0 abstain
12. Nominating Committee for FY2023/24 Officers Shaun Briley
MSP (Ohr/ Gittemeier) to establish a Nominating Committee of Briley, Ortega and Smithson to identify FY2023/24 officer candidates to be presented for an election at the May 2023 Administrative Council meeting.
11 yes, 0 no, 0 abstain
13. Serra Name Change Task Force Update Shaun Briley/Donna Ohr
Request each jurisdiction to populate a chart to be sent out by Ohr, which will specify:
1. timeline required to get item approved though local agencies
 2. anticipated risks (political? social?)
 3. anticipated costs to be incurred
 4. any additional notes/follow-up
- The Task Force will synthesize this data for presentation at the May 2023 meeting.

14. Signature Authority Christine Powers
MSP (Whatley/Ryan) to authorize SCLC to update the Bank of America signature authority to add Executive Director, Christine Powers, as an authorized signer on accounts.
11 yes, 0 no, 0 abstain
15. Conflict of Interest/Form 700 Lori Graver
Form 700s are due to Graver by April 1, 2023. Reminder emails were sent in January 2023.
16. Committee Reports
- a. STARC Sam Liston
Discover&Go program will launch in June 2023. Some additional packaging is required for the Imperial County libraries. Ohr requests the technical specifications for implementation.
 - b. Adult Services Suzanne Smithson
Committee will host a Professional Development Day on April 27, 2023, with keynote speaker Patty Wong.
 - c. Youth Services Dara Bradds
At the January meeting, Committee discussed the summer reading programs, San Diego Museum Month, with virtual and print passes. Past workshop was a success.
17. State Library Report Julianna Robbins/Chris Durr
Robbins drew attention to Career Pathways, CALL training, Lunch@TheLibrary and Building Forward, round 2, all as referenced in the State Library report. Durr presented The Palace Project (<https://market.thepalaceproject.org/>), a State Library project, funded by ARPA funds, to create equity in access to eBooks. Once ARPA funds end, funding for collection maintenance is being explored via LSTA and other funding sources. Additional information found here: <https://my.nicheacademy.com/callacademy/course/58428/sequence/30742>
18. Administrative Chair Report Shaun Briley
None
19. Other Shaun Briley
None
20. What's New at Your Library Shaun Briley
None
21. Adjournment Shaun Briley
MSP (Ortega/Bradds) to adjourn meeting at 1:03pm.

