



Serra Cooperative Library System  
c/o SCLC ▪ 222 E. Harvard Street ▪ Glendale, CA 91205  
Phone: 626-359-6111  
www.serralib.org

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**ADMINISTRATIVE COUNCIL MEETING**  
**Thursday, August 17, 2023**  
**11:00 am – 1:00 pm**

**Meeting Location:**  
**San Diego Public Library, Central Branch**  
**330 Park Blvd.**  
**San Diego, CA 92101**

**Alternate Meeting Locations:**

Brawley Public Library, Shirley Park Conf. Room, 400 Main St, Brawley, CA 92227  
Chula Vista Public Library, 365 F Street, Chula Vista, CA 91910  
Imperial County Free Library, 1331 S. Clark Road, Bldg. 24, El Centro, CA 92243  
Imperial Public Library 200 W. 9<sup>th</sup> Street., Imperial, CA 92251  
Oceanside Public Library 300 N. Coast Highway, Oceanside, CA 92054

**Minutes**

*Approved October 12, 2023*

**Attendance**

Bradds, Dara – Escondido  
Cronk, Robert – San Diego Public  
Crosby, Sheila – Carlsbad  
DiMento, Cathy – Oceanside  
Guerrero, Mary Jane – Imperial County  
Legaspi, Lizeth – Camarena  
Mason, Carla – El Centro  
Ortega, Petra - Brawley  
Risolo, Glenn – Coronado  
Ryan, Joyce – National City  
Ulett, Denise – City of Imperial  
Whatley, Joy – Chula Vista

**Other**

Beck, Andy - SCLC  
Graver, Lori – SCLC  
Ohr, Donna – San Diego County  
*(participating as member of public)*  
Powers, Christine – SCLC  
Robbins, Juliana – CSL  
Walker, Wayne – SCLC

1. Call to Order and Roll Call  
Meeting called to order at 11:00 am.

Lizeth Legaspi

2. Public Comment Lizeth Legaspi  
*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 Lizeth Legaspi
  - a. Minutes from May 18, 2023, Administrative Council meeting  
MSP (Cronk/Ryan) to pass the Consent Calendar, without changes.  
11 yes, 0 no, 0 abstain
4. Adoption of Agenda Lizeth Legaspi  
MSP (Ryan/Cronk) to adopt the agenda, as presented. Chair adopted Agenda without objection.
5. Budget Status Report FY2022/23 Andy Beck  
The Budget Status Report for Fiscal Year 2022/23 reflects reconciled bank statements through June 30, 2023. All expenses have been received and recorded. Financial highlights include a surplus of \$10,411 compared to a surplus of \$864, as budgeted.
6. CLSA Annual Report FY2022/23 Christine Powers  
MSP (Cronk/Ryan) to authorize the Executive Director to work with the Chair to complete the CLSA FY 2022/23 Annual Report for submission to the State Library by the September deadline.  
12 yes, 0 no, 0 abstain
7. Authority for Financial Institutions Christine Powers  
Recommendation from the Executive Committee to approve.  
MSP (Cronk/Ryan) to authorize staff to close Serra Cooperative Library System's Bank of America account, open a new government account with JP Morgan Chase, and transfer all funds from Bank of America to JP Morgan Chase. Continue to authorize signature authority for the new account as directed at the May 2023 meeting to Christine Powers, Executive Director; Lizeth Legaspi, Serra Chair; Joyce Ryan, Treasurer; and Nerissa Snodgrass, Project Manager, as authorized signers on Serra's bank account.  
12 yes, 0 no, 0 abstain
8. Serra Digital Download Library Support Update Christine Powers  
Staff has been working with Serra's OverDrive account representative Kevin Coon, and Kristin Roccaforte, MLIS, Digital Content Librarian III for OverDrive to ensure that orders are being submitted as the system transitions away from Kristina Garcia's services. In meetings with OverDrive staff, they recommended that orders be placed on a more frequent basis, and will work with the CD Team to ensure that titles are ordered at a pace to match Serra's budget.

9. Serra Cooperative Library System Webpage Update Christine Powers  
 At the direction of the Administrative Council, SCLC staff is transitioning the Serra website as a subpage of SCLC's website, to include Serra's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Once the site is complete, staff will share a link to the website with all members via email. Serra's current website is still up and will remain until the transition is complete.
10. LINK+ Implementation Update Wayne Walker/Sam Liston  
 San Diego Public Library implemented LINK+ in June. National City went live this week (week of 8/14/2023). El Centro is scheduled to go live this month. Imperial Public Library has started the implementation process; Imperial County Free Library will start the process. Imperial County grant funds earmarked for LINK+ are confirmed as eligible to pay for LINK+ expenses of libraries within Imperial County. CLSA FY 2021/22 LINK+ funds have been fully expended. Upcoming LINK+ service expenses will be paid with CLSA FY 2022/23 funds.
11. Committee Reports
- a. STARC CJ Dimento  
 Discover and Go functioning, with all libraries on board, and Imperial County libraries added within the next few months. New Chair is Phil Gunderson from San Diego Public.
  - b. Adult Services Sheila Crosby  
 Pete Meisner from San Diego Public was elected as new Chair. Survey to be sent to directors re: 2024 workshop, with request to share survey with staff.
  - c. Youth Services Dara Bradds  
 Kat Klein from San Diego Public is the new Chair. No further report.
12. State Library Report Julianna Robbins  
 California Public Libraries Survey will open on September 5, 2023, and close on November 6, 2023. Reporting forms will be posted on LibPAS by August 18, 2023, and an info session will be held on August 31, 2023. The 2024 Lunch at the Library program is state funded on an annual, sustained basis, and open to all California public libraries. Applications open in mid-September 2023, and close December 1, 2023. Additional grant programs available include Broadband/California Connect, Career Online high School, CALIFORNIA Library Literacy Services, California Libraries Learn (CALL), Digital Navigators, Parks Pass, Ready or Not Cultural Heritage Disaster Preparedness Program, and Zip Books.
13. Administrative Council Chair Report Lizeth Legaspi  
 None
14. Other Lizeth Legaspi  
 None

15. What's New at Your Library

Lizeth Legaspi

*Oceanside* – will host a grand re-opening for a third branch and resource center;  
added an arts and culture position to staff

*San Diego County* – Stronger Together grant outreach vehicles have been received.

16. Adjournment

Lizeth Legaspi

MSP (Ryan/Cronk) to adjourn the meeting at 11:34 am.

*Respectfully submitted by Lori Graver on October 12, 2023.*