



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

ADMINISTRATIVE COUNCIL MEETING
Thursday, February 15, 2024
11:00 am – 1:00 pm

Meeting Location:
El Centro Public Library
1198 N. Imperial Ave.
El Centro, CA 92243

Alternate Meeting Locations:
Carlsbad City Library, 1775 Dove Lane, Carlsbad, CA 92011
Chula Vista Public Library, 365 F St., Chula Vista, CA 91910
Escondido Public Library, 239 South Kalmia St., Escondido, CA 92025
San Diego Public Central Library, 330 Park Blvd., San Diego, CA 92101

Minutes

Attendance

Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
DiMento, Cathy – Oceanside
Ghio, Danielle – National City
Guerrero, Mary Jane – Imperial County
Landa, Rino – Escondido
Legaspi, Lizeth – Camarena
Mason, Carla – El Centro
Ohr, Donna – San Diego County
Ortega, Petra – Brawley

Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista
Wolfe, Kathryn – City of Imperial

Other

Beck, Andy – SCLC
Graver, Lori – SCLC
Powers, Christine – SCLC
Robbins, Julianna – CSL
Walker, Wayne - SCLC

1. Call to Order and Roll Call Lizeth Legaspi
Meeting called to order at 11:05 am.
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 October 12, 2023, Administrative Council meeting.
MSP (Cronk/Mason) to pass the Consent Calendar, without changes.
13 yes, 0 no, 0 abstain

4. Adoption of Agenda Lizeth Legaspi

Chairs adopted the Agenda, as presented, without objection.

5. Budget Status Report FY 2023/24 Andy Beck

The Budget Status Report for Fiscal Year 2023/24 reflects reconciled bank statements through December 31, 2023.

6. Status of Delivery Services for Serra Cooperative Library System Christine Powers

MSP (Cronk/Legaspi) 1) not to issue an RFP for a new courier service; 2) continue with the reimbursement process for delivery expenses incurred by systems; and 3) utilize the existing LINK+ system, as available.
13 yes, 0 no, 0 abstain

7. CLSA FY 2024/25 Planning Christine Powers

Committee recommends that CLSA FY 2024/25 spending allocations remain consistent with CLSA FY 2023/24 allocations, with request to consider purchasing Brainfuse for cost sharing, as Brainfuse is not currently in the State budget.

8. Membership Dues FY 2024/25 Andy Beck

MSP (Cronk/Ohr) to approve the Membership Dues for FY 2024/25, and to revisit the dues formula at the August 2024 meeting, with staff recommendations.
13 yes, 0 no, 0 abstain

9. Audit Report FY 2022/23 Andy Beck

MSP (Briley/Mason) to accept the FY 2022/23 Audit.
13 yes, 0 no, 0 abstain

10. Consideration of Travel Reimbursements Christine Powers/Andy Beck

MSP (Mason/Ortega) to approve travel reimbursement to SCLC for expenses incurred for conferences where the Executive Director represents all five Systems; reimbursement calculated pro-rata based on the CLSA appropriation for administration; if one cooperative declines participation, 100% of travel costs revert back to SCLC, alone.
13 yes, 0 no, 0 abstain

11. LINK+ Implementation Update Wayne Walker

The implementation process for Brawley, Camarena, Carlsbad, Chula Vista, and Imperial County continues. Carlsbad implementation is delayed until Innovative

completes software updates. Camarena and Chula Vista had initial meetings with Innovative on January 22nd and these libraries expect to be online by April 2024. Brawley and Imperial County are completing the implementation process. Imperial County Grant Funds Expenses for eligible libraries are paid with Imperial County grant funds earmarked for LINK+. As of January 2024, \$48,614.07 in expenses have been reimbursed by the Imperial County grant. Guerrero requests a timeline of expected invoices and amounts.

12. Serra Cooperative Library System Webpage Update Christine Powers
The Serra website is a subpage of SCLC's website, and includes Serra's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. The webpage is now public. Staff is working with Streamline to update the SCLC website, which will include an update to Serra's webpage. Serra's current website is still up and will remain until the new webpage is up.

13. Nominating Committee for FY 2024/25 Officers Lizeth Legaspi
MSP (Briley/Suzanne) to nominate Cathy DiMento and Petra Ortega to the Nominating Committee, and at the May 2024 meeting, Committee will present candidates for Vice Chair and Treasurer to serve FY 2024/25.
13 yes, 0 no, 0 abstain

14. Current Status of SB 321 Christine Powers
Powers reviewed the bill, stated that she sits on CLA's Legislative & Advocacy Committee, and that she will pass along more information, as it is released.

15. Committee Reports Robert Cronk
 - a. STARC
LINK+ is rolling out, Discover & Go is mostly up and running, soliciting more museums to join Discover & Go
 - b. Adult Services
Working on annual workshop, lining up catering, keynote speaker is secured, next meeting is in May 2024
 - c. Youth Services
Alison Hamlin (Chula Vista) is new Chair; met with the Museum Council for partnership with Summer Reading programs; secured passes for Natural History and Auto museums; re-establishing partnership with American Academy of Pediatrics (AAP) for doctors to promote literacy in their medical offices; 2024 Professional Development Day may carry an Americans with Disabilities Act (ADA) theme

16. State Library Report Julianna Robbins
LSTA grant applications are due at noon on March 6, 2024. Community Centered Libraries project has a policy map, to assist in making data-driven decisions. Career Pathways has a number of upcoming workshops. The next Directors' Networking Call will be February 21, 2024.

17. Administrative Council Chair Report Lizeth Legaspi
None

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| 18. Other
Request to share Friends groups MOUs with Briley and Ohr. | Lizeth Legaspi |
| 19. What's New at Your Library
None | Lizeth Legaspi |
| 20. Adjournment
MSP (Mason/DiMento) to adjourn meeting at 12:13 pm. | Lizeth Legaspi |