



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, May 16, 2024

11:00 am – 1:00 pm

Meeting Location:

**National City Public Library
1401 National City Blvd., National City, CA 91950**

Alternate Meeting Locations:

Brawley Public Library, Shirley Park Conference Room, 400 Main St.,
Brawley, CA 92227

Camarena Memorial Library, 850 Encinas Ave., Calexico, CA 92331

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

Imperial County Free Library Headquarters, 1331 S. Clark Rd., El Centro, CA 92243

Imperial Public Library, 200 W. 9th St., Imperial, CA 92251

Minutes

Attendance

Briley, Shaun – Coronado
Cronk, Robert – San Diego Public
Ghio, Danielle – National City
Guerrero, Mary Jane – Imperial County
Haller, Ember – City of Imperial
Landa, Rino – Escondido
Legaspi, Lizeth – Camarena
Mason, Carla – El Centro
Isicson, Robin – San Diego County
Ortega, Petra – Brawley
Smithson, Suzanne – Carlsbad City
Whatley, Joy – Chula Vista

Other

Beck, Andy – SCLC
Powers, Christine – SCLC
Robbins, Julianna – CSL
Snodgrass, Nerissa – SCLC
Walker, Wayne – SCLC

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

Lizeth Legaspi

2. Public Comment
Opportunity for any guest or member of the public to address the Council on any

Lizeth Legaspi

item of Serra business not represented on the current agenda.
None

3. Consent Calendar Lizeth Legaspi
 - a. Minutes of the February 15, 2024, Administrative Council meeting.
(ACTION)
 - b. Minutes of the February 15, 2024, Administrative Council special meeting.
(ACTION)MSP (Cronk/Ghio) to pass the Consent Calendar, without changes.
11 yes, 0 no, 0 abstain

4. Adoption of Agenda Lizeth Legaspi
Agenda adopted as presented.

5. Budget Status Report for FY 2023/24 Andy Beck
(DISCUSSION)
Staff member Andy Beck provided an update on Serra's budget. He reported that as of March 31, 2024, the System has a surplus of \$57,979 and cash balance of \$1,032,137.
Council Member Ember Haller joined the meeting during this item.

6. Agreement with SCLC for Administrative and Fiscal Services for FY 2024/25 Christine Powers
(ACTION)
MSP (Cronk/Briley) Authorize the Administrative Council Chair to sign the agreement between Serra Cooperative Library System and SCLC, for administrative and fiscal services for FY 2024/25.
12 yes, 0 no, 0 abstain

7. CLSA Plan of Service and Budget for FY 2024/25 Christine Powers
(ACTION)
MSP (Whatley/Smithson) Authorize the Serra Chair to work with SCLC/Serra staff to complete and sign the FY 2024/25 CLSA Plan of Service and Budget for submission to the State Library.
12 yes, 0 no, 0 abstain

8. LINK+ Implementation Update Wayne Walker
(DISCUSSION)
Staff member Wayne Walker provided a report on the status of the implementation of LINK+ for the Serra Cooperative Library System.

9. Discover & Go Update Christine Powers
(ACTION)
MSP (Cronk/Whatley) Approve the renewal of the Discover & Go subscription through Califa for FY 2024/25 for the cooperative system as a whole.
12 yes, 0 no, 0 abstain

10. Proposed Budget for FY 2024/25 Andy Beck
(ACTION)
MSP (Briley/Smithson) Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.
12 yes, 0 no, 0 abstain

11. Banking Status Update and Reconsideration of Christine Powers
Financial Authority
(ACTION)
MSP (Legaspi/Ghio) to discontinue the practice of having Council Members on the accounts. Authorized signers on the account would remain with the Executive Director and Project Manager, and add the Deputy Director as backup. Staff will also make bank statements available in future system meetings.
12 yes, 0 no, 0 abstain

12. Executive Committee Appointments for FY 2024/25 Christine Powers
(ACTION)
MSP (Cronk/Mason) to reappoint all current members to the Executive Committee, as follows:

- Chair: Lizeth Legaspi (Camarena)
- Vice Chair: Suzanne Smithson (Carlsbad)
- Treasurer: Cathy DiMento (Oceanside)
- Immediate Past Chair: Shaun Briley (Coronado)
- City of San Diego Public Library: Misty Jones/Robert Cronk
- San Diego County Library: Migell Acosta/Donna Orr

12 yes, 0 no, 0 abstain

13. Committee Reports

- a. STARC – Robert Cronk
 - Link+ updates at last meeting
- b. Adult Services – Robert Cronk
 - Adult Professional Conference (99% attendance rate)
- c. Youth Services – Joy Whatley
None

14. Meeting Schedule for FY 2024/25 Lizeth Legaspi
(ACTION)
MSP (Legaspi/Ghio) to set the times, dates, and locations for their four regular meetings for FY 2024/25, and then select the in-person meeting locations for each of these meetings, as follows:

- August 15, 2024, 11am-1pm, Coronado Public Library
- October 10, 2024, 11am-1pm, San Diego Public Library

- February 13, 2025, 11am-1pm, El Centro Library
- May 15, 2025, 11am-1pm, Carlsbad City Library

12 yes, 0 no, 0 abstain

15. State Library Report Julianna Robbins
 State Library representative Julianna Robbins provided a summary of the State Library Report to Serra members.
16. Administrative Council Chair Report Lizeth Legaspi
 None
17. Other Lizeth Legaspi
 None
18. What's New at Your Library Lizeth Legaspi
 San Diego Public Library
 - Sending staff to ALA for Staff Development Day.
 - Bike to work day, hosting lots of pit stops.
 National City Library
 - In the process of getting new library up and running.
 - "You toolize it" program
19. Adjournment Lizeth Legaspi
 MSP(Legaspi/Cronk) to adjourn meeting at 12:13 pm.