



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

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**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.