



Serra Cooperative Library System  
c/o SCLC ▪ 254 North Lake Avenue #874 ▪ Pasadena, CA 91101  
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**EXECUTIVE COMMITTEE MEETING**  
**Thursday, May 18, 2023**  
**9:30 – 11:00am**

**Meeting Location:**  
**Escondido Public Library**  
**239 S. Kalmia Street, Escondido, CA 92025**

**Minutes**  
*Approved August 17, 2023*

**Attendance**

Briley, Shaun – Coronado  
Cronk, Robert – San Diego Public  
Legaspi, Lizeth – Camarena  
Ohr, Donna – San Diego County

**Other**

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

**Absent**

Smithson, Suzanne – Carlsbad  
Whatley, Joy – Chula Vista

1. Call to Order and Roll Call Shaun Briley  
Meeting called to order at 9:36am.
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 February 16, 2023 Executive Committee meeting  
MSP (Briley/Cronk) to approve the Consent Calendar, as presented.  
4 yes, 0 no, 0 abstain
  
4. Adoption of Agenda Shaun Briley

Chair approved the Agenda, without objection.
  
5. Brown Act Teleconferencing Requirements: Christine Powers

End of COVID-19 Emergency Order  
Review teleconferencing requirements under the Brown Act and AB 2449, which provides another set of rules for utilizing teleconferencing under certain conditions.
  
6. Audit Report FY 2021/22 Andy Beck

Interim testing was conducted in December 2022. Final testing was completed in April 2023. For the fiscal year June 30, 2022, there were no material weaknesses or significant deficiencies.  
MSP (Briley/Cronk) to recommend acceptance of the Financial Audit to the Administrative Council.  
4 yes, 0 no, 0 abstain
  
7. Budget Status Report FY2022/23 Andy Beck

The Budget Report reflects the reconciled bank statement through March 31, 2023.
  
8. Serra Cooperative Library System Webpage Christine Powers

To comply with the Brown Act, and to improve management of the Serra website, Powers proposed that SCLC staff build a subpage for Serra under its website: <https://socallibraries.org/>. This webpage would include Serra's name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff will be responsible for posting agendas, but will need committee liaisons to send staff agendas for committee meetings. Given these changes, the need for Serra's Website Policy was questioned.  
MSP (Cronk/Legaspi) to recommend to the Administrative Council that Serra discard the existing website policy, and allow SCLC staff to manage the Serra website(as a subpage of SCLC's site).  
4 yes, 0 no, 0 abstain
  
9. SCLC Agreement for Administrative and Fiscal Christine Powers

Services for FY 2023/24  
Staff estimates a fiscal impact of \$58,812, yet to be finalized (pending approval by the California Library Services Board and the Governor). The contract costs is comprised of \$53,149 from the CLSA Preliminary System Budget Allocation for Serra, and \$5,663 from CLSA Communication and Delivery Budget for office supplies and telecommunications.

MSP (Briley/Ohr) to recommend to the Administrative Council to Authorize the Administrative Council Chair to sign the agreement between Serra Cooperative Library System and SCLC, for administrative and fiscal services for FY 2023/24.  
4 yes, 0 no, 0 abstain

10. Proposed Budget FY2023/34

Andy Beck

The proposed budget is calculated based on membership dues and the California Library Services Act (CLSA) funding. A surplus of \$36,145 is projected.

MSP (Cronk/Briley) to recommend to the Administrative Council to authorize the Serra Chair to work with SCLC/Serra staff to complete and sign the FY 2023/24 CLSA Plan of Service and Budget for submission to the State Library.

4 yes, 0 no, 0 abstain

11. LINK+ Implementation Update

Wayne Walker

The agreement with Unity Courier has been executed. National City identified an additional startup cost for a data file extraction process to enable specific ILS to communicate with the Innovative LINK+ system. The Imperial County grant funds earmarked for LINK+ have been confirmed as eligible to pay for the share of LINK+ expenses only for libraries within Imperial County, through April 2024.

MSP (Cronk/Briley) to recommend to the Administrative Council to authorize Serra to add Data File Extraction service fees as an eligible reimbursement of LINK+ startup costs for libraries, not to exceed a total of \$18,000 (\$3,000/library system); if additional funds are needed, will return to Administrative Council for reconsideration.

3 yes, 0 no, 1 abstain

12. Serra Digital Download Library Support

Christine Powers

Staff SCLC/Serra staff will take over Ms. Garcia's services managing the platform of OverDrive eBooks and eAudiobooks on a temporary basis, while working with Serra's Collection Delivery Team to provide a smooth transition of these duties to OverDrive. Costs incurred by staff for work on this project would depend on the number of hours worked, but is not estimated to exceed \$500 in the first quarter of the fiscal year. Staff anticipates having a plan in place for the Council's consideration by its next regular meeting.

13. Other

Shaun Briley

None.

14. Adjournment

MSP (Ohr/Cronk) to adjourn meeting at 10:47am.

*Respectfully submitted by Lori Graver on August 21, 2023.*