



Serra Cooperative Library System  
c/o SCLC ▪ 254 North Lake Avenue #874 ▪ Pasadena, CA  
91101  
Phone: 626-2359-6111  
www.serralib.org

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**ADMINISTRATIVE COUNCIL MEETING**  
**Thursday, May 18, 2023**  
**11:00 am – 1:00 pm**

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

**Minutes**

*Approved August 17, 2023*

**Attendance**

Bradds, Dara – Escondido  
Briley, Shaun – Coronado  
Cronk, Robert – San Diego Public  
Guerrero, May Jane – Imperial County  
Legaspi, Lizeth – Camarena  
Mason, Carla – El Centro  
Ohr, Donna – San Diego County  
Ortega, Petra - Brawley  
Penner, Bradley – Oceanside  
Ryan, Joyce – National City  
Ulett, Denise – City of Imperial

**Other**

Beck, Andy – SCLC  
Graver, Lori – SCLC  
Liston, Sam – Oceanside  
Powers, Christine – SCLC  
Robbins, Julianna – CSL  
Walker, Wayne – SCLC

**Absent**

Smithson, Suzanne – Carlsbad  
Whatley, Joy – Chula Vista

1. Call to Order and Roll Call  
Meeting called to order at 11:01am.

Shaun Briley

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 Administrative Council meeting.
  - b. Delivery Agreement FY 2023/24  
MSP (Ryan/Cronk) to pass the Consent Calendar, without change.  
11 yes, 0 no, 0 abstain
  
4. Adoption of Agenda Shaun Briley  
Cronk requests to discuss item 12 (LINK+) ahead of item 11 (Proposed Budget).
  
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 (Cronk/Ryan) to accept the Financial Audit FY 2021/22.  
11 yes, 0 no, 0 abstain
  
7. Budget Status Report FY 2022/23 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 (Ryan/Bradds) to discard the existing website policy and allow SCLC staff to manage the Serra website (as a subpage of SCLC's site).  
11 yes, 0 no, 0 abstain

9. SCLC Agreement for Administrative and Fiscal Services for FY 2023/24 Christine Powers  
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 (Cronk/Ryan) 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.  
11 yes, 0 no, 0 abstain
10. CLSA Plan of Service and Budget FY2023/24 Christine Powers  
The CLSA preliminary system budget allocation for FY 2023/24 is \$265,743. The overall CLSA budget allocation for Serra decreased by \$959 due to a population decrease.  
MSP (Ryan/Legaspi) 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.  
11 yes, 0 no, 0 abstain
12. 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/Bradds) 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.  
10 yes, 0 no, 1 abstain
11. 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 (Ohr/Legaspi) to approve the proposed budget for FY 2023/24, pending final approvals of the California Library Services Board and the Governor's budget.  
11 yes, 0 no, 0 abstain
13. 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.

14. Executive Committee Appointments FY 2023/24 Shaun Briley  
In accordance with its Bylaws, the Serra Administrative Council elects a Chair, Vice Chair, and Treasurer in May, and these members assume office at the first meeting following the start of the System's fiscal year. Members serve for a term of one year or until a successor is elected, and may not serve more than two consecutive terms in the same office.  
MSP (Cronk/Ryan) to appoint Legaspi as Chair.  
10 yes, 0 no, 0 abstain  
MSP (Cronk/Briley) to appoint Bradds as Vice Chair.  
11 yes, 0 no, 0 abstain  
MSP (Briley/Cronk) to appoint Ryan as Treasurer.  
11 yes, 0 no, 0 abstain

Legaspi presides over remainder of meeting, in Briley's absence.

15. Signature Authority Christine Powers  
Serra uses Bank of America for its checking, system business, and the acceptance and distribution of grant and system funds. With the appointment of FY 2023/24 officers of the Serra Cooperative Library System, signature authority should be updated to reflect the appropriate members.  
MSP (Cronk/Bradds) to authorize SCLC/Serra staff to update the Bank of America signature authority to reflect the following:  
1. Add Christine Powers, Executive Director, SCLC/Serra, as an authorized signer on accounts.  
2. Maintain Nerissa Snodgrass, Project Manager, SCLC/Serra, as an authorized signer on accounts.  
3. Remove Diane Bednarski as an authorized signer on accounts.  
4. Add Serra Chair and Treasurer for FY 2023/24 as authorized signers on accounts.  
5. Remove members who are no longer Serra officers as authorized signers on accounts: Joy Whatley and Crystal Duran.  
10 yes 0 no, 0 abstain

16. Serra Name Change Task Force Update Donna Ohr  
No survey was distributed. There was a question as to whether the Administrative Council could change the name of the system without having to go to each member's governing body first. There was a request for staff to obtain a response to this inquiry, and to also provide an estimate for staff costs for their time towards this endeavor. There was also a discussion of member libraries utilizing their respective graphics teams to come up with logo designs for consideration, should the cooperative name be changed.

17. Meeting Schedule and Locations FY 2023/24 Lizeth Legaspi  
MSP (Cronk/Ryan) to set the meeting schedule for FY2023/24:

**Thursday, August 17, 2023**

9:30am Executive Committee

11:00am Administrative Council

*San Diego Public Library, Central*

**Thursday, October 12, 2023**

9:30am Executive Committee

11:00am Administrative Council

*Oceanside*

**Thursday, February 15, 2024**

9:30am Executive Committee

11:00 Administrative Committee

*El Centro*

**Thursday, May 16, 2024**

9:30am Executive Committee

11:00 Administrative Council

*National City*

10 yes, 0 no, 0 abstain

18. Committee Reports

a. STARC

Sam Liston

Discover and Go museum pass program is going well for libraries in San Diego County, with collaboration from San Diego Public Library. Carlsbad is working through a contract requirement to implement LINK+. All of Imperial County libraries will connect to LINK+ at the same time.

b. Adult Services

No report

c. Youth Services

Dara Bradds

Last met on May 8, 2023, and discussed summer reading programs, summer lunch programs, museum passes. At the next meeting, committee will discuss a organizing a professional development workshop, with a keynote speaker.

19. State Library Report

Julianna Robbins

Building Forward Round 2 applications are open until May 18, 2023. Broadband is accepting applications. Career Pathways roundtable will be on May 24, 2023.

20. Administrative Chair Report

Lizeth Legaspi

None.

21. Other  
None. Lizeth Legaspi

22. What's New at Your Library Lizeth Legaspi  
*Camarena* – Building Forward application has been submitted.  
*Oceanside* – Received \$671,000 in grant arts funds, and received ukeleles from Uke Can Do It organization.  
*San Diego Public Library* – Employees will receive a 21% raise over the next three years. Reinstating operations on Sundays, and those employees working on Sunday will also receive a 10% wage increase for working that day.

23. Adjournment  
MSP (Ryan/Cronk) to adjourn meeting at 12:42pm.

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