

# **Serra Cooperative Library System**

c/o SCLC, 254 N. Lake Ave. #874, Pasadena, CA 91101

## **ADMINISTRATIVE COUNCIL MEETING**

**Thursday, February 20, 2020**

**10:30 am to 12:30 pm**

**San Diego Central Library**

**330 Park Blvd., San Diego 92101**

**and via**

**Conference Call**

**Additional teleconference sites:      400 Main Street, Brawley 92227  
850 Encinas Ave., Calexico 92231**

## **Minutes**

*Approved June 18, 2020*

### **Present:**

Dara Bradds, Escondido  
Sherri Cosby, Oceanside  
Robert Cronk, San Diego Public, Chair  
Minh Duong, National City  
Crystal Duran, Imperial County  
Misty Jones, San Diego Public  
Lizeth Legaspi, Camarena (via conference call)  
Marjo Mello, Brawley (via conference call)  
Susan Moore, San Diego County  
Heather Pizzuto, Carlsbad  
Donna Ohr, San Diego County  
Joy Whatley, Chula Vista

### **SCLC Staff/other:**

Carol Dinuzzo, SCLC Controller  
Diane Satchwell, SCLC Executive Director  
Wayne Walker, SCLC Deputy Director  
Lena Pham, CSL  
Jeri Takeda, Administrative Assistant

### **Absent:**

Shaun Briley, Coronado  
Ember Haller, Imperial Public  
Adriana Nava, El Centro

1. **Call to Order.** Robert Cronk called the meeting to order at 10:30am.
2. **Public Forum.** There were no members of the public who wished to address the Council.
3. **Consent Calendar.** It was MSP (Cronk, Cosby) to approve the Consent Calendar consisting of:
  - a. **Minutes from November 7, 2019.**
4. **Adoption of the Agenda.** It was MSP (Crosby / Bradds) to adopt the agenda for the meeting as distributed with the additions of a.) Public Libraries Directors Forums and b.) Youth Services Committee to be placed item under 15. Other.
5. **Budget Status FY 19/20.**

Dinuzzo reviewed the report included in the agenda packet, reflecting reconciled bank statements and reports through 12/31/2019. The system allocations for CLSA funds and grant revenues for Creando and PLSEP were included in the budget. Most of the membership dues payments had been received. All expenses fell within the second quarter projected costs.
6. **San Diego County Account.** Dinuzzo presented need to close WARP account, change signatories, and transfer remaining balance to Serra's Bank of America account. Ohr to pursue closing WARP account.
7. **Nominating Committee for FY20/21 Officers.** Cronk (current Chair) has termed out. Vice Chair (Duran) moves to Chair, Ohr remains Treasurer, Vice Chair vacancy. Cronk will make calls and encourage someone to take position. Interested parties encouraged to contact Cronk. Vote in May 2020. Positions begin July 1, 2020. Consideration for representation from both San Diego and Imperial Counties on committee.
8. **Website Update and Request.** STARC requesting access, to make changes on website. Satchwell requests procedure for communicating website policy to STARC and new directors. Proposed that STARC will funnel website update requests to SCLC, upon approval from Bradds.
9. **Serra Calendar.** Next meeting May 14, 2020, at Carlsbad. Future dates to be set at May meeting.
10. **SD Museum Month Partnership.** Ohr reviewed vendor contract approved for up to \$5000 for printing. Actual printing costs were \$3882.54. Vendor requesting billing for additional costs (labor, administrative), up to the \$5000 contracted budget. MSP (Cosby/Cronk), unanimous vote in favor.

11. **Seguimos Creando Enlaces Update.** Ohr communicates call for proposals and registration are open. Conference location is Montezuma Hall, SDSU. \$1000 in kind from SDSU president's office. \$500 in kind from SDSU library dean.

12. **Committee Updates.**

- a. **STARC.** Request to allocate funds for resource sharing, to reduce acquisition and ILL costs. Contract with Innovative Interfaces Inc. ("Triple I") would require both an initial and ongoing cost, plus delivery and licensing expenses. NorthNet collaboration to initial costs, with money allocated by June 30, 2020. Council request for itemized budget and Innovative contract, for consideration.
- b. **Adult Services.** Cosby shares conference planned for August 20, 2020, at Central Library. Theme: community partnerships. Title: either Better Together or Collaboration for Community. Duong incoming committee Chair.
- c. **Youth Services.** Professional development day planned for September 17, 2020, location TBD. Theme: Finding your Capacity.

13. **State Library Report.** Pham reports eight million allocated for early learning. Survey interests closed. Career online high school open quarterly for new applications. One million allocated to Lunch at the Library for FY2021. Hiring for LPCs.

14. **Administrative Council Chair Report.** Nothing to report.

15. **Other.**

- a. **Public Libraries Directors Forum.** Request for one representative from each cooperative to participate. Skype meeting six times, before October 2020. Duran agrees to be Serra representative. Satchwell sends Duran's name to along.
- b. **Youth Services Committee.** Ohr makes request for additional monies to print museum passes for summer reading program. Museums are Natural History, Air and Space, and Children's Discovery. Lowest bid is from Xerox for \$1343.25. MSP (Cosby, Cronk), with unanimous approval.

16. **Announcements.**

Directors reported on activities taking place in their libraries.

17. **Adjournment.** Timestamp not available.

Next meeting: Thursday, May 14, 2020 Carlsbad City Library