

Serra Cooperative Library System
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SERRA ADMINISTRATIVE COUNCIL MEETING
August 15, 2019
Coronado Public Library

Minutes

Approved November 7, 2019

Members attending:

Robert Cronk, Chair	San Diego Public Library
Heather Pizzuto	Carlsbad City Library
Shaun Briley	Coronado Public Library
Dara Bradds	Escondido Public Library
Sherri Cosby	Oceanside Public Library (conference call)
Bill Sannwald	San Diego County Library
Crystal Duran	Imperial County Library
Ember Haller	Imperial Public Library

Others attending:

Lena Pham	California State Library (conference call)
Diane Satchwell	SCLC/Serra (conference call)
Carol Dinuzzo	SCLC/Serra (conference call)
Jerilynn Takeda	SCLC/Serra (conference call)
Wayne Walker	SCLC/Serra (conference call)

Absent:

Joy Whatley	Chula Vista Public Library
Minh Duong	National City Public Library
Marjo Mello	Brawley Public Library
Sandra Tauler	Camarena Memorial Library
Roland Banks	El Centro Public Library

1. Call to Order

Robert Cronk called the meeting to order at 10:30 a.m.

2. Public Forum

There were no members of the public who wished to address the Council.

3. Consent Calendar

It was MSP (Pizzuto, Cosby) to approve the Consent Calendar consisting of:

- a. Minutes from the May 16, 2019 meeting.

4. Adoption of the Agenda

It was MSP (Duran, Pizzuto) to adopt the agenda for the meeting with the addition of 7a. Plan of Service.

5. Final Budget Status FY/18/19

C. Dinuzzo reviewed the report included in the agenda packet, reflecting reconciled bank statements and reports through June 30, 2019. All CLSA funds and membership dues have been received. The final Creando grant indirect payment will be received after the completion of the grant. Overall, expenditures fall within the projected costs, with the exception of the Financial Audit. Also included were the current system operating costs. A final cost breakdown will be presented after all final reporting has been completed.

6. Budget Status FY19/20

C. Dinuzzo reported that all anticipated revenue has been included in the budget for FY19/20. Grant revenue for PLSEP is to be determined. Since it is still early in the fiscal year, there were only a few expenses to report.

7. CLSA Annual Report and System Detailed Budget

D. Satchwell reviewed the CLSA Annual Report, noting questions that require response from the directors regarding the impact of CLSA-funded services and cooperative non-CLSA services such as Comic-Con, committee workshops, Creando, and regional training programs.

It was MSP (Cosby, Duran) to approve the Chair to review and sign the CLSA Annual Report when complete.

7a. Plan of Service

D. Satchwell reported that the State Library has requested changes to the CLSA Plan of Service submitted for FY19/20. The State Library will be recommending to the CLSB that audits not be covered with Baseline funds. The term digital resources needs to be specifically defined as e-books, e-magazines, etc. It is also recommended that assessment not be eligible for CLSA Baseline funding.

8. CLSB Meeting Update

D. Satchwell reported that the CLSB meeting being held on September 17, 2019 has been changed from the Whittier Whittwood Branch Library to a conference call meeting because the costs are prohibitive. She included information in the agenda packet regarding audit and assessment not being eligible for funding under CLSA Baseline but should be covered under CLSA System Administration which is used to cover personnel for the agreement with SCLC. She also noted that State Library staff have requested detailed information with a short turnaround time regarding staff time and tasks for the CLSA systems as well as the contracts and Council actions regarding the contracts.

9. LinkedIn Learning

D. Satchwell asked if members were interested in discussing the changes in Lynda.com from LinkedIn Learning. The State Librarian has released a statement and some libraries are choosing to offer the trainings for staff or city or county staff only. San Diego County is comfortable with the service since participants may opt out but it will be dependent on the County IT security

office. Carlsbad is evaluating alternatives.

H. Pizzuto noted that a Grand Jury investigation took place regarding Santa Cruz Public Libraries' application of privacy practices with their use of Analytics on Demand through a cooperative agreement. The Grand Jury report is dated June 24, 2019; Santa Cruz Public Libraries has a period of time to respond to the report. D. Satchwell reported that C. Frost, Pacific Library Partnership (PLP), reported that this is a local issue and local jurisdiction privacy policies should be in place. PLP uses a nondisclosure agreement that ensures data is not being shared. There is a California Consumer Data Protection Law that will be implemented in January 2020. This will be discussed further at the next meeting.

10. Creando Enlaces 19/20 Update

B. Sannwald reported that Melissa Solis, Chair of the Creando Enlaces Committee, reported on the grant received by the State Library in the amount of \$42,000; and committee members from San Diego County Library, San Diego Public Library, National City Public Library, Oceanside Public Library, San Diego State University, and two co-chairs from Carlsbad City Library. The goal of the program will be to highlight civic engagement programs for immigrant, refugee, and Spanish-speaking library users. Topics include bilingual volunteerism, library outreach, intergenerational programs, Census 2020 partnerships, voter education, and US citizenship. Several outreach booths will be featured. The conference date has not yet been set but is usually held in early March. Call for proposals will be sent out mid-September. A meeting may be held during the CLA Conference.

11. Committee Updates

STARC. Shaun Briley reported that members are pleased with the change to Flipster and recommend consideration of Link+ for all Serra libraries. Oceanside has begun Link+ service. Escondido and San Diego Public are moving to Polaris. Katy Duperry from Escondido is the new Chair for the committee.

Youth Services. B. Sannwald reported that the committee has not met since May 19, 2019, however some members have met by conference call to update the program schedule for the October 17, 2019 Youth Services Professional Development Day. The keynote speaker will be Debbie Anderson, Youth Services Administrator for the LA County Library; she has requested hotel accommodations for the night before the program. Nine organizations will be presenting during the breakout sessions. A call for program proposals was sent out mid-July, registration opens August 19.

Adult Services. S. Cosby reported on the Adult Services Professional Development Day with the theme Small Wins, Big Impact being held on October 10, 2019 at the San Diego Central Library. They have asked library staff members to be presenters and have asked some directors to serve on a panel. Planning is moving forward and going smoothly.

12. State Library Report

L. Pham reported that webinars were held on the new grant programs. She encouraged directors to complete the surveys to provide feedback; the deadline was extended to August 19. A question was raised regarding the survey sent out regarding technology needs for the Census; she will check on the status of this. It was noted that Janet Coles is the best contact person regarding State Library programs.

13. Administrative Council Chair Report

R. Cronk reported that there are still some funds that need to be transferred from the County of San Diego account to the Bank of America account and this is in process.

14. Announcements

Directors reported on activities taking place in their libraries.

15. Adjournment

There being no other business, the meeting was adjourned at 11:30 a.m.