

**Serra Cooperative Library System**  
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SERRA ADMINISTRATIVE COUNCIL MEETING  
November 7, 2019  
Brawley Public Library

**Minutes**  
**Approved February 20, 2020**

Members attending:

Robert Cronk, Chair	San Diego Public Library
Heather Pizzuto	Carlsbad City Library (conference call)
Erwin Magbanua	Chula Vista Public Library (conference call)
Shaun Briley	Coronado Public Library
Dara Bradds	Escondido Public Library
Sherri Cosby	Oceanside Public Library (conference call)
Donna Ohr	San Diego County Library
Marjo Mello	Brawley Public Library
Lizeth Legaspi	Camarena Memorial Library
Adriana Nava	El Centro Public Library
Crystal Duran	Imperial County Free 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:

Minh Duong	National City Public Library
Ember Haller	Imperial 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 (Cosby, Ohr) to approve the Consent Calendar consisting of:

- a. Minutes from the August 15, 2019 meeting.

4. Adoption of the Agenda

It was MSP (Cronk, Pizzuto) to adopt the agenda for the meeting as distributed. It was noted that the First Amendment Audit will be discussed during 14. Other.

5. Budget Status FY19/20

C. Dinuzzo reviewed the report included in the agenda packet, reflecting reconciled bank statements and reports through September 30, 2019, including detail for the Creando and PLSEP awards. Expenses fall within the projected costs. Also included were the final system operating costs for System Administration, Creando, and PLSEP for FY18/19, with expenses exceeding CLSA System Administration and grant indirect costs totaling \$31,533.

It was MSP (Ohr, Cronk) to approve payment to SCLC in the amount of \$31,533 to cover costs above the system administration and grant indirect allocations.

6. CLA Update

R. Cronk reported that 7 of the 9 CLSA system chairs met during the CLA conference. They discussed the delay with receipt of the CLSA funds and the resulting impacts to the systems. The SCLC auditors will be forwarding questions to the State Library and noting this in their audit report.

7. Serra Membership Fees 2020/21

The membership fees were updated according to the formulas.

It was MSP (Pizzuto, Ohr) to approve the membership fees for 2020/21 as presented.

8. Amended Plan of Service FY19/20

D. Satchwell reported that the CLSB unanimously approved several items, including the audit and assessments as eligible expenses for CLSA Baseline funding, and continuation of funding to NorthNet for Link+. The Serra Plan of Service included the audit in the CLSA Baseline Budget, and she noted the importance of this being continued.

9. Macmillan

R. Cronk reported on the Macmillan embargo of 8 weeks for e-books, with \$30 for the first copy, \$60 for additional copies, to use for 24 check outs or 2 years. Several libraries are boycotting Macmillan e-books, and San Diego Public will be joining the boycott. D. Ohr reported that Urban Libraries Council (ULC) is working with ALA, PLA, and other organizations to have a unified voice on the matter and is working to determine the costs and profit on the e-books. She noted that Amazon also does not allow government entities to purchase their publications or audiobooks. ULC has a letter that libraries can send out for signatures if it is felt legislation or legal action is needed. H. Pizzuto reported that City Council approval would be needed to join the ULC letter but local issues regarding contractual obligations with Kanopy are the current focus for the City Council.

10. Seguimos Creando Enlaces Update

D. Ohr reported that the Seguimos Creando Enlaces conference will be held on May 28-29, 2020. The theme will be Civic Engagement and they are looking for speaker recommendations. It was noted that reimbursements will need to be submitted soon after the conference to meet grant deadlines.

#### 11. Committee Updates

*STARC.* Dara Bradds reported that Flipster is now live, the committee is interested in looking into Link+, and their next meeting is November 20, 2019.

*Youth Services.* D. Ohr reported that the committee met on September 9 to finalize the program schedule for their Professional Development Day, Youth Services for All: Diversity and Inclusion, held on October 17. They met again on October 28 to debrief the event which was attended by 97 staff members and featured three presenters: Human Resources from San Diego Public; San Diego Unified School District about being culturally responsive; and the keynote speaker was Debbie Anderson from LA County Library who manages Adult, Youth Services, and Marketing. Ratings from 96% of the evaluations were Excellent or Very Good. Costs totaled \$2,399.75 of the \$3,000 budget allocation.

Printing costs up to \$5,000 were approved in February 2019 for Museum Month passes. Serra will receive an invoice to cover the costs. Their next meeting is January 13 in Imperial Beach to begin Summer Reading planning.

*Adult Services.* S. Cosby reported on the Adult Services Professional Development Day with the theme Small Wins, Big Impact held on October 10, 2019 at the San Diego Central Library. Approximately 75 were in attendance with a keynote speaker from the California Center for the Book and a panel consisting of a few Serra directors. This was the first time the committee has held a workshop but it was well-planned and well-received and the support from Serra was appreciated.

#### 12. State Library Report

L. Pham reported that a message was sent out with dates for many upcoming grant opportunities, with Mental Health applications closing the day after this meeting. Other programs include Working Scholars, Copy Cat grants, Maximizing Learning Spaces, and Career Online High School. The State Library has two new staff members: Laura Sasaki, who has e-rate experience, is now handling Broadband; Rebecca Wendt, former Bureau Chief with the State Library Services Bureau, is the new Deputy State Librarian. The contact for the Mobile Libraries grant is Beverly Schwartzberg; for Early Learning is Carolyn Brooks; for Out-of-School Time is Natalie Cole.

#### 13. Administrative Council Chair Report

R. Cronk reported that items for his report were covered in other reports during the meeting. Regarding the CLSA chairs continuing to meet, there was consensus to continue to meet, including vice-chairs, most likely during CLA and possibly one other time during the year.

#### 14. Announcements

Directors reported on activities taking place in their libraries.

Diane Satchwell was acknowledged for all she has done for Serra, for serving as a mentor, her activism, giving the cooperatives a larger voice. Her efforts have changed people's lives across the state of California. She said it has been a pleasure and she will still be available if needed.

#### 15. Adjournment

There being no other business, the meeting was adjourned at 11:32 a.m.