



# Serra Cooperative Library System

c/o SCLC • 254 North Lake Avenue, #874 • Pasadena, CA 91101  
Phone: (626) 283-5949 • Fax: (626) 283-5949 • www.serralib.org

## ADMINISTRATIVE COUNCIL SPECIAL MEETING

Thursday, January 7, 2021

2:00 – 3:30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/87441306172?pwd=dEcyYW1GTlY3eGV3Y3J2TXBscnk2Zz09>

Meeting ID: 874 4130 6172

Passcode: 785630

### Agenda

All items may be considered for action.

1. Call to Order Crystal Duran
2. Roll Call Crystal Duran
3. Public Comment Crystal Duran  
*Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.*
4. Adoption of Agenda Crystal Duran
5. Consent Calendar Crystal Duran
  - a. Minutes from October 15, 2020 Administrative Council meeting.
6. Planning for Seguimos Creando Enlaces 2022 Diane Bednarski
7. Adjournment Crystal Duran



ACTION ITEMS

Meeting: \_\_\_\_\_ Serra Administrative Council Meeting \_\_\_\_\_

Date: \_\_\_\_\_ January 7, 2021 \_\_\_\_\_

Library: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item:

\_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item:

\_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item:

\_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item:

\_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item:

\_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain

Agenda Item:

\_\_\_\_\_

\_\_\_\_\_ Aye                      \_\_\_\_\_ Motion

\_\_\_\_\_ Nay                      \_\_\_\_\_ Second

\_\_\_\_\_ Abstain



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### ADMINISTRATIVE COUNCIL MEETING

Thursday, October 15, 2020

10:30 – 12:30am

#### Minutes draft

#### **Attendance**

Bradds, Dara – Escondido  
Briley, Shaun – Coronado  
Cosby, Sherri – Oceanside  
Cronk, Robert – San Diego Public  
Duong, Minh – National City  
Duran, Crystal – Imperial County  
Ohr, Donna – San Diego County  
Smithson, Suzanne – Carlsbad  
Whatley, Joy – Chula Vista

#### **Other**

Bednarski, Diane – SCLC  
Defazio, Anne – National City  
Dinuzzo, Carol – SCLC  
Pham, Lena – CSL  
Rivas, Lori – SCLC  
Snodgrass, Nerissa - SCLC

#### **Absent**

Haller, Ember – City of Imperial  
Legaspi, Lizeth – Camarena  
Mello, Marjo – Brawley  
Shelton, Lois – El Centro

1. Call to Order  
Meeting called to order at 10:37am.

Crystal Duran

2. Roll Call Crystal Duran
  
3. Public Comment Crystal Duran  
None.
  
4. Adoption of Agenda Crystal Duran  
MSP (Cronk/Cosby) to adopt agenda, with the insertion of an item before Other/What's New at Your Library, to discuss Serra Cooperative Library System name change.
  
5. Consent Calendar Crystal Duran
  - a. Minutes from August 20, 2020 Administrative Council meeting.  
MSP (Cronk/Bradds) to approve the minutes of the August 20, 2020 Administrative Council meeting.
  
6. Budget Status Report FY20/21 Carol Dinuzzo  
CLSA System Budget Allocations, Creando and PLSEP funds are included, as well as the membership fees for FY20/21. All expenses currently fall within the projected cost for the year. Request to add a column which reflects the percentage of annual budget spent. Discussion on carrying substantial reserve funds, and consensus to form an ad hoc committee to development a Reserve Fund Policy.
  
7. Website update Diane Bednarski  
Per STARC Committee update from Cosby, the STARC Chair will oversee website updates. Process will be: SCLC director will send items to Council Vice Chair, and cc: STARC Council representative. Council Vice Chair will review website edits. MSP (Cronk/Smithson) to accept Website Policy with assigned changes.
  
8. CLSB Report Diane Bednarski  
2020/2021 CLSA System Plan of Service approved. CARES Act funding to provide online job/skills training tools. Zip Books program ends June 30, 2021. LINK+ continues to add new libraries. CLSB will submit letter to Governor's office, requesting restoration of CLSA funds to 100% level, for FY2021/2022. Serra to receive \$140,406 in 2020/2021 CLSA funds.
  
9. Biennial Review of Conflict of Interest Code Diane Bednarski  
MSP (Cosby/Cronk) to accept current Serra Conflict of Interest Code, without amendments.
  
10. State Library Report Lena Pham  
CopyCat grant applications are due November 9, 2020. California Libraries Learn provides staff live webinar and on demand trainings. JobNow and VetNow platforms available to all public libraries in California.
  
11. Committee/Interest Group Reports
  - a. STARC Sherri Cosby

Request to create annual meeting schedule.

b. Adult Services

c. Youth Services

Bob Cronk

i. Funding in Support of Museum Month

MSP (Cronk/Cosby) to provide funding not to exceed \$5000.00 to the Serra Youth Services Committee in support of Museum Month in February 2021, and those funds be used for printed and or virtual passes and or the development of virtual options to promote and administer the use of museums by Serra patrons.

12. Administrative Council Chair Report

Crystal Duran

Request for agenda items to be sent a week ahead of scheduled meetings.

13. Serra Cooperative Library System Name Change

Donna Ohr

In light of Black Lives Matter, George Floyd and current social sensibilities, suggestion to change the name and logo of Serra Cooperative Library System to one which reflects the geographic area of San Diego and Imperial Valley. Request to add item to agenda of next meeting, in order to establish a committee to determine next steps.

14. Other/What's New at Your Library

Crystal Duran

San Diego Public: Completed second week of limited opening, with access to some computers, curbside pick up, consulting with a librarian, quick run to the stacks (but no browsing). Allowing 25% capacity. Operating outdoor computer labs. Contactless pick up at 24 branches.

San Diego County: Incorporated one hour sanitation break, which also allows all staff to break, at the same time. Friends of Library are assisting with ballot drop boxes.

Coronado: Friends of Library bookstores are preparing to re-open. Allowing browsing, with 50% capacity. Circulation is 25% of normal.

Carlsbad: Because of high traffic volume, local police department reconfigured traffic patterns, for drive-through ballot drop off and curbside pick up.

Imperial County: All branches remain closed. Awaiting CARES Act funding.

National City: Branches re-opened in July with limited services (computer use only, and curbside pickup). No weekend hours. Staff created copious online programming. 30% of patron demographic does not have access to technology. Received two grants to purchase laptops and hotspots for literacy learners, will launch virtual learning program in January 2021. Plan to distribute 1500 books with candy and activity kits for Halloween.

Escondido: Operating at 50% capacity since September 21. Averaging 20 people in building, with two hour limit, and allowing browsing. Open Monday-Friday, 10am-6pm, with 70% of normal circulation.

15. Adjournment

Crystal Duran

Meeting adjourned at 12:28pm.



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AC Agenda Item 06

DATE: January 7, 2021  
TO: Serra Executive Committee  
Serra Administrative Council  
FROM: Diane Bednarski, Executive Director  
SUBJECT: Planning for Seguimos Creando Enlaces 2022

**BACKGROUND:** The Serra Library Cooperative provides funding and staff in-kind support for the annual Seguimos Creando Enlaces conference, an initiative that supports learning and collaboration among library staff from the border region of San Diego-Tijuana, and the greater California library community. The program has experienced steady growth in participation and scope, which in turn requires more staff hours to manage. On December 18, 2020, the Creando planning team met and discussed options for the year 2022 conference. Options discussed were:

1. Have the conference become part of the California State Library's California Libraries Learn ("CALL") initiative
2. Put the Creando conference on hiatus for year 2022
3. Continue with the current practice of Serra submitting an LSTA grant proposal for the project, with the application being due on February 24, 2021.

The Administrative Council will be provided with additional details on each option and asked to provide direction to the Creando planning team as to which option to pursue.

FISCAL IMPACT: TBD

RECOMMENDATION: TBD



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## **Serra Meeting Dates 2020/21**

### **Thursday, August 20, 2020**

9:30am Executive Committee  
10:30am Administrative Council  
Escondido, if tenable  
Via Zoom

### **Thursday, October 15, 2020**

9:30am Executive Committee  
10:30am Administrative Council  
San Diego County admin office, suite 110,  
conference room B, if tenable  
Via Zoom

### **Thursday, January 7, 2021**

2:00pm Administrative Council Special Meeting  
Via Zoom

### **Thursday, February 18, 2021**

9:30am Executive Committee  
10:30 Administrative Committee  
Oceanside, if tenable  
Via Zoom

### **Thursday, May 13, 2021**

9:30am Executive Committee  
10:30 Administrative Council  
Imperial Valley/Calexico, if tenable  
Via Zoom