

Serra Cooperative Library System
c/o SCLC, 254 N. Lake Ave. #874, Pasadena, CA 91101

ADMINISTRATIVE COUNCIL MEETING

Thursday, June 18, 2020

2:00 – 4:00pm

Minutes

Approved August 20, 2020

Attendance

Bradds, Dara – Escondido
Briley, Shaun - Coronado
Burnett, Sheila for Bob Cronk – San Diego Public
Cosby, Sherri - Oceanside
Duran, Crystal – Imperial County
Haller, Ember – Imperial Public
Legaspi, Lizeth - Camarena
Mello, Marjo - Brawley
Ohr, Donna – San Diego County
Shelton, Lois – El Centro
Smithson, Suzanne - Carlsbad
Whatley, Joy - Chula Vista

Other

Bednarski, Diane, SCLC Executive Director
Dinuzzo, Carol, SCLC Controller
Pham, Lena, CSL Library Program Coordinator
Rivas, Lori, SCLC Administrative Assistant
Snodgrass, Nerissa, SCLC Project Manager
Walker, Wayne, SCLC Deputy Director

Absent

Duong, Minh – National City

All items may be considered for action.

1. **Call to Order and Roll Call**

Crystal Duran

a. Meeting called to order at 2:11pm.

2. **Public Forum**

Crystal Duran

Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.

Approved 08202020

- a. No guests present.
3. **Consent Calendar** Crystal Duran
 - a. Minutes from February 20, 2020
 - i. MSP (Mello/Legaspi) to accept consent calendar and approve minutes.
4. **Adoption of the Agenda** Crystal Duran
 - a. Discussion to switch items 11 and 12; insert item 13 to discuss tech kits at Oceanside; insert item 14 to discuss reopening plans. Agenda items 15 forward are renumbered, accordingly. MSP (Burnett/Ohr) to approve agenda with discussed changes.
5. **Audit for FY18/19** Carol Dinuzzo
 - a. Note that Serra retains \$648,925 in unrestricted reserves. MSP (Ohr/Mello) to accept audit.
6. **Agreement with SCLC for Administrative/Fiscal Services 20/21** Crystal Duran
 - a. Contract reflects current guidance from CLSA on staffing allocation, which changed from 25% to 20%. MSP (Cosby/Bradds) to authorize Chair to sign agreement with SCLC.
7. **Delivery Contract/Agreement for FY20/21** Crystal Duran
 - a. Discussion to confirm average cost/item for delivery through contract, versus mailing system. MSP (Cosby/Mello) to authorize SCLC to sign delivery contract.
8. **Election of FY 20/21 Officers** Crystal Duran
 - a. MSP (Cosby/Mello) to Follow the recommendation from Executive Committee, and elect Duran as Chair, Whatley as Vice Chair, and Ohr to remain Treasurer.
9. **Executive Committee Membership FY20/21** Crystal Duran
 - a. MSP (Bradds/Legaspi) to elect Duran, Whatley, Ohr, Smithson and Cronk as Executive Committee officers for FY2021.
10. **Budget Status FY19/20** Carol Dinuzzo
 - a. Expenses fall within third quarter projected costs, with the exception of the financial audit. Discussion of pending system membership payments.
11. **CLSA Plan of Service and Budget FY20/21** Diane Bednarski
 - a. Discussion of using reserve funds to maintain service levels, in light of CLSA allocation cuts, and need for continued services during COVID-19 crisis, and re-evaluate services and possible budget cuts at future meetings. MSP (Mello/Duran) to

use of Serra reserve funding to maintain current services, and authorize Chair to sign Plan of Service.

12. **Proposed Budget FY 20/21** Carol Dinuzzo
 - a. Budget based on Governor's May revise, and could change. Discussion to encourage CLSB to support additional state funding now, and as it becomes available. MSP (Mello/Cosby) to adopt the budget, with changes in accordance with state budget, and to use the Serra reserve funds to make up the difference, in order to ensure continuity of services.
13. **Meeting Schedule FY20/21** Crystal Duran
 - a. Dates set for FY20/21. Meetings will be scheduled in person, but have Zoom option, as needed. Meetings held at 9am and 10:30am.
 - i. August 20, 2020 - Escondido
 - ii. October 15, 2020 – San Diego County admin office, suite 110, conference room B
 - iii. February 18, 2021 – Oceanside
 - iv. May 13, 2021 – Imperial Valley/Calexico
14. **Committee Update STARC** Dara Bradds
(Flipster Agreement Renewal)
 - a. Discussion to renew Flipster agreement. MSP (Mello/Smithson) to fund Flipster up to \$50,000, and to authorize SCLC to sign agreement with Flipster.
15. **eBook Tech Kit at Oceanside** Sherri Cosby
 - a. kits are in rolling suitcases, equipment is more than eight years old, had been used for programming and sharing among Serra members. Agreed that Cosby can dispose of outdated equipment as e-waste.
16. **Reopening Plans** Donna Ohr
 - a. Discussion of coordinating re-opening dates, to bring more leverage against public pressure to reopen. Many local agencies are waiting guidance from San Diego County.
17. **State Library Report** Lena Pham
 - a. Emphasis places on the state library's project of the COVID diaries, and invitation for library systems to spread the word, and help increase participation.
18. **Administrative Council Chair Report** Crystal Duran
 - a. No report

- 19. **Other** All
 - a. None
- 20. **Announcements** All
 - a. Carlsbad is recruiting.
- 21. **Adjournment** Crystal Duran
 - a. MSP (Ohr/Cosby) to adjourn meeting at 4:26pm.