



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

**ADMINISTRATIVE COUNCIL MEETING**

Thursday, August 20, 2020

10:30am – 12:30pm

**Minutes**

*Approved October 15, 2020*

**Attendance**

Bradds, Dara – Escondido  
Briley, Shaun – Coronado  
Cosby, Sherri – Oceanside  
Cronk, Robert – San Diego Public  
Duran, Crystal – Imperial County Free  
Haller, Ember – City of Imperial  
Legaspi, Lizeth – Camarena  
Magbanua, Erwin – Chula Vista  
Mello, Marjo – Brawley  
Ohr, Donna – San Diego County  
Smithson, Suzanne – Carlsbad

**Other**

Bednarski, Diane – SCLC  
Dinuzzo, Carol – SCLC  
Pham, Lena – CSL  
Rivas, Lori – SCLC  
Snodgrass, Nerissa – SCLC

**Absent**

Duong, Minh – National City  
Shelton, Lois – El Centro

All items may be considered for action.

1. **Call to Order and Roll Call** Crystal Duran
  - a. Meeting called to order at 10:33am.
  
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.*

  - a. No guests present.

3. **Consent Calendar** Crystal Duran
  - a. Minutes from June 18, 2020
    - i. MSP (Cosby/Mello) to accept consent calendar and approve minutes, with minor corrections in spelling, grammar and content.
4. **Adoption of the Agenda** Crystal Duran
  - a. MSP (Mello/Cronk) to adopt agenda, with addition of item 14a, Career Online High School, as presented by Ohr.
5. **Final Budget Status FY19/20** Carol Dinuzzo
  - a. MSP (Ohr/Smithson) to approve payment to SCLC to cover costs above the system administration and grant indirect.
6. **Budget Status Report FY 20/21** Carol Dinuzzo
  - a. Request to break Projected Expenses>System Administration costs into two lines, one for CLSA funds, and the second for Serra funds.
7. **Website** Diane Bednarski
  - a. MSP (Cronk/Cosby) to involve STARC with updating and maintaining website. Cosby to provide current website policy to Admin Council. Chair and Vice Chair will reach out to STARC re developing a process for website updates and maintenance.
8. **Directors Roundtables** Diane Bednarski
  - a. MSP (Cronk/Smithson) for SCLC to coordinate and host conversational, system-wide, monthly Zoom calls, to discuss current best practices.
9. **CLSA Annual Report FY19/20** Diane Bednarski
  - a. Request that each library submit a story regarding: 1) the positive impact and value received from Flipster, Overdrive and materials delivery; and 2) how and why local funds were used to supplement these efforts. Deadline August 28, 2020 to submit stories, via email, to Bednarski.
10. **Committee Update STARC** Dara Bradds
  - a. No update.
11. **State Library Report** Lena Pham
  - a. Pham highlighted ARSL conference, and CSL recruitment of LDS Bureau Chief.
12. **Executive Director Report** Diane Bednarski
  - a. Highlighted ProQuest and New York Times online resources. Informational update that RBdigital changed pricing model. Request made by director that CSL

provide technical assistance to rural libraries, for implementation of new online resources.

13. **Administrative Council Chair Report** Crystal Duran
  - a. None.
14. **Other** All
  - a. **Career Online High School** Donna Ohr
    - i. MSP (Cosby/Cronk) to have Serra fund three students at \$1095/seat, to be used by students in Imperial County. State library will match funding, to bring seat total to six. San Diego County will mentor the three students, already identified. Discussion of Imperial County continuing programming, in the future.
15. **Announcements** All
  - a. San Diego Public to add six additional pick up sites. Discussion of hosting cooling/hydration/comfort stations, and management of masking with non-compliant patrons. Camarena will continue to provide meals/snacks for kids up to age 18. San Diego County to begin walk-up holds pick up, and stationing census kiosks in cooling stations. Imperial County moved to Stage 2 of quarantine, and implemented a seven day quarantine on all materials. Chula Vista passport program is strong.
16. **Adjournment** Crystal Duran
  - a. Meeting adjourned at 12:00pm.

Respectfully submitted by Lori Rivas on October 16, 2020