



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 MEETING

Thursday, October 15, 2020

10:30 – 12:30am

Minutes

Approved January 7, 2020

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 | Crystal Duran |
| Meeting called to order at 10:37am. | |
| 2. Roll Call | Crystal Duran |
| 3. Public Comment | Crystal Duran |

Brawley Public Library • Carlsbad City Library • Chula Vista Public Library • Coronado Public Library
El Centro Public Library • Enrique S. "Kiki" Camarena Memorial Library • Escondido Public Library
Imperial County Free Library • Imperial Public Library • National City Public Library
Oceanside Public Library • San Diego County Library • San Diego Public Library

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.

Respectfully submitted by Lori Graver on January 7, 2021