



Serra Cooperative Library System

c/o SCLC • 254 North Lake Avenue, #874 • Pasadena, CA 91101
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ADMINISTRATIVE COUNCIL MEETING

Thursday, February 18, 2021

10:30 – 12:30pm

Minutes

Approved April 15, 2021

Attendance

Bradds, Dara – Escondido
Carter, Cristina – Brawley
Cosby, Sherri – Oceanside
Cronk, Robert – San Diego Public
Duran, Crystal – Imperial County
Legaspi, Lizeth – Camarena
Ohr, Donna – San Diego County
Risolo, Glenn – Coronado
Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista

Other

Bednarski, Diane – SCLC
Dinuzzo, Carol – SCLC
Graver, Lori – SCLC
Pham, Lena - CSL

Absent

Duong, Minh – National City
Haller, Ember – City of Imperial
Shelton, Lois – El Centro

1. Call to Order and Roll Call
Meeting called to order at 10:36am.

Crystal Duran

2. 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.

3. Consent Calendar Crystal Duran
 - a. MSP (Cronk/Cosby) to approve the minutes from the January 7, 2021 Administrative Council meeting.
4. Adoption of Agenda Crystal Duran

MSP (Whatley/Bradds) to adopt agenda, as presented.
5. Budget Status Report FY20/21 Carol Dinuzzo

All expenses currently fall within the projected cost for the year. An error was noted in the total expense actuals as of December 31 which reads \$85,509 in the report but does not appear to reflect all of the listed expenses. Dinuzzo will review the formula and make corrections.
6. Membership Dues FY21/22 Carol Dinuzzo

MSP (Legaspi/Ohr) to approve membership dues for FY21/22, which incorporate the prior year adjustment.
7. Record Retention Policy Diane Bednarski

Clarification was sought as to whether records that are digitized need to be retained in a paper format. Request to retain in Word format, those documents which will need to be edited, such as the Bylaws. Request that SCLC update the policy to reflect categories that will be retained in paper format in accordance with state and federal guidelines and advice from auditors, and bring updated policy to the May 2021 meeting for approval.
8. Fiscal Year 2021/22 Proposed CLSA Funding Diane Bednarski

The Governor's current preliminary 2021-22 budget reflects a continuation of the a 50% reduction in CLSA funds adopted in the 2020-21 budget. Chair Duran submitted a letter to the Governor encouraging the restoration of CLSA funds to FY2019/20 levels. Serra is currently showing a surplus in its 2021-22 budget reflecting unspent membership fees. The reserves balance is also strong, reflecting an influx of funds from the closure of the SD County account as well as annual membership fees. Discussed various options for using reserves, including mini grants to member libraries. Request for special meeting to develop reserve fund policy and discuss Plan of Service allocations.
9. Use of Reserves for eBook Licensing Donna Ohr

Discussed accessing reserves to fund the licensing of additional eBook titles for the Overdrive shared collection. Committee recommends scheduling a special meeting prior to May 2021, to discuss both developing a Reserves Policy and avenues to spend reserves.
10. Conflict of Interest, Form 700 Submissions Lori Graver

Reminder to file Conflict of Interest Form 700 prior to the April 1, 2021 deadline. Clarification that SCLC requires a hardcopy with an original signature, even if the local jurisdiction can accept an online submission.
11. Committee Update – STARC Sherri Cosby
 - a. Serra Website Maintenance Joy Whatley

Committee will assume responsibility for maintaining the website and posting agendas and minutes, but would ask Administrative Council to assume

responsibility for ensuring that other Committees submit their materials to STARC in time to comply with Brown Act requirements.

12. Committee Update – Adult Services Bob Cronk
 - a. Adult Services Workshop Bob Cronk

Workshop will be online. Discussion of public employees receiving raffle prizes; consensus is that a raffle prize worth less than \$50 is not reportable as a gift. No action required, as the \$600 funding request for prizes and the keynote speaker stipend is within the \$4000 budget previously authorized by Council. Request to encourage staff to attend.

13. State Library Report Lena Pham

Reminder to attend the Public Library Directors Forum.

14. Administrative Council Chair Report Crystal Duran

Coronado is partnering with the San Diego Zoo, to produce virtual programming, in which library staff enter animal exhibits and conduct a story time. Email Shaun to connect your library with this virtual programming. Escondido is partnering with the San Diego Childrens’ Museum to produce virtual programming. For future discussion, consider partnering with agencies as a collective, to produce virtual programming.

15. Other All

Coronado is recruiting for Senior Librarian of Programming, Outreach and Marketing.

16. Announcements All

None.

17. Adjournment Crystal Duran

Meeting adjourned at 11:52am.

Respectfully submitted by Lori Graver on April 15, 2021