



Serra Cooperative Library System
c/o SCLC ▪ 254 North Lake Avenue #874 ▪ Pasadena, CA 91101
Phone: 626-2359-6111
www.serralib.org

EXECUTIVE COMMITTEE MEETING

Thursday, February 16, 2023

9:30am – 10:30am

Hybrid meeting

San Diego County Library, Alpine Branch
1752 Alpine Blvd., Alpine, CA 91901

Minutes

Approved May 18, 2023

Attendance

Briley, Shaun – Coronado
Gittemeier, Oscar – San Diego Public
Legaspi, Lizeth – Camarena Calexico
Ohr, Donna – San Diego County
Smithson, Suzanne – Carlsbad
Whatley, Joy – Chula Vista

Other

Beck, Andy – SCLC
Graver, Lori – SCLC
Powers, Christine – SCLC
Walker, Wayne – SCLC

1. Call to Order and Roll Call Shaun Briley
Meeting called to order at 9:35am.

2. Public Comment Shaun Briley
Opportunity for any guest or member of the public to address the committee on any item of Administrative Council business.
None.

3. Consent Calendar Shaun Briley
 - a. Minutes from October 13, 2022 Executive Committee meeting.
MSP (Whatley/Legaspi) to pass the Consent Calendar.
5 yes, 0 no, 1 abstain

4. Adoption of Agenda Shaun Briley
Chair adopted Agenda as presented, without objection.
5. SCLC Personnel Update Wayne Walker
Walker introduced new Executive Director, Christine Powers, and new Controller, Andy Beck. Both Powers and Beck expressed their eagerness to work with Serra.
6. Budget Status Report FY2022/23 Andy Beck
CLSA system allocations have been received in December 2022. Membership dues are 100% collected by January 2023. PLSEP grant has been approved and will run through SCLC. A line item for LINK+ funds has been added and includes anticipated funds from Imperial County, as previously discussed. Total expenses through December 2022 are \$105,596 which is 19% of the total budget. Expenses include amortized Overdrive fees, Overdrive E-magazines expenses, Flipster expenses, audit fees, and delivery charges through December 2022. Per the CLSA Plan of Service, \$123,328 has been earmarked for LINK+ for the current year; however, no expenses have been incurred. Balances of \$85,182 for LINK+ and \$2,671 for audit services are carried over from the FY2021/22 CLSA funds.
7. LINK+ Implementation Update, Unity Courier Wayne Walker/Sam Liston
Smithson spoke to delay in Carlsbad LINK+ implementation due to establishing a VPN tunnel. MSP (Briley/Ohr) to:
1. Reimburse libraries for any Unity Courier invoices paid directly by the library for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.
 2. Pay Unity directly for any outstanding library invoices for delivery service between when Escondido joined and the starting term of the Serra – Unity Courier agreement for LINK+ delivery service.
- 6 yes, 0 no, 0 abstain
8. OverDrive Update Christine Powers
Kristina Garcia will be retiring her management of Serra's OverDrive platform at the end of FY2022/23. Staff has engaged in initial conversations with OverDrive and learned that it now offers assistance to its customers in collection development, report, and more robust cart sharing at no additional cost. Staff is in the process of learning exactly which functions OverDrive can take over, what assistance may still be needed from the CD team, and what assistance staff can provide in this process moving forward. Should OverDrive be able to step in to provide this service, it would save Serra the cost of having to pay a contractor for these services. Staff will work with Serra's CD Team and the Technology and Automation Review Committee (STARC) to formulate a final recommendation to Serra for consideration at its next meeting.

9. CLSA FY2023/24 Planning

Christine Powers

Directors did not indicate desire to adjust CLSA allocations. Previous years have been based on these broad formulas:

1. eResources (40.7%)
 - a. OverDrive
 - b. Flipster
2. Resource Sharing (50.2%)
 - a. Link+
3. Contract Services (8.9%)
 - a. Courier delivery
 - b. Audit
4. Telecommunications (0.2%)
 - a. Zoom license
 - b. Website hosting

10. Other
None.

Shaun Briley

11. Adjournment

Shaun Briley

MS (Smithson/Legaspi) to adjourn meeting at 10:10am.

Respectfully submitted by Lori Graver on May 19, 2023.