

**BALIS Administrative Council Meeting**  
**City of Pleasanton Civic Center**  
**Large Conference Room (next to Council Chambers)**  
**200 Old Bernal Avenue**  
**Pleasanton, CA 94566**

**Friday, April 6, 2018**

**10:00 a.m.**

**AGENDA**

- |              |  |                       |
|--------------|--|-----------------------|
| <b>I.</b>    | <b>Call to Order and Introductions</b>   | Chadwick              |
| <b>II.</b>   | <b>Adoption of Agenda (Action Item)</b>  | Chadwick              |
| <b>III.</b>  | <b>Approval of the January 5, 2018 Minutes (Action Item)</b>   | Chadwick Attachment 1 |
| <b>IV.</b>   | <b>Old Business</b>  |                       |
|              | A. BALIS Priorities for Use of Reserves – Update on Using Funds for Shared Paid Intern (Action Item)   | Chadwick/Cervantes    |
|              | B. Update on SJSU iSchool Discussion, including Webinar and Developing List of Key Considerations for Students When Interviewing   | Murphy                |
|              | C. Discussion about Regional PLP Meeting   | Murphy                |
| <b>V.</b>    | <b>Reports</b>   |                       |
|              | A. Report of System Chair  | Chadwick              |
|              | B. Report of System Administration   | Frost                 |
| <b>VI.</b>   | <b>Public Comment</b> - (Individuals are allowed three minutes, groups in attendance, five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.) |                       |
| <b>VII.</b>  | <b>Agenda Building for Next Meeting on July 6, 2018 at Alameda County Library Administration</b>   |                       |
| <b>VIII.</b> | <b>Announcements</b>   |                       |
| <b>IX.</b>   | <b>Adjournment</b>   |                       |

**BALIS Administrative Council Meeting**  
**Contra Costa County Library Administration**  
**777 Arnold Drive**  
**Martinez, CA 94553**

**Friday, January 5, 2018**

**10:00 a.m.**

**MINUTES**

**Attendees:**

**Council**

Cindy Chadwick, Chair, Alameda County  
 Melinda Cervantes, Contra Costa County  
 Gerry Garzon, Oakland Public  
 Jane Chisaki, Alameda Free  
 Katy Curl, Richmond Public  
 Elliot Warren, Berkeley Public  
 Luis Herrera, San Francisco Public  
 Heidi Murphy, Pleasanton Public  
 Tamera LeBeau, Livermore Public (call-in)

**Staff:**

Terry Jackson, PLP/BALIS

**Others:**

Sandy Hirsh, SJSU iSchool (call-in)  
 Linda Main, SJSU iSchool (call-in)  
 Kim Dority, SJSU iSchool (call-in)

- I. **Call to Order:** Cindy Chadwick called the meeting to order at 10:06 a.m.
- II. **Adoption of Agenda:** The Agenda was approved as distributed. (M/S Murphy/Chisaki)
- III. **Old Business**
  - A. **Approval of the Minutes:** The Minutes of **October 6, 2017** were approved as distributed. (M/S Cervantes/Garzon)
  - B. **BALIS Priorities for Use of Reserves:** The group discussed the LDP (Leadership Development Program) information that had been previously distributed via email as a possible use of the BALIS reserves. Melinda Cervantes shared how this program successfully developed mid-managers in Pima County and that cohort emphasis was valuable. Gerry Garzon reported that he had talked to Rivkah Sass, Director of Sacramento Public Library and she “was thrilled with the results of LDP” to date. Heidi Murphy liked the content but questioned what else might be out there and if using consultants that we have already used moves the needle enough. It was agreed that a survey of the Directors that assessed their interests and needs would be in order, and there was interest in a new model that would allow staff the time and flexibility to participate yet still engage. After the survey, there could be an RFP process with various

model options. Cindy Chadwick asked if it would be of value to concentrate on a regional challenge such as homelessness for this. CLA and various city and county leadership programs could also be vetted as possible models.

#### IV. **New Business**

- A. Recruitment Strategies and Conversation with Sandy Hirsh, San Jose State School of Information:** Sandy Hirsh, Linda Main, and Kim Dougherty called in for this agenda item to discuss how the iSchool could assist in further developing successful strategies for librarian recruitments in the Bay Area. Sandy, Linda, and Kim shared information as to the size of the actual potential candidate pool. They also directed interested parties to their website, which has valuable data as to the enrollment in the program. Many graduates are already employed and stay with their organization, while others are not interested in public library service. There is no longer a local large scale pool as the program is on-line and attracts students from all over; and due to the cost of living, the Bay Area may not be attractive to potential applicants. The Directors asked what could be done to incentivize students to work at local public libraries. Luis Herrera suggested that a partnership opportunity may be part of the fix. Internships were discussed and the need for this to be a paid program. The Directors felt this would provide the practical real life experience that seems to be missing with candidates and new hires. Sandy, Linda and Kim proposed a webinar for students in which the Directors shared what they were looking for in new hires, skill sets, etc. All thought that this would be beneficial. There could also be guidance with the interview and application process for local jurisdictions. Sandy offered to meet in person at libraries to discuss programs of interest, including the opportunities for professional development through a post Masters certificate, a digital asset and services certificate, open classes, etc. She also said she would follow up with Carol Frost about more formalized partnership opportunities. The Directors thanked the three iSchool representatives for sharing their perspective, as the information was helpful, especially knowing that the pipeline is actually smaller than previously realized.

The Directors continued the discussion after the call ended and concluded they would like to explore using their reserves to establish a paid internship program that would allow the interns to work at more than one jurisdiction within BALIS. Cindy said that Alameda County Library had an MOU with the iSchool for internships, but it was not very productive. The group agreed that this idea should take precedence over the leadership training concept but that both should be pursued. Cindy and Melinda volunteered to work with Carol on this.

- B. CENIC Update:** Melinda shared that the CENIC Conference is scheduled for March 3<sup>rd</sup> through 5<sup>th</sup> in Monterey. While the program is still being finalized, this conference has an outstanding reputation for providing excellent content, and she urged libraries to be represented.

- C. PLP Regional Networking Event for Library Groups:** Terry Jackson updated the group on the PLP-wide interest to hold a network event for each legacy system so that it would be easier for people to attend and make connections. The Directors expressed a need for Board and Commission training, and Terry said she would work with Carol on this. Heidi agreed to have Pleasanton Public Library host, and she will work with Carol to develop the agenda and identify the target audience.
- D. 2018 Meeting Schedule:** Terry referenced Attachment 2 and the need for a location for the October 5, 2018 meeting. Elliot Warren offered a Berkeley Library location, and once that is confirmed, PLP will send out a meeting notice.

**V. Reports**

- A. Report of System Chair:** Cindy spoke briefly about current activities at Alameda County Library.
- B. Report of System Administration:** Terry reported that Jane Light's Mid-Management Leadership Group is full for 2018. She also shared that there will be a meeting on February 2<sup>nd</sup> for the nine cooperative library system chairs and vice chairs along with the system coordinators, to meet and talk about the ways in which they can work collaboratively, set common goals, and advocate collectively. Gerry and Heidi will represent PLP.

**VI. Public Comment:** None.

**VII. Agenda Building and Date for Next Meeting:** The next meeting will be held on Friday, April 6, 2018 at the Pleasanton Old Post Office Building. Items to be included on the next meeting's agenda are:

- Discussion of Use of Fund Balance
- CENIC Update from Melinda Cervantes
- Follow-up on recruitment strategies and PLP

**VIII. Adjournment:** The meeting adjourned at 12:15 p.m.