

## BALIS Administrative Council Meeting

### AGENDA

July 10, 2020

1:00 p.m. via Zoom

<https://us02web.zoom.us/j/84524399533?pwd=K2hraEYzdWVfb084cGNPR202bDdsUT09>

Meeting ID: 845 2439 9533; Password: 278950

Call-in Option: (669) 900-6833

- I. **Call to Order and Introductions** Chadwick
- II. **Approval of Consent Calendar (Action Item)**
  - A. Adoption of Agenda Chadwick
  - B. Approval of the January 10, 2020 Minutes Chadwick Attachment 1 pg. 3
  - C. Meeting Schedule for FY 2020/21 Alvarez Attachment 2 pg. 7
- III. **New Business**
  - A. BALIS Priorities for Use of Reserves (Action Item) Chadwick Attachment 3 pg. 8
  - B. World Trust Workshop Update Chadwick
  - C. Alameda County Fair Update Chadwick
  - D. Margaret Sullivan Studio McPartland/Cervantes
  - E. COVID-19 Updates and Shareouts Chadwick
- IV. **Reports**
  - A. Report of System Chair Chadwick
  - B. Report of System Administration Frost
- V. **Public Comment** - (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 agendized pursuant to state law.)
- VI. **Agenda Building for Next Meeting on October 2, 2020**
- VII. **Announcements**
- VIII. **Adjournment**

**Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held  
Pursuant To Authorization From Governor Newsom's Executive Order N 29-20**

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

**BALIS Administrative Council Meeting**

**San Ramon Library  
100 Montgomery Street, San Ramon, CA, 94583**

**January 10, 2020**

**10:00 a.m.**

**MINUTES****Attendees:****Council:**

Cindy Chadwick, Chair, Alameda County  
Jane Chisaki, Alameda Free  
Elliot Warren, Berkeley Public

**Staff:**

Yemila Alvarez, PLP/BALIS

**Other:**

Melinda Cervantes, Contra Costa County  
Lindsay Vien, Hayward Public  
Tamera LeBeau, Livermore Public  
Jamie Turbak, Oakland Public  
Heidi Murphy, Pleasanton Public  
Katy Curl, Richmond Public  
Maureen Singleton, San Francisco Public

Nancy Kreiser, CCCL

**I. Call to Order and Introductions**

The meeting was called to order at 10:03 AM by Chair Chadwick.

**II. Adoption of Agenda**

The Agenda was modified to move announcements to the top of the Agenda (M/S Murphy/LeBeau). Motion passed. The libraries shared announcements.

**III. Approval of the October 4, 2019 Minutes**

There was one correction to remove Heidi Murphy from attendance. There was a motion to approve the minutes as corrected. (M/S Cervantes/Chisaki).

**IV. New Business****A. World Trust Workshop Proposal**

Alameda County submitted an application for the PLP Call for Staff Development Training. The proposal was for a workshop focusing on addressing unconscious bias, for 60 to 75 participants. The \$4,300 cost exceeds the PLP cap of \$2,000. There was discussion about whether BALIS could fund the full amount, and

whether there should be two sessions offered. There was discussion of whether some of the other regional legacy systems could also contribute. There was discussion of whether it would be better to keep the workshop at a local level so the libraries have the opportunity to do a deeper dive. If the legacy systems fund the workshops independently, they could make it open to just their members which would allow for this deeper drive. There was a request that this be taken to the SVLS system to see if they would also contribute funding for the PLP-wide training. A motion was made and passed to set a threshold to fund up to \$1K to cover the PLP-wide training if PLP approves the training and does not fund the full amount, and that additionally BALIS would allocate \$4,300 from their reserves to offer a BALIS-specific training. (M/S Murphy/Warren)

#### **B. BALIS Priorities for Use of Reserves**

There was discussion of the BALIS priorities for use of reserves. There was a request that the BALIS fund balance be brought to the next BALIS meeting. There was discussion of what other training could be offered on a regional level with Cybersecurity being mentioned. It was expressed that CLA is often the primary source of staff training for some libraries, and it is sometimes too far for attendance. There was discussion of creating a panel for CLA. There was discussion of setting up a process where people that have attended training already or systems that have created training for staff can open it up wider and can be reimbursed through BALIS. There was concern of whether this would work due to the time constraints of the meeting schedule. If BALIS wanted to set this up there was a question about how this would be managed and a question about whether PLP could manage the funding aspect. There was consensus that a clear procedure and process would have to be identified to make something like this happen. Staff was instructed to explore this and bring back to the next meeting. There was discussion of the workshop topic of best practices for emergency responses due to the fires, or excessive heat, etc. There are State regulations surrounding current best practices. There was a discussion of a trainer/workshop combination to help with beginning the implementation at each location. There is room for capturing related protocols in BALIS. There was discussion of forming a subcommittee in a couple months to do something about emergency protocols. CCCL agreed be on this subcommittee. Pleasanton and Hayward also volunteered to participate in some way. There was a 10-minute break. The Council resumed discussion at 11:26 am.

#### **C. BALIS Presence at Alameda County Fair**

Alameda County Library has two new vehicles and is considering having a presence at the Alameda County Fair (June 19-July 11) fair and is wondering whether other libraries would be interested in a unified presence. There was discussion of choosing a strategic day to be present. There was discussion of having a free book giveaway pooled from all the libraries, or a themed education day. Libraries that expressed interest included Hayward, Livermore and

Pleasanton. There was discussion of trying to get a library themed day. Alameda County Library agreed to reach out to the other libraries if further planning was underway. No action was taken.

#### **D. Day in the District Planning**

The libraries reviewed the attachment in the packet and agreed on which location would serve as the lead agency for which representatives. Richmond agreed to take on Mark DeSaulnier. Alameda agreed to take on Barbara Lee and Rob Bonta and notify OPL. Pleasanton will take on Swalwell and invite Livermore and CCCCL to join. SFPL will reach out to Chiu, Weiner, and Ting. ACPL will reach out to Wieckowski from State Senate. Oakland reach out to Buffy Wicks. CCCPL will reach out to Grayson. Hayward will schedule Quirk.

#### **E. Macmillan eBook Discussion, Chadwick**

Chadwick opened up the opportunity to share out what is being done in regard to Macmillan and whether there has been input from the public. Pleasanton has not made a public statement, but they do not purchase Macmillan items. Warren has not been purchasing eContent from Macmillan. SFPL released a great Op-Ed and libraries agreed it has been helpful to be able to point people there. ACPL has added a link to Lambert's Op-Ed in their catalog. SFPL also updated the catalog to show the embargo notes and the Op-Ed.

#### **F. Library Staff Development Day Shareouts**

Cervantes mentioned they had a staff development day and it would be good to know how these are developed and structured. For their own staff day, priority for attendance is still staff. CCCPL come up with the theme and develop the programming based on their strategic priorities and take advantage of the fact that there could be some training. They invite other departments to table during the lunch period, so staff have an opportunity to talk to other departments. They have therapy dogs from time to time, or opportunity to adopt pets, etc. The headliner for last year was Miguel Figueroa from ALA. They also have done some work with Margaret Sullivan studio. The day is structured with a joint all-staff morning workshop or presentation and the afternoon is three breakout sessions. Previous topics include gender related topics and panels with the Deputy Directors. Lunch is provided and there is a cookie contest (baking) during the lunch break. The Slide Deck for the morning presentation highlights something from every library. CCCL offered to invite BALIS Directors to their next annual staff training day. Their annual budget is \$18-\$20K for the day, which they use to rent a community center for the day and provide the lunch. There was discussion about bringing stakeholders together more intentionally, and CCCL shared that they have 20 friends groups, a library board, and 7 foundation groups and regularly bring them together for a half-day, usually for breakfast. They publicly notice this breakfast because the commissioners are present.

**V. Reports**

**A. Report of System Chair, Chadwick**

Alameda Library is hiring a library technician position (15 positions).

**B. Report of System Administration**

The call for Staff Development proposals has closed. Announcements will go out after the January 24 PLP meeting. There are two Data Privacy trainings next week at Morgan Hill Library and Hayward Library. Also Innovative was just purchased by ExLibris. OverDrive was sold to a venture capitalist.

**VI. Public Comment**

There was no public comment.

**VII. Agenda Building for Next Meeting on April 3, 2020**

- A. Accounting of BALIS Reserves and Training Priorities
- B. Day in the District Update
- C. World Trust Workshop Update
- D. Alameda County Fair Update
- E. FY 2020/21 Council Meeting Schedule
- F. Margaret Sullivan Studio (McPartland/Cervantes)

**VIII. Announcements**

The libraries shared announcements.

**IX. Adjournment**

The meeting was adjourned at 12:39pm.

**2020/21 BALIS Administrative Council Meeting Schedule**

Friday, July 10, 2020 (changed due to July 4<sup>th</sup> Holiday)

Friday, October 2, 2020

Friday, January 8, 2021 (changed due to New Year's Day Holiday)

Friday, April 2, 2021

Meetings will be held on the first quarterly Fridays of the month at 10 a.m. unless otherwise noted. The location is to be determined. As per past practice, if there are not sufficient agenda items, the meeting will be cancelled.

**To:** BALIS Council  
**From:** Cindy Chadwick, Chair  
**Subject:** BALIS Support for Staff Development Initiatives  
**Date:** July 10, 2020

**Background:**

BALIS has previously identified staff development activities as a priority for use of BALIS reserves. Since 2018, BALIS has been working to develop a mechanism to lend support to current and prospective BALIS library employees for developing soft skills needed to offer library services. At the January 10, 2020 BALIS meeting, there was a discussion of priorities for use of BALIS reserves, and of setting up a process where libraries creating training systems can make these opportunities available to other BALIS libraries and be reimbursed. There was also discussion of BALIS reimbursing libraries for staff training and conferences that staff are attending, and to see if PLP could develop a process to manage the funding.

PLP was consulted and have drafted the attached claim form and reporting forms for review and comment, as potential solutions for how to manage distribution of BALIS reserves back to the BALIS libraries for use on staff development and training initiatives or activities. For FY 2020/21, a trial would consist of allocation of up to \$30,000 of BALIS reserves to be used towards staff development initiatives and activities which could be claimed by the BALIS libraries in an amount not to exceed \$3,000 for the fiscal year.

**Considerations:**

BALIS uses some of its reserves annually to pay for two retirees' health benefits, so it is important that a healthy reserve balance be retained for these annual costs.

It is further recommended that BALIS libraries that have opted to claim funds provide a verbal report on their staff development trainings and activities at a BALIS Council meeting this fiscal year, with the intent of sharing best practices and for evaluative purposes.

**Recommendation:**

It is recommended that the Council approve a trial distribution of up to \$30,000 of BALIS reserves back to the BALIS libraries for FY 2020/21 to be used for staff development initiatives and activities and that a process be adopted for claiming the funds that allows for claims not to exceed \$3,000 to be made by each library.



## BALIS Financial Support For Staff Development Initiatives and Activities

Each year, the BALIS Council allocates dedicated funding from its reserves to support professional development initiatives and activities at BALIS libraries. The total allocation available per BALIS library is up to **\$3,000** for FY 2020/21.

To claim funding, please complete the form below and mail to:

**Pacific Library Partnership  
Attn: Andrew Yon  
32 W. 25th Ave, Suite 201  
San Mateo, CA 94403**

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**BALIS Staff Development Support Claim Form**

**Library:** \_\_\_\_\_

**Address:** \_\_\_\_\_

My Library would like to claim \$\_\_\_\_\_ of the available \$3,000 to be applied towards FY 2020/21 staff development initiatives and activities listed below.

**Provide a brief description of the intended use of the funding:**

Checks will be made payable and mailed to the library and address listed above. By requesting this distribution, Library agrees to expend all funds and to submit a written report of at least one page and any other supporting documentation such as photos, videos, samples of materials. etc. to the BALIS Council by June 30 of the Fiscal Year of acceptance.

Library Director Name: \_\_\_\_\_

Library Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Approved by Carol Frost, CEO, Pacific Library Partnership

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BALIS Staff Development Initiatives Reporting Form

<b>Grantee (Library):</b>	
<b>Grant Amount:</b>	

- 1. Briefly describe how you used the staff development funding.**
- 2. Identify barriers or challenges encountered throughout your staff development initiative.**
- 3. Report final findings and observations from the staff development project, including any evaluation efforts or statistics gathered (e.g. total staff served, total trainings administered, total products created, details for replicating the event at other libraries, etc.)**