

## BALIS Administrative Council Meeting

### AGENDA

**October 2, 2020**

**10:00 a.m. via Zoom**

<https://us02web.zoom.us/j/83173074232?pwd=ZCtYZzMxbE5TQXQyWXNnWkNlOtHdz09>

Meeting ID: 831 7307 4232; Password: 157295

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 July 10, 2020 Minutes Chadwick Attachment 1 pg.
  - C. Acceptance of BALIS Delivery Route Changes Chadwick Attachment 2 pg.
- III. Old Business**
  - A. Staff Development Funding Requests Chadwick Attachment 3 pg.
  - B. 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 January 8, 2021**
- 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**

**July 10, 2020  
1:00 p.m. via Zoom**

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

Cindy Chadwick, Chair, Alameda County  
Jane Chisaki, Alameda Free  
Elliot Warren, Berkeley Public  
Nancy Kreiser, Contra Costa County  
Jayanti Addleman, Hayward Public  
Tamera LeBeau, Livermore Public  
Jamie Turbak, Oakland Public  
Heidi Murphy, Pleasanton Public  
Katy Curl, Richmond Public  
Michael Lambert, San Francisco Public

**Staff:**

Carol Frost, PLP/BALIS  
Yemila Alvarez, PLP/BALIS

**I. Call to Order and Introductions**

Meeting was called to order at 1:03 p.m. by Chair Chadwick.

**II. Approval of Consent Calendar****A. Adoption of Agenda****B. Approval of the January 10, 2020 Minutes****C. Meeting Schedule for FY 2020/21**

The Consent Calendar was approved unanimously via roll-call vote. (M/S Addleman/Murphy). Turbak joined the meeting at 1:06 p.m.

**III. New Business****A. BALIS Priorities for Use of Reserves**

Chadwick presented Attachment 1 in detail. Several Directors found this idea very appealing and very timely given upcoming budget cuts to training due to the pandemic. It was expressed that this will benefit staff by being able to attend virtual trainings and to be exposed to new forms of training. There was a question about how to reimburse the libraries. PLP cannot issue the check to a specific vendor because it would require contracting. It would be preferred that no individual staff submit reimbursement requests and that funds be issued to the libraries instead. There was a question about whether the checks could be

issued to the Friends of the Libraries and a response that this could be possible, and the library should indicate this when requesting funding. There was discussion of an opportunity to offer sensitivity training as a system and there might be an opportunity for this. There was a recommendation that staff development be a regular agenda item going forward to discuss who has claimed funds and how the funds are being expended. There was a question about whether the trainings would have to be opened up wider and a response that there is no restriction on the usage of the funds, or any requirements, as long as it is training related. A motion was made and passed unanimously to approve the training forms as presented, and to approve the transfer of up to \$30,000 of BALIS reserve funding for FY 2020/21 to support requests from libraries not to exceed \$3,000 per jurisdiction. (M/S Murphy/Curl).

**B. World Trust Workshop Update**

There was an update on the World Trust Workshop. BALIS had offered to fund a full workshop and additionally to partially support a second workshop in collaboration with SVLS and PLP. Due to the pandemic, all workshops were postponed, and then World Trust revised its training to an online format. As a result, Alameda County will circle back once the revised training is available and will apply again for the PLP call for support in December. BALIS would decide at that time whether they wish to fund the second instance of the program.

**C. Alameda County Fair Update**

Chadwick reported that the fair is not happening due to the pandemic.

**D. Margaret Sullivan Studio**

Nancy Keiser discussed the activity Contra Costa County Library has had with Margaret Sullivan Studio. They contracted the Studio to help them take a deep dive into the customer experience and tied it back to their strategic goals. Keiser reported that it was really inspirational and very fun. They created a customer experience field guide that focuses on getting to know the customer and the community more and looking at this more critically. They spent a great deal of time talking about the entrance to the library and what the customer's initial experience is with the library. Considerations included "What does your signage imply? Are customers being welcomed or being bombarded with rules?" Going forward they are hoping to create evocative experiences for their customers and implementing more of the field guide. One of the terms that was focused on was activation and how to activate spaces within the library to better engage the community. The Studio was highly recommended for consulting work as well as their method of guiding libraries towards an aspirational approach to looking at library spaces.

**E. COVID-19 Updates and Share-outs**

The libraries shared announcements related to curbside pickup, disaster service work, and meal distribution work. Lambert and Warren left the meeting at 1:57 p.m.

**IV. Reports**

**A. Report of System Chair**

There was no additional report.

**B. Report of System Administration**

An email was shared July 1<sup>st</sup> explaining the decisions of the PLP Executive Committee. Innovation Grant funds have been significantly reduced and will only be funded up to \$5,000 this year with no replication grants being offered. Grants will focus on funding libraries engaging in infrastructure changes in response to the COVID-19 pandemic. Some of the libraries have requested extensions through December of the current FY2019/20 grants, which have been granted. For the Staff Development support, the budget has been reduced to \$5,000 for the year, and the Staff Development Committee has also had their budget reduced. PLP will be purchasing a subscription to Flipster for 14 of the Public libraries with the smallest budgets, using CLSA funds. Libraries will also be getting a CLSA distribution, and additional menu items have been added. This year includes the ability to use CLSA funds for software to support curbside pickup, and if 3 or more libraries join together to purchase software that supports remote reference. CLA is working with the lobbyists to request restored funding for Zip Books and Lunch at the Library. BALIS delivery services will be resuming next week. We are surveying the Academic Libraries to see what impact being on the BALIS route has on their operations and whether to have them remain on the route, since they are not PLP members. If you want to receive delivery service, contact Alvarez.

**V. Public Comment**

There was no public comment.

**VI. Agenda Building for Next Meeting on October 2, 2020**

- A. Standing COVID 19 Updates
- B. Standing Staff Development Funding Requests
- C. True-up of Reserves

**VII. Announcements**

The libraries shared announcements.

**VIII. Adjournment**

The meeting was adjourned at 2:47 p.m. by Chair Chadwick.

**To:** BALIS Council  
**From:** Carol Frost, CEO, Pacific Library Partnership  
**Subject:** BALIS Delivery Route Changes  
**Date:** August 3, 2020

This memo is to inform you that the Bay Area Library and Information System (BALIS) will no longer provide courier delivery services to the four institutions listed below:

California State Library - Sutro Library  
California State University East Bay Library  
San Francisco State University Library  
University of California Berkeley Library

Although there has been a longstanding delivery service to these libraries, there are several factors which have compelled us to make this decision:

- Delivery of physical materials to these locations was higher in decades past, but current delivery averages less than 45 items per month combined
- None of the four libraries are paying members of BALIS
- A survey of libraries indicates that libraries have alternative forms of sharing the materials (mailing them), which may in fact be a less expensive option than the current delivery.

The BALIS delivery service was suspended in March 2020 because of the COVID-19 pandemic. As service begins to resume in July and August, the four locations will be removed from the schedule and the contract with the courier will be modified accordingly.

Should you have any questions, please feel free to contact me at [frost@plpinfo.org](mailto:frost@plpinfo.org), or 650-349-5538.

CC:  
California State University East Bay Library  
San Francisco State University Library  
California State Library - Sutro Library  
University of California Berkeley Library

**To: BALIS Council**  
**From: Cindy Chadwick, Chair**  
**Subject: BALIS Staff Development Expenditures**  
**Date: October 2, 2020**

At the July BALIS Administrative Council meeting, the Council approved allocating 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. Each library could claim up to \$3,000 for these funds.

It was further agreed that each subsequent agenda item for this upcoming year would include an agenda item regarding staff development, to discuss which libraries had claimed funds, and how the funds are being expended.

### **Discussion**

A claim form was sent to all of the libraries. To date, 4 BALIS libraries have each claimed \$3,000, for a total of \$12,000. Those libraries include Alameda County Library, Livermore Public Library, Oakland Public Library and San Francisco Public Library.

The libraries have provided the following brief descriptions of the intended use of the funding:

Alameda County Library: Niche Academy's many staff modules, starting with Webinar: Dismantling Institutional Racism in Your Library: From Theory to Practice.

Livermore Public Library: The library currently has a group of staff working to develop regularly occurring training modules for all library staff, with specific topics and programs focused on increasing awareness and sensitivity regarding issues of equality, equity, diversity and inclusion. These modules would be developed in conjunction with bringing in presenters and experts related to specific topics; this is where the funding will be used.

Oakland Public Library: Oakland's Racial Equity Team identified trainer Dante King to provide 12 hours of implicit and explicit bias workshops to approximately 90 library employees. Participants will gain a deeper understanding of social power and the cultural, institutional, and interpersonal forces that contribute to racial and social disparities. Attendees will also improve their capacity to confront deeply rooted biases while examining and discussing strategies to achieve meaningful and tangible inclusion.

San Francisco Public Library: Professional development and training for San Francisco Public Library personnel.