

BALIS Administrative Council Meeting

**Berkeley Public Library – North Branch
1170 The Alameda, Berkeley, CA 94707**

Friday, October 5, 2018

10:00 a.m.

Conference Call Information:

Conference Number: 1-669-900-6833

Meeting ID: 509 636 749

AGENDA - Revised

- | | | | |
|--------------|--|-------------------------|--------------|
| I. | Call to Order and Introductions | Chadwick | |
| II. | Adoption of Agenda (Action Item) | Chadwick | |
| III. | Approval of the July 6, 2018 Minutes (Action Item) | Chadwick | Attachment 1 |
| IV. | Old Business | | |
| | A. BALIS Cohort Project for new Librarians and Paraprofessionals | Cervantes/Chadwick/Curl | |
| | B. BALIS Day in the District Coordination: Legislative Priorities, Identification of Lead and Process | Lambert/
Chadwick | Attachment 2 |
| V. | New Business | | |
| | A. Approval of \$400 from BALIS Reserves for Honorariums for Luis Herrera and Susan Hildreth as speakers for BALIS regional networking event (Action Item) | Chadwick | |
| | B. Report on Data Forum at Castro Valley Library | Chadwick | |
| | C. Review of BALIS Meeting Schedule for FY 2018/19 | Alvarez | Attachment 3 |
| VI. | Reports | | |
| | A. Report of System Chair | Chadwick | |
| | B. Report of System Administration | Frost | |
| VII. | 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 agendaized pursuant to state law). | | |
| VIII. | Agenda Building and Location for Next Meeting on January 4, 2019 | | |
| IX. | Announcements | | |
| X. | Adjournment | | |

Brown Act: 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) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations:

Berkeley Public Library – North Branch, 1170 The Alameda, Berkeley, CA 94707
Livermore Civic Center Library, 1188 S. Livermore Ave., Livermore CA 94550

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/509636749>

**BALIS Administrative Council Meeting
Alameda County Library Administration
2450 Stevenson Blvd., Fremont, CA 94538
Friday, July 6, 2018, 10:00 a.m.**

MINUTES

Attendees:

Council

Cindy Chadwick, Chair, Alameda County
Jane Chisaki, Alameda Free
Elliot Warren, Berkeley Public
Melinda Cervantes, Contra Costa County
Jamie Turbek, Oakland Public
Katy Curl, Richmond Public
Michael Lambert, San Francisco Public
Heidi Murphy, Pleasanton Public
Tamera LeBeau, Livermore Public

Staff:

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

Library Staff:

Ben Gomberg, ACL
Chris Kyauk, ACL
Gail McPartland, CCCL

Others:

Sean Reinhart

I. Call to Order and Introductions

The meeting was called to order at 10:04 AM by Chair Chadwick

II. Adoption of Agenda

The Agenda was adopted as presented (Chadwick/Murphy)

III. Approval of the April 6, 2018 Minutes

The Minutes were adopted as presented (LeBeau/Lambert)

IV. Old Business

A. BALIS Priorities for Use of Reserves – Update on Sub-Committee in Supporting Library School Students

Chadwick reported that the subcommittee concluded that due to limitations within personnel structures within each jurisdiction, it is not a viable option to hire an intern jointly as a group. They proposed that BALIS consider offering scholarships to staff who are working on their MLIS, which could compliment the funds staff currently receive from PLSEP, and that funding could offer enhanced elements, such as mentoring and staff development. Some directors expressed that if a subset of BALIS libraries wanted to move forward with hiring a shared intern, they would support this. The directors discussed several needs, including ensuring the staff are able to promote into librarian positions within a reasonable amount of time, and that it is less about the degree and

more about training and soft skills, and the gap between education and work experience. It was suggested that BALIS might work with the PLP Staff Development Committee to develop some kind of leadership class similar to the PLP middle managers and executive leadership cohorts for a shared training model for part-time and full-time librarians and paraprofessionals who have been in their position for 2 years or less. Since this is a BALIS-specific initiative it was suggested that BALIS libraries develop their own cohort for new library hires. There would be a rotation among the BALIS libraries and funds could be used to support facilitation and coordination, as well as reimbursement for mileage and for food. Each BALIS library could choose a topic and lead that topic on their rotation. Potential topics discussed for inclusion were political savvy, networking, engaging with customers, and understanding libraries and their role in their community. The directors expressed interest in working with a facilitator to shape the program. Further discussion included having an elected official or city manager or someone outside the profession incorporated into the academy as a presenter. The Council agreed to develop a group of qualities and topics for skills development. This will be discussed further at the next meeting.

B. Update on SJSU iSchool Discussion and Presentation

Murphy discussed the recent SJSU iSchool webinar that she and Deb Sica from Alameda County participated in about soft-skills in interviews and the workplace. Murphy offered to share the template of the presentation with those members of BALIS that will be presenting at CLA on a similar topic. The webinar is archived at the iSchool and Murphy offered to explore whether it is something that can be shared openly or whether it requires authentication through an SJSU iSchool account.

C. Update on Planning for Regional PLP Meeting

Murphy discussed the regional PLP 'Get Acquainted' breakfast for Library Friends and Foundations at the Pleasanton Doubletree on September 15. All costs will be paid for by PLP. The Council expressed a desire for an elected official or a keynote. It was agreed that advocacy be the theme. Lambert offered to contact Luis Herrera as a potential speaker, and Cervantes offered to contact Senator Dodd. The draft postcard was reviewed and will be sent out to the Council.

D. BALIS Day in the District Coordination/Identification of Lead and Process

A discussion was begun around Day in the District advocacy. Several years ago, the CLA Legislative Committee had taken the lead in setting up appointments and talking points, but this stopped. The Council expressed that they would like to see stronger coordination with CLA's Legislative Committee. It was clarified that in the past several years, the four regions of PLP handled their own appointments with both State and Federal representatives. There was discussion around centralizing the appointment process for BALIS, with a target date of March for the actual appointments. Frost and Lambert are on the CLA Legislative Committee and offered to discuss at their next meeting if the coordinated information from CLA could be made available sometime in January. There was discussion around hiring someone to schedule appointments for BALIS. Most of the County librarians will be meeting with the State Librarian, and this would be another opportunity for advocacy. Other tools that were discussed for coordination of BALIS efforts were a packet and instruction sheet; compelling stories; a

preparation checklist; and sharing of training videos from NLLD trainings. There was also discussion about the value of bringing constituents such as literacy program students, a COHS graduate, or teens from advisory boards. Members expressed that it would be prudent to schedule meet and greet meetings in December to begin developing relationships with elected officials.

E. Update on CLSA Funds

The PLP Executive Committee agreed to discontinue the past practice of making system-wide purchases with CLSA funds such as enki for FY 2018/19. They have allocated \$200,000 for individual libraries to choose between five options for using their distribution. As soon as the letter from the State is received confirming CLSA awards, letters will go out to members with their distribution amounts (likely in August).

F. Update on the California Library Services Board (CLSB) participation

Murphy discussed participation and representation at the California Library Services Board meeting in April and how empowering it was to have a voice as well as meeting of the system chairs last year to discuss library relationships with the State. It is an ongoing discussion.

V. New Business

A. Consideration and Approval of Request from Sean Reinhart, Director, asking that Hayward Public Library Rejoin BALIS

BALIS received a letter from Hayward Public Library Director Sean Reinhart requesting that the Hayward Public Library rejoin BALIS, and, by association, the Pacific Library Partnership (see Attachment 3 of packet). Per PLP Bylaws, the four legacy systems comprise the membership of PLP, rather than the individual libraries. Since receipt of the letter, Reinhart has stepped down as the Hayward Public Library Director. As a member of the public, Reinhart provided the BALIS Council with a review of why the Hayward Public Library left PLP and, with their new library almost being completed, their desire to rejoin BALIS and PLP. It was noted that PLP staff confirmed with the Hayward Public Library Interim Director, Jane Light, that the library would like to rejoin BALIS/PLP. A motion was made and passed for Hayward Public Library to rejoin BALIS, and by default, PLP (LeBeau/Curl). Hayward Library will submit a letter to the California Library Services Board for their upcoming meeting.

B. Election of Cindy Chadwick as BALIS Chair and Melinda Cervantes as Vice-Chair for FY 2018/19 (Action Item)

Per the BALIS By-Laws, the BALIS Chair and Vice-Chair serve two two-year terms. CEO Frost brought forth an item to formally elect Chadwick who stepped in from a Vice-Chair position to replace a previous Chair for a one-year term to continue into a full-term as Chair; and for Cervantes to continue in her current capacity as Vice-Chair for another year. A motion was made and passed to elect Cindy Chadwick as Chair and Melinda Cervantes as Vice-Chair for FY 2018/19. (Curl/Warren)

C. Discussion of Linear Regression and Public Service Staffing Models (Presentation by Contra Costa County Library and San Francisco Public Library)

San Francisco Public Library and Contra Costa County Library staff presented their respective models of staffing. Examples were given as to how the studies have allowed the libraries to use the data to better leverage their requests for funding with their decision makers. There was discussion around a developing a workshop for linear regression and staffing models for PLP libraries, and for allowing members to run through scenarios.

D. SimplyE Demonstration

Alameda County Library gave a demonstration on SimplyE illustrating the front-end and the back-end of the eBook aggregator and how it pulls in resources from all of their other subscription resources. All attendees were given Alameda County Library cards as part of the demonstration.

VI. Reports

A. Report of System Chair

Chair Chadwick gave a description of Fuse Fellows and how they are being utilized at Alameda County Library.

B. Report of System Administration

CEO Frost reported that the PLP Technology and Innovation Grants will be announced in the next two weeks. The redesigned PLP website will be launching next week. Palo Alto is hosting a day long workshop called *Positioning Libraries for the Future*. Two LSTA grants are moving forward – Student Success and Cybersecurity for Youth Using Minecraft.

VII. Public Comment – There was no public comment.

VIII. Agenda Building for Next Meeting on October 5, 2018 at Berkeley Library – North Branch

A. BALIS Scholarship Cohort Project for New Librarians and Paraprofessionals Update

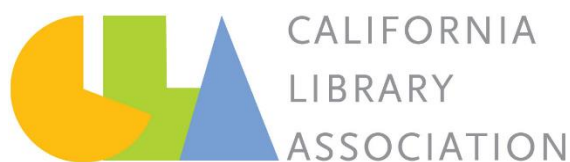
B. Legislative Priorities for Day in the District and Structure for Appointments

IX. Announcements

Announcements were shared by all

X. Adjournment

Meeting was adjourned at 12:55pm.



CLA LEGISLATIVE PRIORITIES 2018

The purpose of the California Library Association's Advocacy and Legislative Committee (CLA/ALC) is to monitor and take action on various proposed pieces of legislation which impact library services to California residents. To that end, the CLA/ALC works closely with the CLA Board, association members, and CLA's lobbyists.

During the 2018 legislative session, the CLA/ALC will focus on:

- Continuing the sponsorship of SCA 3-Dodd, as well as support other efforts to lower the voter approval threshold for local library bond measures and special taxes to 55%.

Also continuing efforts relative to exploring options for flexible and adaptable library facilities (library construction bonds, needs assessments, etc.), and CLA will look for opportunities for the inclusion of libraries in any economic stimulus bond packages.

- Seeking to provide State Budget funding for high-speed, high capacity broadband, so that all libraries may achieve full, equal technology services.
- Working with the State Library to create a statewide database to benefit K-12 schools and public libraries, intended to serve both students and library patrons. (*Note: \$3 million in K-12 funding was included in the 2017-18 Budget for this purpose.*)
- Working with the State Legislature and local governments on compassionate and practical solutions to assist the issue of individuals experiencing homelessness or near homelessness at the library. (Examples would include the areas of literacy, mental health and job skills (workforce development).)
- Provide tools and outreach for library directors, library staff, library trustees and Friends groups, and others to encourage these individuals to advocate and educate legislators and local officials on the life-changing impact of California's innovative libraries.
- Supporting federal efforts to secure adequate funding for and the reauthorization of the Library Services and Technology Act (LSTA), universal services provision (Telecommunications Act of 1996), the Government Publishing Office, and the Library of Congress.

In addition, CLA will continue its annual efforts in the following areas:

- The monitoring of and opposition to legislation that restricts open access to information in any format.
- Supporting the provision of adequate funding for literacy programs at all levels.
- Ensuring the provision of funding and support for technology to enhance workforce development efforts, individual learning, entrepreneurial/business centers, and lifelong learning.
- Monitoring state taxation policies and procedures so libraries are fairly and adequately funded, thus ensuring long-term sustainability.
- Supporting efforts to ensure creativity, innovation, and growth by restoring lost State Budget and local government revenues.
- Pursuing innovative, collaborative ways to enhance resource-sharing and library usage (e.g. a library card for every child in California, establishment of a universal library card, cooperative loaning and lending models, etc.).

The work of CLA/ALC is done through advocacy in its many forms. Methods include working with other library organizations such as the California School Library Association (CLSA) and the Council of California County Law Libraries (CCCLL), and developing partnerships with non-library organizations on legislative issues of mutual interest.

Of course, the most effective advocacy comes from a first-hand professional relationship between library staff members; library groups such as Friends of the Library, Library Foundation members, or Library Commissioners; the residents they serve; and the legislators themselves.

Finally, the CLA/ALC supports the rights of all to a free public library with full and open access to information and the confidentiality of library user records as ensured by California State statutes. Further, it supports the American Library Association's position on federal issues and supports National Library Legislative Day, annually sending well-qualified CLA members to Washington D.C. to represent California interests.

Adopted by the CLA Legislative Committee _____, 2017 (Or Exec. Board)

Source: <https://gavinnewsom.com/education>

Focus on the First Three Years of a Child's Life

Studies have shown that 85 percent of brain development occurs within the first three years of a child's life — these key early years are the foundation of every child's future potential. To create a strong foundation of educational success, Gavin believes we must expand proven programs that support the health and wellbeing of our state's babies and their families, including prenatal and developmental screenings, family nurse visits and affordable, high quality childcare. Gavin believes in the promise of universal preschool, equipping all of California's children with the tools to succeed when they start kindergarten. Our early childhood strategy must also include expanded family leave because a parent should never have to choose between keeping a job and taking care of their newborn child. Investment in the first three years pays off: Students who participate in early education programs have been shown to have fewer interactions with the criminal justice system, achieve greater educational outcomes, and go on to have successful careers.



Create a Financial Foundation for College, Beginning in Kindergarten

In addition to giving California's students a strong start through early education, Gavin believes all students should progress through their academic careers knowing that college is within reach. As Governor, Gavin will launch college savings accounts for every incoming kindergartener across the state, linking the next generation to the promise of higher education. This foundation will help families, regardless of their zip code, plan a bright future for their child.



Support Students in Full-Service Community Schools

Gavin believes in the promise of community schools to anchor our neighborhoods with the comprehensive opportunities kids need to stay in school and get ready for the world of work: wellness centers, to address children's physical and mental adolescent health needs, arts education, technology classes and computer science for every child, after school programs, after school and summer learning programs, and true public-public partnerships. California has long been a leader in supporting after school programs, and now serves over half a million children in low income communities each day. Gavin understands the importance of after school programs in closing the opportunity gap, and believes in extending this support throughout the year, by investing in summer programming. Summer programs are critical to keeping California's students on track to high school graduation by combating summer learning loss and helping reinforce what students have learned throughout the year.



Equip Every Student with Access to STEM Education

California is the tech capital of the world, but we've failed to align our education system to meet this economic opportunity. The state is home to over 68,000 open computing jobs with an average salary over \$100,000 that we can't fill with California public school graduates. Meanwhile, only a quarter of California's high schools offer computer science. And sadly, that disparity is punctuated by striking gender and racial gaps. Of the 10,244 California high school students who took the AP Computer Science exam in 2016, only 27% were female. Only 1,487 were Hispanic or Latino and only 146 were black. That is unacceptable. We have a lot of work to do to make sure every student in every school has equal access to computer science and the opportunities it opens up. Computer Science for All is an economic and equity imperative. Arkansas is well on its way to requiring computer science courses in all high schools. California should be leading the way with them.



Prepare Working Families for the Jobs of Tomorrow

Californians, regardless of their background, deserve the opportunity to achieve a successful and fulfilling career. As Governor, Gavin will focus on expanding access to higher education, as well as refocusing career technical education and workforce development programs. He will encourage businesses to become creators, not just consumers of talent by partnering with our community colleges and establishing 500,000 earn-and-learn apprenticeships by 2029, creating a new vocational education pipeline of high-skill workers.



Prevent Homelessness by Supporting Discharge Planning

Many Californians transition between stages of life, be it from hospitals, the criminal justice system, or the child welfare system, without the support they need. Gavin understands we must provide these individuals with the tools to build stable lives. In fostering stability, we help these Californians reduce future interactions with the criminal justice system, reduce rates of recidivism, and end the cycle of homelessness. Through common sense steps like expanding access to the social safety net, providing institutions with the resources to teach financial literacy and credit counseling, training youth in independent living skills, and helping youth and families identify affordable housing, we will improve their outcomes and strengthen our state.

2018/19 BALIS Administrative Council Meeting Schedule

For the 2018/19 Fiscal Year, staff would like to propose the following schedule for the BALIS Administrative Council meetings. If there are not sufficient agenda items, the meeting will be cancelled. Meetings will be held on the first quarterly Fridays of the month at 10 a.m. unless otherwise noted.

Friday, October 5, 2018

Friday, January 4, 2019

Friday, April 5, 2019