

**BALIS Administrative Council Meeting
Special Meeting**

May 29, 2019

2:45 p.m. via Conference Call

Conference Call Call-in Information:

Conference Number: 1-800-503-2899 Access Code: 3495538

AGENDA

- I. **Call to Order and Introductions** Chadwick
- II. **Adoption of Agenda (Action Item)** Chadwick
- III. **Approval of the January 4, 2019 Minutes (Action Item)** Chadwick Attachment 1
- IV. **New Business**
 - A. Election of New BALIS Officers for FY 2019/20 (Action Item) Murphy Attachment 2
- 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 July 17, 2019 at Alameda Free Library**
- VII. **Announcements**
- VIII. **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

PLS/PLP Admin office, 2471 Flores Street, San Mateo, CA 94403
Alameda Free Library, 1550 Oak Street, Alameda, CA 94501
Berkeley Public Library, 2090 Kittredge St, Berkeley, CA 94704
Contra Costa County Library, 777 Arnold Dr #210, Martinez, CA 94553
Livermore Public Library, 1188 S Livermore Ave, Livermore, CA 94550
Oakland Public Library, 125 14th St, Oakland, CA 94612
Pleasanton Public Library, 400 Old Bernal Ave, Pleasanton, CA 94566
Richmond Public Library, 325 Civic Center Plaza, Richmond, CA 94804
San Francisco Public Library, 100 Larkin Street, San Francisco, CA 94102
200 Nohea Kai Drive, Lahaina, HI 96761

BALIS Administrative Council Meeting
San Francisco Public Library – Main Library, Room 601
100 Larkin Street, San Francisco, 94102
Friday, April 5, 2019
10:00 a.m.
MINUTES

Attendees:**Council:**

Cindy Chadwick, Chair, Alameda County
Jane Chisaki, Alameda Free
Melinda Cervantes, Contra Costa County (call-in)
Tamera LeBeau, Livermore Public
Jamie Turbek, Oakland Public
Heidi Murphy, Pleasanton Public
Katy Curl, Richmond Public (call-in)
Michael Lambert, San Francisco Public

Staff:

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

Others:

Jana DeBrauwere, SFPL

I. Call to Order and Introductions

The meeting was called to order at 10:02 AM Cindy Chadwick.

II. Adoption of Agenda (Action Item)

Murphy/LeBeau agenda adopted.

III. Approval of the January 4, 2019 Minutes (Action Item)

The Minutes were approved as presented (Murphy/Lambert).

IV. Old Business**A. Update BALIS Cohort Project for Early Career Librarians and Paraprofessionals**

Chadwick reported that the working group has reviewed the Minutes from the previous meeting and are working on setting up a conference call with consultant Amy Chirman before the next meeting. The goal is to have a revised proposal ready for the next BALIS meeting.

B. Day in the District Updates

The Council announced existing legislative appointments including May 24 at 12:30pm with Buffy Wicks, April 15 at 2:30pm with Scott Wiener, and May 3 with Bill Quirk. They are awaiting confirmation of appointments with Phil Ting and David Chiu. There was discussion around ACA 1 and its support of housing in relation to Senator Weiner's SB 50. Lambert and Frost mentioned they would discuss this with the Senator when they visit him. The Directors will send the appointments to Assistant Director Alvarez to share out in case others are interested in attending. There was discussion around National Library Legislation Day during ALA and Frost mentioned Bojorquez, Keith, and Doyle will be joining her there.

V. New Business**A. Suspension Safety and Security Practices Discussion**

Lambert introduced Jana DeBrauwere, Chair of the SFPL Safety and Communications Task Force and gave an overview of SFPL's Security staffing. Resources for staff include a dedicated Intranet Page which includes procedures and policies for legal requests, patron suspension, the patron code of conduct, an annotated code of conduct, active shooter preparedness, staff assaults, and unattended child procedures. The goal of the Safety and Communications task force is to improve safety and security in the library as well as internal communication surrounding incidents. SFPL adopted an incident report tracking system called Incident Tracker. DeBrauwere discussed the work of the committee around staff empowerment to handle security incidents, including training on how to write a well-written incident report with detailed and objective language, a 2-hour staff training and checklist on patron suspension, and training on blocking patron records in Sierra during suspension to fully suspend all library privileges. SFPL will also be hiring a dedicated Safety and Security Manager as part of the leadership team of the library. There were questions and answers about specifics around how certain incidents are handled. CCCL uses Patron Incident Tracking System (PITS) as their product. There were questions about the non-annotated patron code of conduct and a response that it is available on the sfpl.org website under by going to "About Us" then "Policies."

B. Hayward Request for Reduced Membership Costs (Action Item)

Attachment 4 was presented for review. A motion to approve Hayward reentry at the lower membership costs for 1 year was made and passed. (Chisaki/Lambert)

C. Nominating Committee Formation

Chadwick, Murphy, and Cervantes will serve as the nominating committee.

D. Review of BALIS Meeting Schedule for FY 2019/20

The draft meeting schedule was presented. A special phone meeting was added for May 29 at 2:30pm for election of the new officers. The July meeting was changed to July 17. at 10am. The January meeting was changed to Jan 10. October 4 and April 3 will remain the same. Staff will be in contact with libraries to finalize locations.

VI. Reports**A. Report of System Chair**

The Chair reported on Alameda County Library's vision for the *Kind, Connected Humans* initiative and their *One Valley, One Community* initiative.

B. Report of System Administration

Frost reminded the Council about the April 23-24 Public Library Director's Forum in Sacramento. May 10 is PLP's Annual Administrative Council Meeting and it will be held at Santa Clara County District Headquarters in Campbell, CA. PLP has been invited to apply for the LSTA competitive grant *Data Privacy Best Practices Training for Libraries* and more information will be forthcoming. There was a recent NorthNet Library System discussion at the Sacramento Public Library as a result of their recent tragedy regarding a staff person.

VII. Public Comment

There was no public comment

VIII. Agenda Building and Date for Next Meeting

- A. May 29th phone at 2:30 Election only
- B. BALIS Cohort Update
- C. Day in the District Reports
- D. Strategic Plan Updates and Shareouts

IX. Announcements

The libraries shared announcements.

X. Adjournment

Meeting was adjourned at 11:57am by Chair Chadwick.

DRAFT

BALIS Term Limits and Appointment

From the Bylaws:

“Section 2 Officers

- A. *The elected officers will be a Chairperson and a Vice-Chairperson (Chair-elect) elected by the Administrative Council.*
- B. *The term of elected officers will be for two years starting July 1st.*
- C. *Election of officers will take place at the Administrative Council meeting in May of appropriate election years.*
- D. *The appointed officers will be a Treasurer and Controller.*
- E. *The System Coordinator will function as the Secretary of the Administrative Council.”*

BALIS Administrative Council Chairs Chronology

	Chair	Vice-Chair
2018/19	Chadwick	Cervantes
2017/18	Chadwick	Cervantes
2016/17	Dolamore	Chadwick

Recommendation

The Nominating Committee has recommended Cindy Chadwick for a Second Term as Chair and Tamera LeBeau as Vice-Chair for the Term beginning FY 2019/20 through FY 2020/21.