

MOBAC Administrative Council  
**March 15, 2019**  
 9:30 a.m. – 12:00 p.m.

**Tanimura & Antle Family Memorial Library**  
 3054 Divarty St., Seaside, CA 93955

- |   |                 |              |
|---|-----------------|--------------|
| 1. Call to Order, Introductions, Announcements, Proxies   | Waite           |              |
| 2. Approval of Agenda (Action Item)   | Waite           |              |
| 3. Approval of Minutes of December 21, 2018 Meeting (Action Item)   | Waite           | Attachment 1 |
| 4. Administrative Business  |                 |              |
| A. Review and Approval of Recommendations from Nominating Committee for FY 2019/20 Chair and Vice Chair (Action Item)   | Waite           |              |
| B. Final Process for Requesting and Approving Funding Requests from the MOBAC Committees  | Waite           | Attachment 2 |
| C. Draft PLP Guidelines for Support of Staff Development Initiatives and Activities and Procedures for MOBAC (Action Item)  | Alvarez         | Attachment 3 |
| D. Committee Program Updates and Funding Requests   | Waite           | Attachment 4 |
| 1. Technology Committee Request for Funds for MOBAC Workshop- 4/12/19 (Action Item)   |                 |              |
| E. PLP Update   | Nemitz/Waite    |              |
| 5. Reports  |                 |              |
| A. ILL – Report   | Fink            |              |
| B. Reference – Report   | Addison/Mueller |              |
| C. SPLAMBA – Report   | Nilsson/O’Grady |              |
| D. Technology – Report  | Amaral/Stephens |              |
| E. Literacy – Report  | Andrews         |              |
| F. MOBAC Chair  | Waite           |              |
| G. MOBAC Administration   | Frost           |              |
| 6. 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. Translator/interpreter will be available upon request at least three days prior to the meeting. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendized pursuant to State law.) |                 |              |

7. Other Business

A. News from libraries

B. Agenda items and location for next meeting on June 21, 2019

8. Adjournment



Monterey Bay Area Cooperative Library System  
 2471 Flores Street, San Mateo, CA 94403-2273  
 Phone (650) 349-5538 Fax (650) 349-5089

MOBAC Administrative Council

**December 21, 2018**

9:30 a.m. – 12:00 p.m.

**Santa Cruz Public Libraries – Downtown Branch, Upstairs Meeting Room**

224 Church Street, Santa Cruz, CA 95060-3873

**Action Minutes**

**Council:** Georg Romero (CAB); Frank Wojcik (CSUMB); Ashlee Wright (HML); Inga Waite (MPL); Scott Bauer (PGPL); Cary Ann Siegfried (SAL); Susan Nemitz (SCPL);

**Proxies:** Chris Ricker for Jayanti Addleman (MCFL); Jan Pearson for Peter Liu (MID); Inga Waite for Edward Corrado (NPS); Susan Nilsson for Carol Heitzig (WPL);

**Others:** Carol Frost (PLP); Yemila Alvarez (PLP)

1. Meeting called to order at 9:32 AM (Waite)
2. Introductions/Proxies: Proxies were announced
3. Agenda: Adopted (Bauer/Romero)
4. Minutes: The September 21, 2018 Minutes were approved as presented (Nemitz/Wojcik)
5. Administrative Business
  - A. Nominating Committee Formation
    1. Susan Nemitz, Inga Waite and Peter Liu will serve as the Nominating Committee
  - B. Review and Approval of Process for Requesting and Approving Small Technology Requests from the MOBAC Committees (Action Item)
    1. There was consensus to amend the document to raise the limit to \$500 and remove the phrase "Small Technology." A motion was made and passed to have the document as amended go into effect immediately (Nemitz/Romero). The final document as amended will be brought to the next meeting.
  - C. Committee Program Updates and Funding Requests (Action Item)
    1. A motion was made and passed to approve the SPLAMBA request for \$250 from MOBAC funds and to approve the Literacy Committee for submission of a request to PLP for \$500. (Nemitz/Romero).
  - D. Report on "Keeping Partnerships Strong" Advocacy Event
    1. Waite and Alvarez reported on the event, which had about 50 participants.
  - E. PLP Update

1. Innovation Grants were awarded. Four were in Monterey County jurisdictions. The PLP President and some other PLP Directors met with the other cooperative library system chairs at the CLA annual conference.
  
6. Reports – All Committees shared verbal reports. It was noted that Jayanti Addleman was leaving Monterey County to be the new Hayward Library Director. It was also noted that Cary Ann Siegfried was leaving Salinas Library for a Director position in Texas.
7. Public Comment – None.
  
8. Other Business
  - A. News was shared by all libraries attending
  - B. Agenda items and next meeting on March 15, 2018 at CSU Monterey Bay Library
    1. Nominating Committee
    2. Review of the Small Request from Committees
    3. Makerspace Tour
  
9. Adjournment at 10:55 am.

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## **Process for Requesting and Approving Funding Requests from the MOBAC Committees**

### **Background**

MOBAC has several standing committees which enhance the services MOBAC provides to staff and the public. They provide guidance and support, and the enhanced resource sharing between libraries benefits all the libraries.

One of the major duties of the MOBAC Administrative Council is to support the committees through funding requests as well as through supporting initiatives.

From time to time, the committees may have small funding requests. The purpose of this document is to outline a process for the MOBAC Administrative Council Chair to approve funding requests up to \$500 in an expedient manner between meetings so that the work of the committees may continue without having to potentially wait several months for the next Administrative Council meeting for approval.

### **Process for Committees**

Should a MOBAC committee have a request for funding that is up to \$500, they may follow these steps:

- The committee chair should write a memo to the MOBAC Administrative Council Chair.
- The memo should include the item, the justification (need), the discussion of the committee, the research which has been done for the funding cost, and the funding amount.

Should the committee have a funding request which exceeds \$500, the committee should follow the procedures above, and send the memo to the PLP Assistant Director for inclusion in the next MOBAC Administrative Council packet. It should be sent two weeks prior to the Administrative Council meeting.

### **Process for the MOBAC Administrative Council Chair**

Should the MOBAC Administrative Council Chair receive a funding request, they may follow these steps:

- The Chair has the authority to negotiate and approve the funding request for up to \$500.
- The Chair will respond within 20 working days to the request.
- The Chair will notify the Administrative Council and PLP Administrative staff of all approved requests.
- All requests will be reviewed at the next Administrative Council meeting.

*Approved and Adopted by the MOBAC Administrative Council, December 21, 2018*



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**To: MOBAC Administrative Council; MOBAC Committees**  
**From: Yemila Alvarez**  
**Subject: Procedures for MOBAC for Response to PLP Calls for Staff Development Support**  
**Date: March 15, 2019**

### **Background**

At the January 24 PLP Executive Committee meeting, the Committee approved new guidelines for PLP Support of Staff Development Initiatives and Activities. The drafted guidelines have been included in this attachment. The MOBAC Administrative Council has previously requested that MOBAC Committees submit requests for funding to the Council prior to responding to the PLP calls for submissions. Several Committees have requested more clarity about the process for requesting funds from the MOBAC Council. Staff has created *Procedures For MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities*.

### **Recommendation**

It is recommended that the Council approve *Procedures For MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities*.

## **Procedures For MOBAC Committees Responding to the PLP Call for Support for Staff Development Initiatives and Activities**

Each year, the PLP Executive Committee allocates dedicated funding to support professional development initiatives and activities, such as trainings and workshops, for the development of library staff. Twice a year a call for ideas that can be funded for January through June and July through December is put forth.

Funding can be for a speaker or refreshments. For specific guidelines, refer to the *PLP Financial Support Requests for Staff Development Initiatives and Activities*.

Should a MOBAC Committee wish to respond to the PLP Financial Support Request for Staff Development Initiatives and Activities, they may follow these steps:

### **Timing**

- If a MOBAC Committee wants funding for July through December, they should make the request to the MOBAC Administrative Council at the March or June meeting prior to the date of the program.
- If a MOBAC Committee wants funding for January through June, they should make the request to the MOBAC Administrative Council at the June or September meeting prior to the date of the program.

### **Process**

- The Committee Chair should review the PLP guidelines to ensure their request meets the guidelines, then write a memo to the MOBAC Administrative Council Chair.
- The memo should include the requirements from the PLP Call for funding support:
  - Your Name and contact information
  - MOBAC Library Committee name
  - Scope or summary of the training, workshop or special event
  - Amount of funding requested
  - Estimated date of the program
- The Committee Chair should send the memo to the Assistant Director of PLP to be added to the next MOBAC Council Agenda for discussion and approval. The memo must be sent at least two weeks prior to the next Council meeting.
- The MOBAC Council will review the items for approval.
- If approved, the Committee Chair must follow the PLP Guidelines and procedures for submission and submit their request by the stated deadline to PLP.

## PLP Financial Support Requests for Staff Development Initiatives and Activities

Each year, the PLP Executive Committee allocates dedicated funding to support professional development initiatives and activities, such as trainings and workshops, for the development of library staff. Twice a year (in June and December) a call for ideas that can be funded for January through June and July through December is put forth. If your library is considering training and would like to partner with other PLP libraries to expand the training, this is a great opportunity. In addition, if your regional network has ideas for training, they may also apply for funds.

### Guidelines for Support

1. Requests can be made by a library director, an existing PLP system-wide committee, or a working group.
2. Proposed activities (training, workshop or special event) must be open and accessible to all PLP libraries, and topics selected must be geared towards the interests of all PLP libraries and applicable to their needs.
3. Funds awarded may be used for reimbursement for a trainer, honorariums or speaking fees, printing costs for the event, and/or refreshments.
4. Estimated costs may be submitted as a placeholder for events that have not yet been finalized, and the exact amount will be reimbursed once receipts are submitted.
5. The maximum request amount is \$2,000. Requests over \$2,000 must be brought the PLP Executive Committee for approval at their next regularly scheduled meeting.
6. Libraries, committees and working groups applying will only be funded once per fiscal year.
7. Priority will be given to libraries, committees and working groups that have not been funded previously.
8. Awardees that are unable to schedule a training during the awarded timeframe must notify PLP. Funds cannot be carried over into the next funding cycle.

*Approved and Adopted by the PLP Executive Committee, January 30, 2019*



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**To: MOBAC Administrative Council**  
**From: Kris Amaral, Deborah Stephens, MOBAC Technology Committee Co-Chairs**  
**Subject: Request for Funds for MOBAC Workshop- 4/12/19**  
**Date: March 15, 2019**

On April 12, 2019, MOBAC Technology Committee will be putting on a workshop entitled “Makerspaces and Beyond”. We plan to have hands-on demonstrations and presentations from the Hartnell College, CSU Monterey Bay, MCFL Makerspace Teams, and the San Mateo County Libraries Lookmobile. Attendees will have a chance for hands-on experience before and after the presentations.

The Technology Committee is requesting \$200 to support this event.

Thank you for your consideration.