

**SVLS Administrative Council Meeting****Agenda (REVISED)**

**Sunnyvale Public Library – Fireplace Room (Upstairs)**  
**665 W. Olive Ave., Sunnyvale, CA 94086**

**January 17, 2020**  
**10:00 a.m.**

- |       |  |         |              |
|-------|--|---------|--------------|
| I.    | Call to Order and Introductions  |         |              |
| II.   | Adoption of Agenda (Action Item)   | Baker   |              |
| III.  | Approval of the November 21, 2019 Minutes (Action Item)  | Baker   | Attachment 1 |
| IV.   | Old Business   |         |              |
|       | A. SVLS Technical Services Group Update  | Kanth   |              |
|       | B. Census 2020   | Baker   |              |
| V.    | New Business   |         |              |
|       | A. Current SVLS Officer Term Options for FY 2020/21 (Action Item)  | Alvarez | Attachment 2 |
|       | B. Day in the District Coordination Discussion   | Baker   | Attachment 3 |
|       | C. World Trust Workshop Proposal   | Baker   | Attachment 4 |
|       | D. Student Success Cards Update  | Baker   |              |
| VI.   | Reports  |         |              |
|       | A. <i>Silicon Valley Reads</i>   | Howe    |              |
|       | B. PLP Executive Committee Update  | Baker   |              |
|       | C. Report of System Administration   | Frost   |              |
| VII.  | Agenda Building and Location for Next Meeting on April 17, 2020  |         |              |
| VIII. | Public Comment (Individuals are allowed three minutes, groups in attendance five minutes. It is a 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.) |         |              |
| IX.   | Announcements and Reports from Libraries   |         |              |
| X.    | Adjournment  |         |              |

**SVLS Administrative Council Meeting****Los Gatos Library – Conference Room****100 Villa Ave., Los Gatos, CA 95030****November 21, 2019****2:00 p.m.****MINUTES****Council:**

Ryan Baker, Chair, Los Gatos Public Library  
Diane Lai, Palo Alto City Library  
Chris Brown, Santa Clara County Library District  
Cherise Brandell, Sunnyvale Public Library

**System Staff:**

Carol Frost, PLP

**I. Call to Order and Introductions**

The meeting was called to order at 2:05 am by Chair Baker

**II. Adoption of Agenda**

The Agenda was adopted as presented. (M/S Brandell/Lai)

**III. Approval of the July 19, 2019 Minutes**

The Minutes were adopted as presented. (M/S Brown/Brandell)

**IV. Old Business****A. Report on SVLS Day in the District Meetings**

Libraries shared that they have not made any appointments since the last meeting. Frost reported that she is the new co-chair of the CLA Advocacy and Legislative Committee, and they plan to get Day in the District information to libraries hopefully in February for planning purposes. They are also thinking about making some type of template that libraries could use for advocacy, such as a thank-you bookmark that libraries could customize to give to their legislators.

**B. SVLS Technical Services Group Update**

The group has not met since the last SVLS meeting and will meet again in early December. Their agenda includes an update on the collaborative international languages collections, ShoutBomb, Schedule 3W and AutoRenew. For international languages, their first sharing is using each other's ordering lists. The next step will be to look at collaborative cataloging.

**C. Census 2020**

Santa Clara County has been doing good work in taking hard-to-reach populations and testing messaging. One key message is making sure populations know that they are represented. They are also participating in an initiative where their employees are taking a pledge to support the Census. There is also some marketing information provided by the County, which Brown volunteered to share. Palo Alto and Los Gatos report they are hosting programs to recruit Census workers. The City of Sunnyvale is recruiting for an in-house census person to focus on the hard-to-reach populations and to assist in filling out the Census. Santa Clara County is doing a kiosk solution for filling out the Census. Baker reported that they will have a few computers set up and will encourage people to complete the Census. Brown reported that their library staff will receive a tee-  
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shirt from the County to support the initiative. Lai asked if they have a specific plan to reach out to non-English speakers. Brown reported that they are using the CBOs for this connection, as well as their ESL clubs and LGBTQ clubs.

## **V. New Business**

### **A. Consideration of 2020 SVLS Contribution to *Silicon Valley Reads***

Baker reviewed the memo (Attachment 2). SVLS uses its Fund Balance to support this initiative. Brandell moved that SVLS donate \$5,000. Lai seconded. The motion passed.

### **B. Discussion of “Leadership Development Program” Proposal**

Baker reviewed the memo (Attachment 3). This proposal is being reviewed by different regions of PLP. The proposal is \$68,000 for the training. It was expressed that the training structure would work better for an individual library rather than for the consortium. No action was taken.

### **C. Macmillan eBook Purchasing Discussion**

At a previous meeting Gray mentioned the pricing of Hoopla and Kanopy and felt it was not sustainable. She and Baker agreed to review the pricing and realized that it was not a simple task for comparing pricing. Then with the latest discussion about Macmillan, Gray and Baker decided to discontinue their current exploration. It was noted that San Jose is boycotting Macmillan eBooks, and there is a letter on their website. Baker reported he took the discussion of Macmillan to his Board, and the Board felt the impact might be small, so Los Gatos is promoting the link for people to sign the #ebooksforall petition, but they are not boycotting and not issuing a formal statement. Santa Clara County has a statement on their website explaining they will not purchase the books in the first eight weeks, and why they made that decision. If they receive negative feedback, it will be further discussed and may lead to a boycott. For Palo Alto, the information was shared with the Board. They left it to the library to decide whether to boycott. Palo Alto reached out to the Northern California Digital Library shared OverDrive group. That group decided to wait and not boycott, but they have placed information on their website that ALA provided. Individual libraries can also buy copies from their Advantage program. Palo Alto has a one to five ratio, so they can meet their customer demand with two copies.

## **VI. Reports**

### **A. *Silicon Valley Reads***

Brown provided information about the theme “Women: Making it Happen” and the book titles. Julian Guthrie and the Alphas will be on the panel at the kick-off event. If any libraries want the Alphas to speak, please let Brown or McNutt know as soon as possible. A career fair will also be planned as part of *Silicon Valley Reads*. They are also looking for other women leaders, like athletes, to speak, and working with the group MakeHer for STEAM-related crafts.

### **B. PLP Executive Committee Update**

The PLP Executive Committee requested to review the membership fee structure, and a draft revised structure with more layers will be presented at their January meeting. They also approved the PLP Innovation and Technology Improvement grants. Palo Alto and Santa Clara County mentioned that they both won ULC awards for their robots and meditation app projects, which both received seed money from the PLP Innovation Grants.

### **C. Report of System Administration**

The CLSA distribution of \$300,000 will be issued within the next few days to the PLP individual libraries by formula. PLP was awarded as the fiscal agent for the Lunch at the Library and the Reimagining School Readiness grants. The LSTA PLP Data Privacy grant will be offering three sets of programming

**VII. Agenda Building and Location for next meeting on January 17, 2020.**

- Sunnyvale 10 a.m. will look at hosting.
- Student Success Card and Next Steps – Continuing Sustainability and Expansion

**VIII. Public Comment**

There was no public comment.

**IX. Announcements and Reports from Libraries**

Santa Clara County has appointed Jennifer Weeks as their new Deputy County Librarian.

**X. Adjournment**

Meeting was adjourned at 3:20 p.m.

DRAFT

**To:** Silicon Valley Library System Administrative Council  
**From:** Yemila Alvarez, Assistant Director  
**Subject:** Current SVLS Officer Term Options for FY 2020/21  
**Date:** January 17, 2020

## Background

In April 2019, the SVLS Administrative Council revised their bylaws. The revised bylaws established Council Officer terms as two-year terms. The bylaws also establish that any vacancies that arise between elections will be filled for the remainder of the fiscal year.

An election was held in April 2019 for the term period extending from July 2019 through June 2021. The elected Chair took office in July and resigned the same month. A special election was held in July 2019 appointing the current Chair and Vice-Chair, Baker and Gray, through the remainder of FY 2019/20, per the current SVLS Bylaws. Below are the details from the bylaws as well as the chronology of the previously elected chairs.

## Term Limits from the Bylaws (Adopted 2019):

### *"Section 2: Officers*

- A. The elected officers will be a Chairperson and a Vice-chairperson (Chair-elect) elected by the Administrative Council. The Vice-chairperson will also serve as Treasurer.*
- B. The term of elected officers will be for two years starting July 1st of alternate years.*
- C. Election of officers will take place at the Administrative Council meeting in alternate years prior to the 1st meeting of the fiscal year.*
- D. The Pacific Library Partnership Executive Director will function as the Secretary of the Administrative Council.*
- E. These officers will perform all duties prescribed by these bylaws and by the parliamentary authority adopted by the Administrative Council.*
- F. Any vacancy among the officers of the Administrative Council will be filled for the remainder of the fiscal year by action of the Administrative Council."*

## Chair Chronology

	Chair	Vice-Chair
2019/20	Cynthia Bojorquez (07/2019)/Ryan Baker (07/2019)	Ryan Baker (07/2019)/Tracy Gray (07/2019)
2018/19:	Hilary Keith	Monique Ziesenhenne
2017/18:	Hilary Keith	Monique Ziesenhenne
2016/17:	Hilary Keith	Monique Ziesenhenne
2015/16:	Hilary Keith	Henry Bankhead (03/2015)/Monique Ziesenhenne (09/2015)

## Considerations

Per the bylaws, terms are intended to be for two-years. The Council may consider extending the terms of the current officers through FY 2020/21. Alternatively, a nominating committee may be formed to hold another election in April 2020.

**To:** Silicon Valley Library System Administrative Council  
**From:** Ryan Baker, Chair  
**Subject:** SVLS Day in the District  
**Date:** January 17, 2020

### **Background**

At the October 2018 SVLS Council meeting, the Council discussed coordination for Day in the District. It was agreed that a list of local representatives would be created by one of the jurisdictions and shared out to the SVLS Council so that individual jurisdictions could take the lead in scheduling meetings with their representatives. Dates and times of secured appointments were then shared out by the individual jurisdictions to the full SVLS list so that other jurisdictions could join them for the visits.

CLA has released their legislative priorities for 2020, which are attached. Additionally attached is a list of Legislative Representatives for SVLS.

### **Recommendation**

It is recommended that the Council determine the best way to schedule appointments with current SVLS representatives for 2020 Day in the District Appointments.

## **CLA LEGISLATIVE PRIORITIES 2020**

*Presented by the Advocacy & Legislative Committee to further the mission of California libraries*

The California Library Association Executive Board works with the CLA Advocacy & Legislative Committee, CLA lobbyists and association members to make a difference for California libraries and the communities they serve, working primarily at the state level; some support is offered for local and national advocacy. CLA is a non-partisan organization.

CLA supports local libraries and their advocates in building strong relationships with communities, legislators and leaders through **Day in the District** and other outreach.

CLA actively advocates for:

- **Infrastructure Needs of California Libraries**
- **Equitable Access to Library and Information Services including:**
  - **Broadband Equity for California Communities**
  - **eMedia and Electronic Resources**
- **Library participation/representation in statewide initiatives for:**
  - **Early Education**
  - **Adult/Family Literacy**
  - **Digital Literacy**
  - **Career Support**
  - **Services for Vulnerable Populations**
  - **After-School/Summer Programs for Youth**
  - **Other Educational and Social Service Programs**
- **California State Library Funding and Budget Enhancements**

CLA generally supports the positions taken by the American Library Association in other key action areas, including:

- **Intellectual Freedom**
- **Privacy**
- **Census 2020**
- **Net Neutrality**

CLA also monitors all state legislation that may impact items on the above list or that are identified as having an impact on libraries, library funding and/or library staff.

## California State Assembly Representatives

District	Name	PLP Libraries	Party	Capital Building Room	Phone	District Offices
24	Berman, Marc	Menlo Park Library; Mountain View Public Library; Palo Alto City Library; San Mateo County Library; Santa Clara City Library; Santa Clara County Library District Sunnyvale Public Library;	(D)	6011	(916) 319-2024	5050 El Camino Real, Suite 117, Los Altos, CA 94022; (650) 691-2121
25	Chu, Kansen	Alameda County Library; San Jose Public Library; Santa Clara City Library; Santa Clara County Library District	(D)	3126	(916) 319-2025	1313 N. Milpitas Blvd, Suite 255, Milpitas, CA 95035; (408) 262-2501
27	Kalra, Ash	San Jose Public Library	(D)	2196	(916) 319-2027	100 Paseo De San Antonio, Suite 319, San Jose, CA 95113; (408) 277-1220
28	Low, Evan	Los Gatos Public Library; Santa Clara County Library District; San Jose Public Library	(D)	4126	(916) 319-2028	20111 Stevens Creek Blvd, Suite 220, Cupertino, CA 95014; (408) 446-2810
29	Stone, Mark	Harrison Memorial Library; Monterey County Free Library; Monterey Public Library; Pacific Grove Public Library; San Jose Public Library; Santa Clara County Library District; Santa Cruz Public Libraries	(D)	3146	(916) 319-2029	701 Ocean Street, Suite 318-B, Santa Cruz, CA 95060; (831) 425-1503 99 Pacific Street, Suite 575G, Monterey, CA 93940; (831) 649-2832

## California State Senators

District	Name	PLP Libraries	Party	Capital Building Room	Phone	District Offices
District 10	Wieckowski, Bob	Alameda County Library; Hayward Public Library; Santa Clara City Library; San Jose Public Library; Santa Clara County Library District	(D)	4085	(916) 651-4010	39510 Paseo Padre Parkway, Suite 280, Fremont, CA 94538; (510) 794-3900
District 13	Hill, Jerry	Burlingame Public Library; Menlo Park Public Library; Mountain View Public Library; Palo Alto City Library; Redwood City Public Library; San Bruno Public Library; San Mateo City Library; San Mateo County Library; South San Francisco Public Library; Sunnyvale Public Library	(D)	5035	(916) 651-4013	1528 South El Camino Real, Suite 303, San Mateo, CA 94402; (650) 212-3313
District 15	Beall, Jim	Los Gatos Public library; San Jose Public Library; Santa Clara County Library Distric;	(D)	2082	(916) 651-4015	2105 S. Bascom Avenue, Suite 154, Campbell, CA 95008; (408) 558-1295 100 Paseo de San Antonio, Suite 209, San Jose, CA 95113; (408) 286-8318
District 17	Monning, Bill	Harrison Memorial Library; Monterey County Free Libraries; Monterey Public Library; Pacific Grove Public Library; San Jose Public Library; Santa Clara County Library District; Santa Cruz Public Libraries; Watsonville Public Library	(D)	4040	(916) 651-4017	1026 Palm Street, Suite 201, San Luis Obispo, CA 93401; (805) 549-3784 99 Pacific Street, Suite 575 F, Monterey, CA 93940; (831) 657-6315 701 Ocean Street, Suite 318A, Santa Cruz, CA 95060; (831) 425-0401

## US Congressional Reps

California District	Name	PLP Libraries	Party	Office Room	Phone
17th	Khanna, Ro	Alameda County, Santa Clara City, Sunnyvale,	(D)	221 CHOB	(202) 225-2631
18th	Eshoo, Anna G.	Los Gatos, Menlo Park, Mountain View, Palo Alto,	(D)	202 CHOB	(202) 225-8104
19th	Lofgren, Zoe	San Jose, Santa Clara County, Gavilan college	(D)	1401 LHOB	(202) 225-3072



## **I. Project Description – World Trust Workshop**

- A. Keynotes to bridge between people of color and white people interested in building a more equitable and inclusive way of being together; helping our organization build the capacity to challenge both the internal and external systems that reinforce racial inequality.
  - 1. Addressing Unconscious Bias in Your Organization/Institution
  - 2. For Pacific Library Partnership (PLP) Members (Open to 60-75 people)
- B. Library & Group Information
  - 1. Alameda County Libraries (ACL) & Justice, Equity Diversity & Inclusion (JEDI) Group
  - 2. ACL is an organizational member of the six caucuses of the American Library Association and we have active participants in Alameda County's interdepartmental GARE team. One of ACL's areas of exploration in our 2019-2024 Strategic Plan is the formation of the JEDI group. ACL included RACE equity because of the historical legacy of slavery and legal systems in the U.S has worked against full inclusion of people of color and that librarianship has also historically been a white profession. We believe that white dominance of libraries affects everything, from who enters the profession, to who enters our libraries.

## **II. Project Beneficiaries & Community Impact**

- A. Key Beneficiaries (PLP Members and neighboring library staff)
- B. Library Services Impact
  - 1. Improved recruiting processes; retention of underrepresented groups and ways of confronting our own unconscious biases.
  - 2. Improved service relationships with community members.
  - 3. Build talent pool for future employment in libraries with diverse and robust skill sets.

## **III. Execution**

- A. Estimated date of Program
  - 1. Week of April 26, 2020
  - 2. We will try to get a central library with BART access (Fremont or Castro Valley)

## **Budget Summary - \$4,300**

- A. Program cost \$4000 (Ginny Berson, Director of Outreach with World Trust may go down to \$3,000)
- B. Refreshments \$300

## **IV. Evaluation and Measurement (Outcomes)**

- A. Survey given before program and once again after program or at later date.