

SVLS Administrative Council Meeting

Agenda

**Mountain View Public Library
585 Franklin St, Mountain View, CA 94041**

January 18, 2019

10:00 a.m.

- | | | | |
|-------|---|----------------------|--------------|
| I. | Call to Order and Introductions | Keith | |
| II. | Adoption of Agenda (Action Item) | Keith | |
| III. | Approval of the October 18, 2018 Minutes (Action Item) | Keith | Attachment 1 |
| IV. | Old Business | | |
| | A. Report on “We Are Stronger Together” Networking and Advocacy Event | Bojorquez/Howe/Keith | |
| | B. Update on SVLS Day in the District Coordination | Keith | |
| V. | New Business | | |
| | A. Consideration and Approval of Increase to \$5,000 Annual Support for Silicon Valley Reads (Action Item) | Frost | Attachment 2 |
| | B. SVLS Courier Feedback and Discussion | Alvarez | |
| | C. Review of SVLS Bylaws (to be distributed prior to meeting) | Baker | |
| | D. SVLS Nominating Committee Formation | Keith | Attachment 3 |
| VI. | Reports | | |
| | A. <i>Silicon Valley Reads</i> | Howe | |
| | B. PLP Executive Committee Update | Bojorquez/Keith | |
| | C. Report of System Administration | Frost | |
| VII. | Agenda Building for next meeting on April 19, 2019 at Sunnyvale Public Library. | | |
| 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 agendized pursuant to state law.) | | |
| IX. | Announcements and Reports from Libraries | | |
| X. | Adjournment | | |
| XI. | Tour of Mountain View Public Library Children’s Area | | |

SVLS Administrative Council Meeting

Los Gatos Library
100 Villa Ave., Los Gatos, CA 95030

October 18, 2018
10:00 a.m.

MINUTES**Council:**

Hilary Keith, Chair, Santa Clara City Library
 Ryan Baker, Los Gatos Public Library
 Tracy Gray, Mountain View Public Library
 Gayathri Kanth, Palo Alto City Library
 Gail Mason, Santa Clara County Library
 Cynthia Bojorquez, Sunnyvale Public Library

System Staff:

Carol Frost, PLP
 Yemila Alvarez, PLP

I. Call to Order and Introductions

Chair Keith called the meeting to order at 10:05 a.m.

II. Adoption of Agenda (Action Item)

The Agenda was adopted as presented (M/S Baker/Gray).

III. Approval of the July 20, 2018 Minutes (Action Item)

The Minutes were approved as presented (M/S Baker/Kanth).

IV. Old Business**A. Update on PLP Regional Networking Event for Library Groups**

Chair Keith shared updates regarding the subcommittee's work in planning the event. A draft version of the packet was presented to the Council and there was discussion around topics for Mayor Gillmor's presentation. Topics suggested included a general overview about the importance of libraries in the community; the notion of the role libraries play in building community; how to advocate for libraries at the local level; partners and growth; the changing roles of libraries; serving diverse communities and the library's role as an equitable/inclusive space; and the 2020 Census and the role for libraries can make as advocates. Keith agreed to lead the opening discussion and introductions for the event, and Bojorquez agreed to lead the wrap-up section.

V. New Business**A. SVLS Day in the District Coordination Discussion**

Howe asked Saratoga library staff to create a list of local representatives for everyone and she will be sending out the grid to the SVLS Council. There is no longer a single day for Day in the District, although most people coordinate activities for March or April. The CLA Legislative Committee discussed the CLA legislative priorities at their last meeting, and SVLS could also identify local priorities.

B. Review and Approve New SVLS Delivery Courier

Assistant Director Alvarez reviewed the memo in detail, explaining the need to outsource SVLS delivery to another courier service. There was discussion around the two schedules of service proposed with consensus that the Directors would like to retain the earlier delivery times and routes that match the current services being provided by PLS. A motion was approved to enter into a one-year agreement with up to two renewals with Am-Tran, and retaining the current SVLS delivery schedule (M/S Baker/Bojorquez).

C. Review of SVLS FY 2018/19 Meeting Schedule

The meeting schedule was reviewed and approved with no changes. Mountain View library offered to host on January 18, and Sunnyvale offered to host on April 19.

VI. Reports**A. Silicon Valley Reads**

Santa Clara County Library provided an update on Silicon Valley Reads (SVR), mentioning the 2019 theme is "Finding Identity in Family History" with the featured titles being *Finding Samuel Lowe*, by Paula Williams Madison, *It's All Relative* by A.J. Jacobs, and *The Stranger in My Genes: A Memoir* by Bill Griffeth. Companion books for youth will be: *Alma and How She Got Her Name* by Juana Martinez-Neal, *The Blossoming Universe of Violet Diamond* by Brenda Woods, and *Picture Us In The Light* by Kelly Loy Gilbert. Events will be planned for February and March. Council members were asked to notify the SVR planning committee if they have a preference for a particular author and dates for them to visit. There will be a joint event in February with Paula Williams and Bill Griffeth.

B. PLP Executive Committee Update

Nothing to report since there has not yet been a meeting since the last SVLS Administrative Council meeting. Frost and Keith reviewed the agenda items for the upcoming PLP meeting on October 19.

C. Report of System Administration

Award letters are going out this week and the beginning of next week for PLP Innovation and Technology Opportunity Grants. Analytics on Demand expires in December and PLP will briefly be discussing renewal options and next steps at the meeting on the 19th. Additionally if you'd like to keep abreast of PLP news you can sign up for alerts on the PLP website.

VII. Agenda Building and location for next meeting on January 18, 2019.

- A. Location is Mountain View
- B. Day in the District Coordination
- C. Courier Update and how is it going
- D. Update on Regional Networking Event
- E. Report on Silicon Valley Reads
- F. Bylaws Review – Baker
- G. Form a Nominating Committee for Elections
- H. Tour Mountain View Children's Area

VIII. Public Comment –There was no public comment**IX. Announcements and Reports from Libraries**

Libraries shared announcements and reports.

X. Adjournment

The Meeting was adjourned at 11:40 am by Chair Keith.

To: Silicon Valley Library System Administrative Council
From: Carol Frost
Subject: Consideration of Increasing SVLS Contribution to Silicon Valley Reads
Date: January 18, 2019

Background

Silicon Valley Reads has been offering the one book, one community program since 2003. The Silicon Valley Library System Administrative Council has financially supported this annual event by allocating \$5,000 towards the event. It was approved several years ago that ongoing annual support of \$5,000 would be automatically continued, and so no annual action is taken by the Council for approval. Funding comes from the SVLS reserves.

Along with the annual invoice for the 2019 program, the following note was included by Diane McNutt, the Silicon Valley Reads Coordinator:

SVLS has been a donor each year since 2006 and we hope that will continue next year.

I would also like to ask if there is any possibility of an increase in the donation amount which has been steady at \$5000 per year. The program keeps growing in scope and impact and additional funding will help us extend our outreach even more into all parts of Santa Clara County.

Recommendation

It is recommended that the SVLS Administrative Council consider and approve additional funds for Silicon Valley Reads, using SVLS Reserves.

Term Limits and Chair Chronology Silicon Valley Library System

Term Limits from the Bylaws:

“Article V, 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 one year starting July 1st.
- C. Election of officers will take place at the Administrative Council meeting in May.
- D. The appointed officer will be a Treasurer.
- E. The System Director will function as the Secretary of the Administrative Council.
- F. These officers will perform all duties prescribed by these bylaws and by the parliamentary authority adopted by the Administrative Council.
- G. 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
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)
2014/15:	Rosanne Macek	Hilary Keith