

## SVLS Administrative Council Meeting

### Agenda

January 15, 2021  
10:00 a.m. via Zoom

<https://us02web.zoom.us/j/85744318049?pwd=SUJDYVB1SzlVM09XeGZxeVVFSVgwQT09>

Meeting ID: 857 4431 8049 ; Password: 538355  
Call-in Option: (669) 900-6833

- I. Call to Order and Introductions
- II. Approval of Consent Calendar (Action Item)
  - A. Adoption of Agenda Baker
  - B. Approval of the October 16, 2020 Minutes Baker Attachment 1 pg. 3
- III. Old Business
  - A. SVLS Technical Services Group Update Kanth
  - B. COVID-19 Updates Baker
- IV. New Business
  - A. Nominating Committee Formation Baker Attachment 2 pg. 6
- V. Reports
  - A. *Silicon Valley Reads* Weeks
  - B. PLP Executive Committee Update Baker
  - C. Report of System Administration Frost
- VI. Agenda Building and Location for Next Meeting on April 16, 2021
- VII. 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.)
- VIII. Announcements and Reports from Libraries
- IX. Adjournment

**Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held Pursuant To  
Authorization From Governor Newsom's Executive Order N 29-20**

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) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

**SVLS Administrative Council Meeting****MINUTES****October 16, 2020****10:00 a.m. via Zoom****Council:**

Ryan Baker, Chair, Los Gatos Public Library  
 Tracy Gray, Mountain View Public Library  
 Gayathri Kanth, Palo Alto City Library  
 Vidya Kilambi, San Jose Public Library  
 Cynthia Bojorquez, Santa Clara City Library  
 Jennifer Weeks, Santa Clara County Library District  
 Cherise Brandell, Sunnyvale Public Library

**System Staff:**

Carol Frost, PLP  
 Yemila Alvarez, PLP

**Others:**

Chris Brown, SCCLD

**I. Call to Order and Introductions**

The meeting was called to order at 10:02 a.m. by Chair Baker. The libraries shared introductions.

**II. Approval of Consent Calendar****A. Adoption of Agenda****B. Approval of the July 17, 2020 Minutes**

The Consent Calendar was approved unanimously by roll call vote as presented. (M/S Kilambi/Kanth)

**III. Old Business****A. SVLS Technical Services Group Update**

Kanth reported that at the last Technical Services meeting, the group discussed the expansion of the international languages sharing project to all PLP libraries. They agreed to review their current documentation and meet again in December to formalize a plan for expanding the project in 2021. The group has built out a Basecamp group where they have started pre-populating information, which will be opened up to the wider PLP community. The group is also looking at how much individual libraries budget for international languages. They are interested in investigating collaborative purchasing beyond what Califa offers.

**B. COVID-19 Updates**

Santa Clara County Library District (SCCLD) has completed their lobby service pilots in Milpitas and two other branches and will be offering lobby service beginning next Monday. All sites will offer this service except for Woodland Branch due to limited ability to social distance. SCCLD will also offer computer access regionally based at certain locations. During the pilot, about 4,000 people visited the lobby services, and only two individuals expressed a medical exemption and inability to wear a mask. Their policy is to offer to take

materials out to the person in their car and, if they still request to enter the building, they can make an appointment to enter before or after library open hours. In November, SCCLD will expand their pilot and allow individuals into the South wing of the Milpitas branch, and will examine staff and patron comfort. Baker toured Milpitas and Morgan Hill libraries for lobby service and recommended the other directors tour Milpitas. The libraries shared their updates regarding COVID-19 and current services being offered. There was discussion of the benefits of opening up just lobby service. Baker believes the opening of the lobby is a stepping stone for opening the remainder of the library and that 90% of the issues that would be experienced when libraries are open fully will be experienced and dealt with on a smaller scale through lobby service, so this will be a good way to encounter and solve those problems ahead of time. Some libraries expressed that lobby service helps in getting staff comfortable with a full opening. According to the State guidelines, libraries are able to be open in the current tier. There was a question on quarantining of materials and how long libraries are quarantining items. It was expressed that most libraries are at 96 hours, but that some are considering shortening the time at some point.

Jennifer Weeks joined the meeting at 10:34, and Chris Brown left the meeting. Cynthia Bojorquez and Tracy Gray joined the meeting at about 10:43.

#### **IV. New Business**

##### **A. CARES Funding update**

Chair Baker asked if any libraries have received CARES funding. Palo Alto was awarded \$130,000 to improve their virtual services and will be receiving technology and training for improving how they offer virtual programming. They are looking at BiblioBoard to do more interactive activities.

Cherise Brandell left the meeting at about 11:00 a.m.

##### **B. Consideration of 2021 SVLS Contribution to *Silicon Valley Reads***

There is a new *Silicon Valley Reads* coordinator, as Diane McNutt has retired. SVLS has typically allocated \$5,000 from reserves to support SVR. All SVR programming will be virtual this year and they have selected 6 books encompassing all ages. Bojorquez moved to allocated \$5,000 from reserves to support the 2021 SVR program, and Kanth seconded. Bojorquez reconsidered the motion due to a possible conflict of interest, and Chair Baker requested another motion. Kanth moved to allocated \$5,000 from reserves to support the 2021 SVR program, and Baker seconded. The motion passed by roll call vote with all members voting in the affirmative and Bojorquez abstaining.

#### **V. Reports**

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

There are 6 books this year and the theme is "Connection." SVR is exploring multiple ways of connecting, and the option of 6 books allows participants a variety of ways to explore connection. The children's books will be 'Parker Looks Up,' 'Garby's Choice,' 'The Sun is also a Star' and 'Maybe Something Beautiful.' SVR will continue to explore performances, demonstrations, and all other activities that can support these books.

**B. PLP Executive Committee Update**

No additional Report.

**C. Report of System Administration**

The PLP Future of Libraries conference was held virtually last week over 2 days with 855 people registered, and the State Library partnered with PLP. For the Innovation grants, fewer libraries submitted applications, and at the upcoming PLP Executive Committee meeting, they will be approving the awards to libraries. The CLSA claim forms will be going out this quarter. The California State Library has announcement the application for the FY 2021/22 LSTA grants, and Frost requested that the directors send her any ideas. On October 29 at 10am the State Library is offering a REALM webinar. The State Library has just formed CALL (California Libraries Learn) as a new staff development branch and will be offering training on multiple topics. They are hosting a training for PLP on self-care, which will be held twice. The second training is on November 18.

**VI. Agenda Building and Location for Next Meeting on January 15, 2021**

The meeting will be held online via Zoom. No items were presented.

**VII. Public Comment**

There was no public comment.

**VIII. Announcements and Reports from Libraries**

The libraries shared announcements.

**IX. Adjournment**

The meeting was adjourned at 11:25 a.m. by Chair Baker.

**To:** Silicon Valley Library System Administrative Council  
**From:** Yemila Alvarez, Assistant Director  
**Subject:** Nominating Committee Formation  
**Date:** January 15, 2021

### Background

In April 2019, the SVLS Administrative Council revised their bylaws. The revised bylaws established Council Officer terms as two-year terms.

### 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 (Chair-elect)
2020/21 2021/22	Tracy Gray	
2019/20 2020/21	Ryan Baker	Tracy Gray
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)

### Recoomendation

Per the bylaws, terms are intended to be for two-years. It is recommended that a nominating committee be formed to elect a new Vice-Chair (Chair-elect).