

BALIS Administrative Council Meeting

AGENDA

January 8, 2021

10:00 a.m. via Zoom

<https://us02web.zoom.us/j/81712569833?pwd=eFFXZGI1dHF4Q2sxL0phUVlYdTcwZz09>

Meeting ID: 817 1256 9833; Password: 502564

Call-in Option: (669) 900-6833

- I. **Call to Order and Introductions** Chadwick
- II. **Approval of Consent Calendar (Action Item)**
 - A. Adoption of Agenda Chadwick
 - B. Approval of the October 2, 2020 Minutes Chadwick Attachment 1 pg. 3
- III. **Old Business**
 - A. Staff Development Funding Updates Chadwick Attachment 2 pg. 6
 - B. COVID-19 Updates and Shareouts Chadwick
- IV. **New Business**
 - A. Nominating Committee Formation and Consideration of Appointment of FY 2020/21 Vice-Chair (Action Item) Chadwick Attachment 3 pg. 10
- V. **Reports**
 - A. Report of System Chair Chadwick
 - B. Report of System Administration Frost
- VI. **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 agendaized pursuant to state law.)
- VII. **Agenda Building for Next Meeting on April 2, 2021**
- VIII. **Announcements**
- 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).

BALIS Administrative Council Meeting**MINUTES**

October 2, 2020
10:00 a.m. via Zoom

Attendees:**Council:**

Cindy Chadwick, Chair, Alameda County
 Jane Chisaki, Alameda Free
 Tess Mayer, Berkeley Public
 Alison McKee, Contra Costa County
 Jayanti Addleman, Hayward Public
 Tamera LeBeau, Livermore Public
 Jamie Turbak, Oakland Public
 Heidi Murphy, Pleasanton Public
 Jane Pratt, Richmond Public
 Michael Lambert, San Francisco Public

Staff:

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

I. Call to Order and Introductions

The meeting was called to order at 10:03 AM by Chair Chadwick. The Directors shared introductions. Jane Pratt, Alison McKee, and Tess Mayer were all welcomed into their new roles.

II. Approval of Consent Calendar**A. Adoption of Agenda****B. Approval of the July 10, 2020 Minutes****C. Acceptance of BALIS Delivery Route Changes**

The Consent Calendar was unanimously adopted as presented by roll call vote. (M/S Murphy/Addleman)

III. Old Business**A. Staff Development Funding Requests**

When BALIS libraries submit their claim form for Staff Development funding, the form includes a section to state the intended use of the funds. The memo included the descriptions received to date. Once the training has been completed, a final reporting form should be submitted which describes the training and impact. Those will be shared with the BALIS Council. The libraries discussed their initiatives. Alameda County is developing a webinar for

dismantling racism and furthering the Equity, Diversity and Inclusion (EDI) work. They are also developing a racial equity action plan with outcomes for measurement of implementation of these activities. Livermore submitted a general request for the funding for support of their EDI team. They have compiled some lists of free resources, readings and videos related to EDI, and may develop some training. Oakland used \$5,000 for 12 hours of online EDI training, which received a lot of participation and positive feedback. San Francisco does not have specific plans for the funding yet, but is hoping to develop an EDI plan and incorporate it into the Strategic Plan. The libraries discussed staff development in general at their locations. Hayward is making the Future of Libraries conference mandatory for their staff, and this will be their staff training day. Contra Costa County has just signed a contract for two half-day trainings and listening sessions with an EDI contractor in conjunction with their EDI committee. Contra Costa County is developing an office of racial equity and social justice and has a draft racial equity plan, with each department developing their own racial equity plan.

B. COVID-19 Updates and Shareouts

San Francisco reported their libraries are doing curbside, and are opening some sites for very specific purposes, like cooling centers. They are considering at some point moving towards self-service holds pickups and possibly adding limited access to computers, and are preliminarily targeting Spring of 2021 for added services. For now, library staff is being used as the backbone for the emergency services for the City. Contra Costa County is beginning to hear questions from their public about why the library is not open. Pleasanton Library has focused on key messaging around public and staff safety and is considering a November or later opening. Alameda Free is considering reopening plans but is currently limited by the amount of staff needed for curbside pickup. Alameda County is targeting for November 15 for a staggered opening of some of their libraries. Livermore is anticipating public pressure with the County's reopening announcement, and are hoping to coordinate reopening the library with the reopening of City Hall. The Committee discussed the findings of the REALM study. Most libraries are quarantining library materials for 72 hours, and Pleasanton, Alameda County and San Francisco are quarantining items for 96 hours. Addleman left the meeting at 11:30 AM. There was discussion of performing public health checks, and Pleasanton shared they have been using a temp company to perform these but may be switching to internal staff.

IV. Reports

A. Report of System Chair

There was no further report.

B. Report of System Administration

CLSA claim forms will be distributed soon. Next week is the PLP Future of Libraries conference. It is virtual this year and there are over 500 people registered. It is free to public library staff as long as they register. The State Library has created a new group, CALL (California Libraries Learn), and they are offering training on self-care and collaboration to PLP members and Frost has shared this out. Registration will open on Monday. NorthNet has a grant on Disaster Recovery and will be offering a training on Libraries and Wildfire Preparedness.

V. Public Comment

There was no public comment.

VI. Agenda Building for Next Meeting on January 8, 2021

A. COVID

B. Staff Development Funding Request

C. Nominating Committee

VII. Announcements

The libraries shared announcements.

VIII. Adjournment

The meeting was adjourned at 11:49 AM by Chair Chadwick.

BALIS Staff Development Funding Tracking

FY YEAR	LIBRARY	PROJECT DESCRIPTION	AMOUNT CLAIMED
2020-2021	Alameda County Library	Niche Academy's many staff modules, starting with Webinar: Dismantling Institutional Racism in Your Library: From Theory to Practice.	\$3,000
2020-2021	Contra Costa County Library	EDI Committee - Race Work Training with Dr. Lori Watson	\$3,000
2020-2021	Livermore Library	Livermore Staff Development Committee: EDI Training	\$3,000
2020-2021	Oakland Library / Friends of Oakland Library	Dante King, Implicit and Explicit Bias	\$3,000
2020-2021	San Francisco Public Library	Professional development and training for SFPL personnel.	\$3,000

BALIS Staff Development Initiatives Reporting Form

Grantee (Library):	Friends of Oakland Public Library
Grant Amount:	\$3,000

1. Briefly describe how you used the staff development funding.

By staff request, the Oakland Public Library's Racial Equity Team offered a two-part interactive, educational workshop hosted by Dante King to explain different forms of bias - both implicit and explicit; raise awareness of social power and access to opportunity on life outcomes for different racial and social identity groups. Participants deepened their understanding of cultural, institutional and interpersonal forces that contribute to racial and social disparities. Attendees also deepened their capacities to confront deeply rooted biases while examining and discussing strategies to achieve meaningful and tangible inclusion.

The intensive was six hours total and was hosted in two 3-hour sessions, offered on consecutive weeks in August.

Dante King is a native of San Francisco. He is a Workforce, Learning & Organizational Development professional, specializing in the implementation of equity, diversity, inclusion, social justice, and implicit/unconscious bias educational training, with more than 15 years experience. Throughout his career he has gained expertise in designing, developing, and delivering a combination of retreats, classes, and seminars. The primary focus of his life has been working to promote equity, inclusion, and equality of underserved, under-acknowledged, and underprivileged populations; specifically communities of color, sexual orientation, and gender minorities.

2. Identify barriers or challenges encountered throughout your staff development initiative.

With staff serving in a variety of pandemic-related roles, it was impossible to find times to offer these workshops that worked for everyone. Thus, there were a handful of people who were unable to participate because of their Disaster Service Work schedules.

3. Report final findings and observations from the staff development project, including any evaluation efforts or statistics gathered (e.g. total staff served, total trainings administered, total products created, details for replicating the event at other libraries, etc.)

- 59 staff members registered for the workshops and 51 staff members attended
- The educational sessions were split into two cohorts to help manage group size
- Each cohort attended two sessions that were three hours each, for a total of six hours of training per participant (and twelve hours of training overall)

- We also hosted two hour-long debrief sessions -- one for BIPOC staff and one for white staff -- to reflect on our learning and identify next steps
- We received feedback responses from ~45% of attendees. Of those respondents:
 - 35% said the training was Moderately Effective
 - 48% said Very Effective
 - 17% said Extremely Effective

What went well:

- Participants reported that the content was excellent, and Dante's presentation style was effective. Dante was described as knowledgeable, compassionate, honest, and skilled.
- Dante moved participants out of their comfort zones and held space for staff to look clearly at systemic racism throughout history, racial bias at OPL, and anti-Blackness.
- Many participants felt vulnerable and uncomfortable in this process and felt that Dante's facilitation allowed them to learn and self-reflect while experiencing discomfort.
- A few participants shared their belief that this training should be mandatory for all staff, and especially all management.
- This felt like the beginning of something for many participants and they would like to continue the work!
- "I think this was the most compelling and personally convicting training about race I have attended."

What could be improved:

- Many participants asked for better communication about how survey responses would be shared, since they weren't totally anonymous.
- Some parts of the training felt irrelevant or disorganized to some participants.
- A couple participants mentioned that the group would have benefitted from setting agreements at the start of the first session.
- Some participants felt challenged by the zoom format, because it feels impersonal and is harder to build rapport online.

Suggestions for future:

- Small group work to engage in deeper discussions about systemic racism and equity, on work time using a core curriculum. Participants like the idea of separate affinity groups for this work.
- Training on how to respond / interrupt / address problematic racial dynamics in the workplace
- Do more work and trainings to address experiences specific to non-Black POC, and learn more about Indigenous people in the area.
- Many participants would like us to organize facilitated book / film / article discussions.
- A couple participants would like us to assign mandatory readings for staff, rather than just offering a suggested resource list. Staff would like to be able to engage in self-education about racial equity issues on work time.
- Create ways for staff to share ideas and suggestions for addressing equity at OPL.
- Develop processes for debriefing with staff after racialized incidents.
- Training on and support for implementing racial equity work within all library departments

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...”*

BALIS Administrative Council Chairs Chronology

	Chair	Vice-Chair
2022/23 2021/22		
2020/21 2019/20	Cindy Chadwick Cindy Chadwick	Tamera LeBeau/VACANT Tamera LeBeau
2018/19 2017/18	Cindy Chadwick Cindy Chadwick	Melinda Cervantes Melinda Cervantes
2016/17 2015/16	Gerry Garzon Donna Corbeil	Heidi Dolamore Gerry Garzon
2014/15 2013/14	Carmen Martinez	Donna Corbeil

Recommendation

It is recommended that the BALIS Administrative Council form an ad hoc nominating group at their January meeting, with the charge of identifying a Chair for FY 2021/22 and FY 2022/23. It is also recommended that at the January 2021 meeting, the BALIS Council consider nominating and approving a Vice-Chair for the remainder of FY 2020/21.