

SVLS Administrative Council Meeting

Agenda

October 16, 2020

10:00 a.m. via Zoom

<https://us02web.zoom.us/j/85380235619?pwd=RDFOYUxPYnB2SXI2NzY2d2Y5cHhoUT09>

Meeting ID: 853 8023 5619 ; Password: 621511

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 July 17, 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. CARES Funding update Baker
 - B. Consideration of 2021 SVLS Contribution to Silicon Valley Reads (Action Item) Frost 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 January 15, 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**July 17, 2020****MINUTES****Council:**

Ryan Baker, Chair, Los Gatos Public Library
Tracy Gray, Mountain View Public Library
Gayathri Kanth, Palo Alto City Library
Michelle Ornat, San Jose Public Library
Hilary Keith, Santa Clara City Library
Jennifer Weeks, Santa Clara County Library District

System Staff:

Carol Frost, PLP

I. Call to Order and Introductions

The meeting was called to order at 10:03 by Chair Baker.

II. Approval of Consent Calendar

- A. Adoption of Agenda
- B. Approval of the April 17, 2020 Minutes

The Consent Calendar was approved unanimously via roll-call vote. (M/S Weeks/Keith)
Ornat and Kanth joined at 10:06.

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

Kanth did not have an update at this time.

B. COVID-19 Updates

Baker provided update that school districts will not be meeting in person. Their library is doing curbside pickup and does not expect this to change in the near future. Weeks commented that it is difficult to determine what state category or 'bucket' libraries belong in, whether retail or essential business. She checked with SC county Emergency Operations Center to ensure their libraries can provide curbside services though officially not categorized as an essential county department. Santa Clara County is also providing curbside returns and pick ups with grab-and-go bundles. They are thinking of how to serve students. Other libraries throughout country are being proctors for students. She checked with stakeholders to ensure their libraries can stay open and are categorized as an essential business. Keith shared that curbside is loved by patrons, and they are using their bookmobile to transfer holds to branches. They are also providing grab-and-go packs for multiple age ranges and reading abilities for youth; for adults, they are by genre, like cozy fiction or science fiction. Baker shared they also have grab bags, and are putting them in the catalog as 'grab bag' to help with holds. Both Santa Clara City and Los Gatos are putting 10-12 books per bag. Ornat shared that San Jose is doing this with board books.

Curbside pick-up is high-touch, labor intensive, but important. Gray shared they are also doing grab and go. Being a runner is tiring, so they are rotating staff. They are using some hourly assistants and librarians to assist. All material was due July 1, so the volume of returns was unmanageable, but is better now. The lines are long, but the waits are down to 30 minutes. Baker pointed out that yesterday was 120 days since the shelter-in-place order was enacted. Kanth reported that Palo Alto is doing curbside by appointment, and they are trying to increase the number of people being served. They are switching to the online appointment system that SJPL is using. Items are due on August 30, which may present problems since that is when some staff may be furloughed. They are trying to stagger staff.

Palo Alto staff are using masks as well as shields. This helps with patrons which are hard of hearing. They are trying to purchase plexiglass shields. There is fear among staff regarding catching the virus. There have been some close calls where relatives tested positive, but no illnesses at this time. They are working with Stanford on Black Lives Matter programming.

Ornat shared that 11 sites are doing curbside, and they are working with the city to bring back some more staff so that more sites can open. They are using an equity screening to determine which libraries will be open. They have a digital inclusion grant so are looking at loaning devices to youth (working with schools). Working with the the Santa Clara County Office of Education to loan hot spots. They are also getting 3,000 hot spots to circulate at libraries. Every site they open increases the centralized reference chat. They have partnered with Parks & Rec for summer programming, so thinking about use of community rooms for Fall programming.

Keith shared that they may become a COVID testing site, one day a week, every other week. Library staff can also get tested.

Santa Clara County is also doing grab-and-go. They are thinking of how to serve students. Other libraries throughout country are being proctors for students. She loves the hotspots but this seems like a bandaid. How could we work with the tech firms to put in broadband for bigger access for youth. She mentioned how summer reading was not as popular this summer. People are attending the virtual events, but the sign-ups are lower. Kanth shared this is similar in Palo Alto. Ornat shared that SJPL has good success for the spring reading, but summer reading has lower numbers. There was a discussion about logistics of handing out prizes.

The Council discussed the Santa Clara County COVID check plan, which all businesses must have in place. They discussed the definition of exposure, which is if staff are in close proximity of someone who is positive for 15 minutes, will they need to self quarantine for 2 weeks; and the methods for paid leave for those weeks. Weeks said that she has been advised that if staff have a mask on and are 6 feet away, that is not considered close contact. However, deep cleaning should still happen. It was agreed that addressing staff fears about the virus is important in making staff feel more comfortable.

There was a question about whether library Friends are holding book sales. They heard that Sunnyvale was holding one, but not confirmed. Other libraries have cancelled theirs.

IV. New Business**A. Shared Future Collections and Digital Resources**

Keith talked about sharing collections, and how it might benefit each each of the libraries. This group had previously spoken about CloudLibrary as a shared resource. There are issues of equity and costs that would need to be addressed. It might be a way to save funds or increase collections. When SVLS hired a consultant a few years ago to study a shared ILS, it was felt that it would be daunting to have a shared ILS among all SVLS members, but might benefit the smaller libraries. The directors talked about shared resources, like OverDrive Advantage, SORA, and other ideas. Frost shared what other systems are doing within PLP.

It was agreed that as new products and services come out, they can be shared and agendized. Also, efforts to offer similar services might be something to consider.

V. Reports**A. *Silicon Valley Reads***

Weeks shared that the group met and are discussing how to offer this next year in a virtual environment. They are reviewing topics, including equity, race and kindness. The goal would be for a more cohesive yet smaller program. There is potential that it would even reach more people, and a chance for more innovation/programming. It might need to be all-eBook access.

B. PLP Executive Committee Update

Baker reported that the PLP Exec Comm met and approved the budget and the Plan of Service. Less Innovation money but focused on COVID. Monterey Public has a reduced membership fee because of budget issues. He discussed the CLSA priorities.

C. Report of System Administration

Frost referenced emails she had recently sent out regarding the need for advocacy at state and federal level. The State Library has received federal CARES funds and has purchased a statewide subscription to Beanstack.

VI. Agenda Building and Location for Next Meeting on October 16, 2020

- A. Follow up on CARES funding
- B. Regular items

VII. Public Comment

There was no public comment.

VIII. Announcements and Reports from Libraries

The libraries shared announcements. Hillary Keith was recognized for her accomplishments and the Committee wished her well in her retirement.

IX. Adjournment

The meeting was adjourned at 11:08 a.m. by Chair Baker.

To: Silicon Valley Library System Administrative Council
From: Carol Frost
Subject: Consideration of 2021 SVLS Contribution to Silicon Valley Reads
Date: October 16, 2020

Background

Silicon Valley Reads (SVR) has been offering the One Book, One Community program since 2003. The Silicon Valley Library System Administrative Council has financially supported this event by annually allocating \$5,000. It was approved several years ago that ongoing annual support of \$5,000 would be automatically continued, and so no annual action had been taken by the Council for approval for the last several years.

In January 2019, SVR requested that SVLS consider increasing their donation. The Council agreed to make a one-time additional contribution of \$5,000 in addition to the regular \$5,000, for a total of \$10,000, per a request from SVLS.

At the November 2019 meeting, the Council approved allocating \$5,000 to SVR.

Recommendation

SVLS has used the SVLS Fund Balance to contribute towards Silicon Valley Reads. The current Fund Balance is approximately \$135,000.

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