

BALIS Administrative Council Meeting

AGENDA

April 2, 2021
10:00 a.m. via Zoom

<https://us02web.zoom.us/j/86444713353?pwd=aFlzaVc1ekhKYzc2aVdZdkgzUWE3UT09>

Meeting ID: 864 4471 3353; Passcode: 758160

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 January 8, 2021 Minutes | Chadwick | Attachment 1, pg. 3 |
| III. | Old Business | | |
| | A. Staff Development Funding Updates | Chadwick | Attachment 2, pg. 7 |
| | B. COVID-19 Updates and Shareouts | Chadwick | |
| | C. Review and Approval of Lawyers in Library Contract (Action Item) | Chadwick | Attachment 3, pg. 8 |
| IV. | New Business | | |
| | A. Election of New BALIS Officers for FY 2021/22 through FY 2022/23 Term (Action Item) | Chadwick | Attachment 4, pg. 18 |
| | B. Review of BALIS Meeting Schedule for FY 2021/22 | Alvarez | Attachment 5, pg. 19 |
| 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 July 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**

January 8, 2021
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
 Lindsey Vien, Hayward Public
 Nathan Brumley, Livermore Public
 Jamie Turbak, Oakland Public
 Lia Bushong, 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 a.m. by Chair Chadwick. The Council shared introductions.

II. Approval of Consent Calendar**A. Adoption of Agenda****B. Approval of the October 2, 2020 Minutes**

The consent calendar was approved unanimously as presented via roll-call vote.
 (M/S Chisaki/Lambert)

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

Attachment 2 was presented in detail. Five BALIS libraries have requested staff development funds. Oakland Public Library has submitted their final written report detailing use of funds. Alameda County reported using the funds to purchase the Niche Academy staff modules. To date, they have been under-utilized, so staff is monitoring usage for increased use. Livermore shared their EDI team has developed some internal modules pulling from various sources and are sharing them with staff members monthly, with a three-hour monthly requirement for staff to access the content. With the funds, they are also looking to identify a contractor to lead staff conversations for 2-4 various segments and will likely be scheduling this for March or April. Contra Costa has contracted

RaceWork Consulting for training and is requiring all coded staff to attend. They have completed the first cohort, comprised of management and all EDI committee members. They will be starting the second cohort the end of January and have scheduled a second level of training in March. San Francisco just submitted a racial equity action plan which is available at <https://sfpl.org/about/racial-equity-commitment> and racial equity is going to be an increased training point going forward. The City has also identified several libraries to be community learning hubs and these are available at <https://sfpl.org/sites/default/files/2020-12/community-hubs-dashboard12172020.pdf>.

B. COVID-19 Updates and Shareouts

Oakland is exclusively offering outdoor services. They have had several positive exposures of staff, but all were community exposures, and nothing has been traced to on-site exposure. There has otherwise been no change in services. San Francisco is offering SFPLtoGo exclusively as curbside pickup. They have seven locations operating as community learning hubs and are considering opening more to support the schools. This is led by the Department of Children, Youth, and Families who have used their grant funding to pay community-based organizations to staff and manage these hubs. The library is providing some support staffing as well. SFPL is planning to open a few more SFPLtoGo locations. San Francisco City is still utilizing 17% of library staff to do other DSW work throughout the city, so there is limited staff available to increase services. There have been no recommendations for in-person service and no anticipated timeframe for this. Hayward reported that since they cannot enter school facilities, they have pivoted and are offering online storytimes to all kindergarten, first-grade, and second-grade students in their virtual classrooms, and math tutoring for fifth and sixth graders using volunteer tutors from CSUEB and Chabot College credentialing programs. Volunteers have received over 15 hours of training for this. They are still also offering curbside services outside and are exploring mailing services for seniors. They are trying to create a reopening plan for March, which is very tentative and no definitive timeline. Hayward was able to go fine-free and received a private donation of \$250,000 for a bookmobile. They will be offering some early childhood development programming with the bookmobile, which will hopefully be deployed by Summer. Berkeley has several staff that were initially deployed for City operations and there has been a recent call to reactivate City staff to support vaccine distribution sites. They are trying to balance this with the library staffing needs. Berkeley has had some positive cases among staff through community exposure, and the quarantine periods impact staffing. The BALIS Council members discussed vaccinations. Contra Costa County has a broad-stroke plan for determining which County staff will receive vaccinations. Oakland and San Francisco expressed a vaccination requirement is unlikely for their jurisdictions. Alameda County is having similar discussions and also believes it will likely not be

required. Alameda City has wellness-check stations at every City building and everyone must have their temperature taken before entering buildings. They have only had a few positive cases with staff, through community exposure. Pleasanton has paid health screeners to screen staff. Pleasanton reopened briefly after Veteran's Day and it was a big lift to get the plexiglass installations in and to move the furniture around. They implemented a 20-person limit and it was not a struggle; most people still made primary use of the curbside services. They did decide to close once the stay-at-home order was issued. Alameda County only contracts with five cities and most funding comes through property tax funding, so are not currently looking at layoffs and would be able to open up once labor negotiations have been completed. Richmond is offering curbside and currently has no plans to reopen to the public. They are looking into lending hotspots. Currently, all full-time staff are working, and none are working from home.

IV. New Business

A. Nominating Committee Formation and Consideration of Appointment of FY 2020/21 Vice-Chair

The Nominating Committee will be Chadwick, Turbak, and Lambert. A motion was made and passed unanimously via roll-call vote to appoint Michael Lambert as the Vice-Chair for the remainder of FY 2020/21. (M/S Turbak/Chisaki)

V. Reports

A. Report of System Chair

Chadwick expressed thanks for all colleagues that are doing good work in the field during these difficult times.

B. Report of System Administration

Frost reported that CLSA claim forms have been sent to all Directors. REALM is partnering with OCLC WebJunction to offer training at the end of this month. ACA-1 is a constitutional amendment proposal put forth by Assemblyperson Cecilia Aguiar-Curry (D-Winters) regarding construction of buildings which lowers the vote threshold to a simple majority. The CLA Lobbyists report that this bill will be reintroduced and CLA supported it in the past. Senator Umberg is planning to reintroduce his bill which requires libraries to partner with school districts for library cards for students. The Governor's budget will be released today. The State Librarian is developing a plan to request one-time funds for libraries regarding pandemic support. The January issue of *American Libraries* includes an article on the REALM project. The PLPSDC is offering brown bag sessions on the topic of reopening. The Data Privacy and Cybersecurity grant will be announcing registration for their upcoming workshops in early February. The workshops will take place in March and April.

VI. Public Comment

There was no public comment.

VII. Agenda Building for Next Meeting on April 2, 2021

- A. Council Meeting Schedule for FY 2021/22**
- B. Lawyers in Library Contract Renewal**
- C. Nominating Committee Report and Election**
- D. Reopening Discussion and Staffing Plans**
- E. Vaccine Schedules**

VIII. Announcements

The libraries shared announcements.

IX. Adjournment

The meeting was adjourned at 11:43am 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

Libraries that have not submitted a claim form:

Berkeley Public Library
 Hayward Public Library
 Pleasanton Public Library



Memorandum of Understanding – Lawyers in the Library

This MOU is between Legal Access Alameda (“Legal Access”), on the one hand, and Alameda County Library, Alameda Free Library, Berkeley Public Library, Hayward Library, Livermore Public Library, Oakland Public Library, City of Pleasanton Library (collectively “the Libraries”), on the other.

Purpose of this MOU: The purpose of this MOU is to memorialize the terms of the agreement between the parties to run the Lawyers in the Library program.

Mutual agreements:

Legal Access agrees to provide administrative support, recruitment and training of attorneys, and malpractice insurance for the Lawyers in the Library, with the numbers of sessions spelled out below.

The Libraries agree to provide space for the sessions listed, to pay the amounts spelled out below, and to work with Legal Access to collect intake forms and data for the LIL program and transmit these to Legal Access. Hayward Library further agrees to provide 1-3 hours of administrative assistance each week, to assist with scheduling or data collection.

Term: The term of this MOU is from July 1, 2021 to June 30, 2022. The parties agree to meet in February of 2022 to discuss whether to continue this arrangement, whether to add or subtract sessions at any given library, and whether to adjust the overall cost, or the costs for each library.

Number of sessions: The parties agree that for this first year of their relationship, the number of Lawyers in the Library (LIL) sessions will remain the same as it is currently. That number appears below:

Alameda County Library: 5-7 sessions/month

Alameda Free Library: 1-3 sessions/month

Berkeley Public Library: 3-5 sessions/month

Hayward Library: 1-3 sessions/month

Livermore Public Library: 1-3 sessions/month

Oakland Public Library: 15-20 sessions/month

Pleasanton Public Library: 1-3 sessions/month



Memorandum of Understanding – Lawyers in the Library (Cont’d)

Amounts paid: Each of the Libraries agree to pay the following amount for the LIL program for the contract period:

Alameda County Library:	\$4,800
Alameda Free Library:	\$900
Berkeley Public Library:	1,800
Hayward Library:	\$900
Livermore Public Library:	\$900
Oakland Public Library:	\$4,800
Pleasanton Public Library:	\$900

The total cost paid by the Libraries will be \$15,000, including the PLP administrative fee (see below).

Local Government Business License Requirement: A business license is a document that allows Pacific Library Partnership (business) to legally operate in your local jurisdiction. Each Library is responsible to ensure that a valid city or town government business license for their jurisdiction is issued to the Pacific Library Partnership, 32W. 25th Ave, #201, San Mateo, California 94403 prior to payment, and is responsible for any related fees that may be applicable for acquisition of the business license.

Payment: The parties acknowledge that Pacific Library Partnership (“PLP”) has agreed to serve as the Fiscal Agent for purposes of the LIL program. Thus, Legal Access will invoice PLP in early December, 2020 the full amount for the cost of the services, with a detailed list of the amounts for each library noted above. For its services, PLP will assess a 20% administrative fee to the library’s listed amount to be invoiced to each library. Upon receipt of library’s full payment, PLP will remit payment to Legal Access.

Indemnification: Legal Access agrees to indemnify, defend, and hold Alameda County Library, Alameda Free Library, Berkeley Public Library, Hayward Library, Livermore Public Library, Oakland Public Library, City of Pleasanton Library, PLP, its officers, employees, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney’s fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Legal Access or its employees or volunteers or agents’ negligence, recklessness or willful misconduct in the performance of this MOU, including but not limited to claims of malpractice.



Termination and Amendment: The parties agree that this memorandum may only be amended by written agreement by all parties. Any member of this agreement may terminate their portion of the agreement by written notification 30 days prior to the effective termination.

Memorandum of Understanding – Lawyers in the Library (Cont'd)

MOU Approval

This agreement is entered into this 30th day of June, 2021 by and between the undersigned agencies.

Legal Access Alameda

By: _____ Date: _____

NAME _____ Title _____



Memorandum of Understanding – Lawyers in the Library (Cont'd)

This agreement is entered into this 30th day of June, 2021 by and between the undersigned agencies.

Alameda County Library

By: _____ Date: _____

NAME _____ Title _____



Memorandum of Understanding – Lawyers in the Library (Cont'd)

This agreement is entered into this ____ 30th ____ day of June ____, 2021 by and between the undersigned agencies.

Alameda City Library

By: _____ Date: _____

NAME _____ Title _____



Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this 30th day of June, 2021 by and between the undersigned agencies.

Berkeley Public Library

By: _____ Date: _____

NAME _____ Title _____



Memorandum of Understanding – Lawyers in the Library (Cont'd)

This agreement is entered into this ____ 30th ____ day of June ____, 2021 by and between the undersigned agencies.

Hayward Library

By: _____ Date: _____

NAME _____ Title _____



Memorandum of Understanding – Lawyers in the Library (Cont'd)

This agreement is entered into this 30th day of June, 2021 by and between the undersigned agencies.

Livermore Public Library

By: _____ Date: _____

NAME Tamera LeBeau Title Library Services Director



Memorandum of Understanding – Lawyers in the Library (Cont'd)

This agreement is entered into this ____ 30th ____ day of June ____, 2021 by and between the undersigned agencies.

Oakland Public Library

By: _____ Date: _____

NAME _____ Title _____



Memorandum of Understanding – Lawyers in the Library (Cont'd)

This agreement is entered into this ____ 30th ____ day of June ____, 2021 by and between the undersigned agencies.

Pleasanton Public Library

By: _____ Date: _____

NAME _____ Title _____

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		Tess Mayer
2021/22	To Be Announced	Tess Mayer
2020/21	Cindy Chadwick	Tamera LeBeau/Michael Lambert
2019/20	Cindy Chadwick	Tamera LeBeau
2018/19	Cindy Chadwick	Melinda Cervantes
2017/18	Cindy Chadwick	Melinda Cervantes
2016/17	Gerry Garzon	Heidi Dolamore
2015/16	Donna Corbeil	Gerry Garzon
2014/15	Carmen Martinez	Donna Corbeil
2013/14		

Recommendation

It is recommended that the BALIS Council approve the nominating committee recommendations for Chair and Vice-Chair for the term beginning FY 2021/22 and ending FY 2022/23.

2021/22 BALIS Administrative Council Meeting Schedule

Friday, July 2, 2021

Friday, October 1, 2021

Friday, January 7, 2022

Friday, April 1, 2022

Meetings will be held on the first quarterly Fridays of the month at 10 a.m. unless otherwise noted. The location is to be determined. As per past practice, if there are not sufficient agenda items, the meeting will be cancelled.