

BALIS Administrative Council Meeting

AGENDA

January 7, 2022
10:00 a.m. via Zoom

<https://us02web.zoom.us/j/87815636989?pwd=U0ZPK1puaHNrb0JHSCt3SWx4VHY1QT09>

Meeting ID: 878 1563 6989 Passcode: 679889

Call-in Option: (669) 900-6833

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|--------------|---|-------|----------------------|
| I. | Call to Order and Introductions | McKee | |
| II. | Approval of Consent Calendar (Action Item) | | |
| | A. Adoption of Agenda | McKee | |
| | B. Approval of the October 1, 2021 Minutes | McKee | Attachment 1, pg. 3 |
| III. | Old Business | | |
| | A. COVID-19 Reopening Updates and Shareouts | McKee | |
| | B. Staff Development Funding Updates | McKee | Attachment 2, pg. 8 |
| | C. Telecommuting Policies | McKee | |
| | D. In-person vs. Virtual Programming | McKee | |
| IV. | New Business | | |
| | A. Review of Current Officers and Terms | McKee | Attachment 3, pg. 11 |
| V. | Reports | | |
| | A. Report of System Chair | McKee | |
| | 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 agendized pursuant to state law.) | | |
| VII. | Agenda Building and Location for Next Meeting on April 1, 2022 | | |
| VIII. | Announcements | | |
| IX. | Adjournment | | |

Brown Act: 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) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations

PLS/PLP Admin office, 32 W. 25th Ave., Suite 201, San Mateo, CA 94403
 Alameda County Library, 2450 Stevenson Blvd., Fremont, CA 94538
 Alameda Free Library, 1550 Oak St., Alameda, CA 94501
 Berkeley Public Library, 2090 Kittredge St., Berkeley, CA 94704
 Contra Costa County Library, 777 Arnold Dr., #210, Martinez, CA 94553
 Hayward Public Library, 888 C St., Hayward, CA 94541
 Livermore Public Library, 1188 S. Livermore Ave., Livermore, CA 94550
 Oakland Public Library, 125 14th St., Oakland, CA 94612
 Pleasanton Public Library, 400 Old Bernal Ave., Pleasanton, CA 94566
 Richmond Public Library, 325 Civic Center Plaza, Richmond, CA 94804
 San Francisco Public Library, 100 Larkin St., San Francisco, CA 94102

BALIS Administrative Council Meeting**MINUTES****October 1, 2021****10:00 a.m. via Zoom****Attendees:****Council:**

Alison McKee, Chair, Contra Costa County
 Cindy Chadwick, Alameda County
 Jane Chisaki, Alameda Free
 Tess Mayer, Berkeley Public
 Jayanti Addleman, Hayward 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 10:00 a.m. by Chair McKee. There were no introductions. Chadwick joined the meeting at 10:01 a.m.

II. Approval of Consent Calendar**A. Adoption of Agenda****B. Approval of the July 16, 2021 Minutes**

A motion was made and passed to approve the Consent Calendar as presented.
 (M/S Addleman/Chisaki)

III. Old Business**A. COVID-19 Reopening Updates and Shareouts**

Contra Costa is back to offering regular service other than in-person programming. They went through a process to determine when in-person programming would resume, with feedback that the most popular programs were storytimes. Since young children are not yet eligible for vaccination, and may have trouble keeping their masks on, the in-person programming is scheduled to begin in January. Pleasanton is back to normal with limited in-person programming. Hayward will return to full hours on October 4. In-person programming has not resumed and meeting rooms are still not available. Alameda Free Library is back to full hours and is not allowing use of meeting rooms. They are offering some limited children's programming in person. There are several patrons that are berating the staff. The Council discussed several different ways of dealing with verbally abusive patrons. San Francisco shared several points of interpretation on their patron

code of conduct differentiating the levels of suspensions that the various types of languages would trigger. Berkeley and Alameda County libraries have also seen an increase in patrons exhibiting this type of behavior. Alameda County has opened all hours at all libraries but is not yet offering indoor programming. They have been experiencing a high number of staff resignations, so much so that they aren't sure they will be able to continue to keep some of their locations open at full hours. The newly constructed Newark building is opening, but there is not enough staffing available to open at full hours. Richmond has not resumed full hours due to staffing vacancies. They are expanding hours as much as they feel they can and are allowing people to remain in the library for longer periods of time. There was a question about how libraries are handling vaccinations. Contra Costa County is requiring vaccinations for all employees as of October 4, and those with exemptions must be tested weekly. They have a small number of employees with exemptions and who have not provided proof of vaccination. San Francisco has 3,000 out of 35,500 workers who are still unvaccinated; the library has a small number of their 900 employees who are unvaccinated. The City is going to be scheduling Skelly hearings for non-disciplinary separation to unvaccinated staff without exemptions, with November 1 as the deadline for City workers to be fully vaccinated. San Francisco has not returned to in-person programming because they have been focusing on increasing open hours and are considering resuming programming soon. Berkeley is similarly going to require vaccinations with a deadline of November 1. Hayward is in the process of requiring vaccinations and will also require testing for those with exemptions. Alameda Free Library staff are 100% vaccinated. Alameda City employees with exemptions will be given home COVID spit tests, and the City will require the employees to submit their test results. Most libraries also have vaccination requirements for volunteers. Alameda County is on the verge of officially requiring vaccinations. All employees have been asked to state whether they are vaccinated or not, and Administration has been working with the bargaining units to develop procedures. Those with religious or medical exemptions will be submitting to a twice-a-week testing schedule, and staff who are not vaccinated will likely be suspended without pay. Turbak joined the meeting at 10:36 a.m. Oakland is fully reopened with some in-person programming. They have not yet resumed youth in-person programming. Foot traffic is at around 30% of pre-pandemic levels. The City of Oakland will be implementing the vaccine mandate with a deadline of November 1st for vaccination or exemption.

B. Staff Development Funding Updates

Alvarez presenting the item stating that Alameda County Library has claimed funding and that each organization is eligible to claim up to \$7,000 of funding this fiscal year.

IV. New Business

A. Review and Consideration of AB 361 and Implications for BALIS Council Meetings

Frost presented the item stating that if BALIS were to follow AB 361, it would require the BALIS Council to meet monthly to reaffirm AB 361. Since BALIS is more of an information-sharing venue and meets quarterly, Frost recommended that the BALIS Council revert back to the Brown Act, which still allows teleconferencing, but all locations where voting members will be participating from need to be listed on the Agenda and accessible to the public. Contra Costa has been given guidance that a committee could adopt a resolution at the beginning of each meeting and then proceed with the meeting. San Francisco is doing something similar and shared their resolution is available at:

<https://www.sfcityattorney.org/wp-content/uploads/2021/09/City-Attorney-Memorandum-re-Public-Meetings-9.28.2021-pm.pdf> . There was a response that the legal interpretation varies by jurisdiction, and PLP is trying to take the most conservative approach so all jurisdictions are covered. A motion was made and passed unanimously via roll-call vote to return to the Brown Act regulations regarding telecommuting. (M/S Chadwick/Lambert)

B. Telecommuting Policies

The Council discussed current telecommuting policies and practices for their jurisdictions. City of Pleasanton banned telecommuting effective July 1st with caveats, such as awaiting COVID test requirements. The City would like to create a telework policy at some point to determine positions that could be eligible. Alameda County has not received any specific direction about telecommuting, and it is being interpreted individually by department as to what is best for them. The library still has some individuals telecommuting with much of their team only back in the office 2-3 days a week and it has been working, so they are feeling their way through it. San Francisco has no branch staff working from home, and they feel it is not equitable in making determinations of which staff is able vs. not able to work from home. Most public services staff are not able to work from home, although most professional classes are authorized to work from home. For Hayward, the City has passed a rule that everyone must work a minimum of 60% in the office. The City is currently working on interpretations and scheduling for those staff that are eligible to work 40% of their time from home. There has not been much pushback from the people that are required to work onsite, more from those that are able to work offsite. Libraries shared that from an environmental and sustainability standpoint, allowing some telecommuting could be valuable, but the main concern is equity. Contra Costa County does have a remote work policy, and each department head has the authority to approve up to 50% remote work. They will be having a staff satisfaction survey soon which will include questions regarding telecommuting. Oakland mentioned that some staff tend to work harder when they are working from home and others seem to disappear and not get back to you so quickly, so it's a fascinating work ethic issue.

C. In-person vs. Virtual Programming

Berkeley is trying to summarize this for staff in their decision-making process, since many libraries are planning on reintroducing in-person programming in the winter. Berkeley is interested in the philosophical benefits and downfalls of continuing virtual programming. They are trying to sort out if there are types of programs that work better virtually and if there are philosophical reasons why they might provide a program online vs. in-person. Particularly, there has been discussion around the benefits of socialization for children. Contra Costa has not had any conversations specifically around this. Most of their staff has discussed adult programming and agree that a hybrid model is the gold standard but have not started discussing youth programming. In terms of technology, they have heard discussions about new features in Zoom that will enable the camera to follow the speaker, which could be less onerous and not require camera people onsite to film the hybrid events. Alameda County has been able to do some newer, more culturally responsive programming virtually that may not have been possible in-person. They were able to get really well-informed, high-quality speakers because virtual programming eliminates the need for travel. The Alameda County Library is considering keeping the social justice and current events programs virtual. There were discussions about virtual programming and how moving towards this model could impact foot traffic and how that might impact library budgets. It was noted that online attendance statistics may not hold the same power as in-person statistics.

D. Consideration of Development of Training Program for Librarians without an MLIS

Contra Costa County has eliminated the MLIS requirement for librarian positions and asked that this item be placed on the Agenda for discussion and interest in building training for librarians that do not have an MLIS. Pleasanton, Alameda County, and Hayward do not require the MLIS degree. Pleasanton posed the question as to whether Contra Costa County is seeing skill gaps in those who do not have the MLIS degree. At Pleasanton, the librarians and library assistants work side-by-side doing essentially the same jobs, and Pleasanton provides the basic training to be able to perform the day-to-day work, so this was not an issue for them. San Francisco sees value in emphasizing a joint social justice perspective and some of the values of the profession as well as certain competencies that are built into the degree but agrees that as long as there is some internal training that allows for this equivalent, there may not be a need for more specialized training. There was a question as to whether people are being converted from paraprofessional positions into librarian positions who perform almost exactly the same duties as librarians, other than collection development and weeding. Alameda County said the path for the Librarian I position is the combination of education and experience, and they have not found skill gaps that are general enough to develop specialized training other than the basic on-the-job training. The gaps vary from person to person. Historically, there has been a sense that the

MLIS was a way of professionalizing the work and having it be valued. There was discussion as to whether the civil service process would complicate hiring if the MLIS is removed, and whether the process would make it difficult to get to any applicant that has a desirable skillset. Libraries responded that they were seeing higher numbers of applicants for positions, but one motivation for allowing for this is to have more diversity in professional positions and to give opportunities to individuals who live in the communities we are serving. Libraries mentioned that their internal trainings touch on freedom of information and privacy and so some of these issues will need to be built into internal training, but it is more important to talk through how staff should handle these competing philosophies.

V. Reports

A. Report of System Chair

McKee reported Contra Costa was working on a Measure X for a new tax for Contra Costa County, and there was a pitch made for additional funding to open up libraries, but no asks were forwarded to the Board of Supervisors for this fiscal year. It was reported that Calix is gone and the new listserv is CLA Talk.

B. Report of System Administration, Frost

There have been several initiatives from the State library that have opened up using ARPA funds, and Directors were encouraged to review them for consideration. Innovation Grant recipients were just announced. The Future of Libraries Conference will be October 6-7.

VI. Public Comment

There was no public comment.

VII. Agenda Building for Next Meeting on January 7, 2022 at Newark Library

A. In-person vs. Virtual

B. COVID/Reopening Updates

C. Telecommuting Policies

VIII. Announcements

The libraries shared announcements. Lambert recently published an Op-ed regarding federal funding for libraries which can be reviewed at <https://www.sfexaminer.com/opinion/federal-funding-would-be-a-game-changer-for-san-franciscos-beloved-libraries/>.

IX. Adjournment

The meeting was adjourned at 12:01 p.m. by Chair McKee.

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BALIS Staff Development Initiatives Reporting Form

| | |
|---------------------------|----------------------------------|
| Grantee (Library): | Pleasanton Public Library |
| Grant Amount: | \$7,000 |

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

\$3000 was used for a virtual staff training that focused on Conscious Conversations and Interrupting Unconscious Bias in the workplace as well Coaching for our Diversity, Equity, and Inclusion Staff Work Group.

\$4000 was used to update the Implementation Action Plan for the Department Strategic Plan.

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

I believe the virtual environment created a bit of a barrier for both projects. While the DEI training received high ratings and strong interaction from the staff team, many said they felt it would have been more impactful in person.

With the Implementation Action Plan update, the session was also successful, but more bumpy and less interactive than it would have been in person.

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.)

Evaluations were conducted for the DEI training. This was our department's second session with CircleUp, the first was a city-wide effort. CircleUp has a fantastic training team and offers a very approachable format and content. Our team preferred doing this type of work just within the department, rather than with the broader city for their own comfort level. I would highly recommend CircleUP.

From the evaluation, 100% of respondents agreed or strongly agreed that:

- The format of this training appealed to different learning styles
- The instructors were knowledgeable about the subject matter
- The instructors created a positive and inclusive learning environment
- It was helpful getting to experience a conscious conversation
- The conscious conversation tool is something I will use with other employees
- The conscious conversation tool is something I will use with people I serve
- Our team benefitted from this experience today

One employee commented, “More employee-public scenarios would be helpful for future trainings for our department and I hope there will be another session that builds on the first two!”

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 | Alison McKee | Tess Mayer |
| 2021/22 | Alison McKee | Tess Mayer |
| 2020/21 | Cindy Chadwick | Tamera LeBeau/VACANT |
| 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 | | |