SVLS Administrative Council Meeting

Agenda

April 15, 2022

10:00 a.m. via Zoom

https://us02web.zoom.us/j/83862506279?pwd=ajZzcVdLWno1N3IrWlhwU3N2YYh0UT09

Meeting ID: 838 6250 6279 Passcode: 578409
Call-in: (669) 900-6833

I. Call to Order and Introductions

II. Approval of Consent Calendar (Action Item)
   A. Adoption of Agenda
   B. Approval of the January 27, 2022 Minutes

III. Old Business
   A. SVLS Technical Services Group Update
   B. COVID-19 Updates

IV. New Business
   A. Election of New SVLS Officers for Term Beginning FY 2022/23-FY 2023/24 (Action Item)
   B. Review SVLS FY 2022/23 Meeting Schedule

V. Reports
   A. Silicon Valley Reads
   B. PLP Executive Committee Update
   C. Report of System Administration

VI. Agenda Building and Location for Next Meeting on July 15, 2022

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
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:

Los Gatos Public Library, 100 Villa Avenue, Los Gatos, CA 95030
Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041
Palo Alto City Library, 270 Forest Avenue, Palo Alto, CA 94301
PLP Offices, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403
San Jose Public Library, 150 E. San Fernando Street, San Jose, CA 95112-3580
Santa Clara City Library, 2635 Homestead Road, Santa Clara, CA 95051
Santa Clara County Library District, 1370 Dell Avenue, Campbell, CA 95008
Upland Public Library, 450 N. Euclid Avenue, Upland, CA 91786
SVLS Administrative Council Meeting

MINUTES

January 27, 2022
3:00 p.m. via Zoom

Council:
Tracy Gray, Chair, Mountain View Public Library
Ryan Baker, Los Gatos Public Library
Gayathri Kanth, Palo Alto City Library
Michelle Ornat, San Jose Public Library
Patty Wong, Santa Clara City Library
Stephen Fitzgerald, Santa Clara County Library District
Chaunacey Dunklee, Sunnyvale Public Library

System Staff:
Carol Frost, PLP
Yemila Alvarez, PLP

Others:
Dolly Goyal, SCL

I. Call to Order and Introductions
The meeting was called to order at 3:02 p.m. by Chair Gray. The libraries shared introductions.

II. Approval of Consent Calendar
A. Adoption of Agenda
B. Approval of the October 15, 2021 Minutes
The Consent Calendar was approved unanimously via roll-call vote. (M/S Baker/Fitzgerald)

III. Old Business
A. SVLS Technical Services Group Update
Diane Lai (Palo Alto City Library) and Sharon Fong (San Jose Public Library) are the leads on the World Languages Project’s current initiative to form an ad hoc committee to discuss expanding the project beyond just PLP libraries. Kanth reported the group has also been discussing losing a great deal of language talent through many retirements and movement. The group wanted to bring this to the Council’s attention, and are wondering what the future may be for this. There was a question about what languages are most in jeopardy so the Council could assess where the needs are. There was a response that it may include Russian, and that an update will be provided at the next meeting.

B. COVID-19 Updates
Mountain View reported staff have removed all their seating so it is just browse and go. They are experiencing staffing shortages but have been able to stay open 7 days a week. Los Gatos still has the full building open and is open 7 days a week from 10-6, but has had to close a few days recently due to staff illness. Sunnyvale is
continuing with 7 days a week at their full pre-pandemic hours. They have not yet resumed in-person programming and will likely stay virtual at least through mid-to late February. Palo Alto City has closed its three small libraries and deployed all staff to the central library, and is delaying resuming outdoor storytimes and tax services. The City of Palo Alto has a budget surplus and is considering some restoration of services. Santa Clara City is experiencing temporary, high pandemic-related staffing absences, and as a result, it has limited the public to the lobby, is using radios and pulling items for patrons, and is staffing in rotation. They have outdoor browsing and they have had staff perform engagement with the public outside the building before they come in. Holds are still available from other parts of the building, but direct access is limited to just the front half of the first floor. Computers are available for 30 minutes at a time, and a maximum of 4 people at a time in the computer labs. Copiers and scanners are still accessible. They are continuing virtual programming and not looking at further in-person programming due to limited staff availability. They are considering reopening the Main library in mid-February. San Jose has all libraries open and has paused all plans for expanding hours and resuming full-service hours. Quite a few staff have been sick. There are some outdoor storytimes happening and some tax help that will be starting next week in community rooms with social distancing. There is still no use of meeting rooms for the public. They have bumped up virtual programming and are finalizing submissions for the 22-23 budget. They are targeting late February as a potential for additional hours. Santa Clara County libraries are open back to pre-pandemic levels. They have restored some additional services this week including passport services, but have cut back on group in-person programming, either moving them online, outdoors, or cancelling on a case-by-case basis. Community rooms are still not available to the public. The behavior incidents related to masks have gone down significantly in Mountain View.

IV. New Business
A. Day in the District Coordination
Gray opened the item for discussion. In the past, the Council would review the list of legislators and volunteer to be the lead, setting up the meeting and extending an invitation to other libraries to attend. Libraries may use the CLA legislative priorities as a guide, but legislators also like to hear what is happening in your library. Baker shared he typically shares out what their library is doing but hasn’t typically set up a formal meeting. It was mentioned that it is great to bring constituents, like youth and members of literacy groups. Santa Clara City agreed to reach out to Ro Khanna and to invite others. Palo Alto volunteered to take the lead on Anna Eshoo and share out to the group. The Directors agreed that if anyone is able to take the lead on contacting a legislative representative and setting up an appointment, they would email the group.

B. Update on SVLS Officers
Baker and Gray agreed to serve as the Nominating Committee and report at the April meeting.
V. Reports

A. Silicon Valley Reads
   The theme is The Power of Kindness, Resilience, and Hope. The virtual kickoff is tonight at 6:30 pm. There are over 130 events scheduled and most are online. The website can be reviewed for all the latest news. There will be outdoor children’s activities, book groups, and author events. There will be advertising in the newspapers this week, and press releases have already gone out. There will also be a newsletter available with lists of events that will be shared with the libraries.

B. PLP Executive Committee Update
   The meeting was held yesterday. The Committee discussed resubmitting the LSTA grant that was not awarded to PLP the previous year about intellectual freedom and social justice. There was discussion and enthusiasm for resubmitting this grant. There was discussion of the upcoming training for Executives in February with Dr. Villagran around organizational change. The PLP Executive Committee adopted a Social Media and Online Forum Policy and Guidelines for Moderators. They discussed the National Library Legislative Days and possibly sending someone to meet with legislators at the ALA June conference and using the ALA priorities for those discussions. The PLP Annual Meeting for Directors is scheduled for May 13. They discussed possible products that could be purchased regionally like LibraryCall but there was limited interest. They discussed exploring more activities of resource sharing for CLSA funds. They approved an increase in the contract amendment for PLP and PLS. The State Library also gave an update and reminded everyone to check the website for grant opportunities.

C. Report of System Administration
   Yemila Alvarez has accepted another position at Contra Costa County Library. The Council offered her congratulations. PLP/PLS will be posting this position soon. Cherise Brandell has retired from Sunnyvale Library and Michelle Perera from Pasadena Public Library has been hired as the new Director of Library and Recreation Services. PLP is offering Executive Training in February. A ‘light’ version of this will be held at the PLP Staff Development Committee Spring Workshop in April. This morning PLP held a Brown Bag discussion for frontline staff with a panel discussion and over 90 people attended.

VI. Agenda Building and Location for Next Meeting on April 15, 2022
   A. Virtual Meeting
   B. Meeting Schedule for FY 2022-23
   C. Nominating Committee Report and Election of New Officers
   D. Delivery Contract Review
   E. COVID Updates for Old Business
   F. Technical Services Group


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 3:49 p.m. by Chair Gray.
Update on PLP World Languages Collaboration Project to the SVLS Council 4-15-22

The purpose of the PLP World Languages Collaboration Project is for PLP libraries to share lists of world language titles for cooperative ordering and cataloging. Member libraries are expected to share lists on a regular basis. In addition to the current members’ contribution, solicitation from non-member libraries of significant world language collections with a similar community profile and reading interests is encouraged. The PLP World Language Resource Sharing Basecamp site has 21 total libraries represented in various levels of active engagement from posting regular lists to asking questions about language vendors.

As the World Language Collaboration Project continues, SVLS libraries would like to update the SVLS Council on the following:

1. Accomplishments of the PLP World Languages Collaboration Project:
   - World Languages Vendor list for PLP Libraries
   - Language Expertise and Needs list for PLP Libraries
   - 64 shared lists of added and ordered language content for PLP Libraries

2. Current Status of the PLP World Languages Collaboration Project:
   - Confirming processes work for all
   - Updating vendor and language expertise lists
   - Gathering additional feedback through the formation of a committee of PLP libraries to work on how to build a community of practice for this work

3. The gaps in SVLS staff language expertise are in the Russian, Persian, and Arabic languages.

4. These gaps have been filled by these PLP libraries:
   - None: Russian
   - None: Persian
   - None: Arabic

5. SVLS Technical Services Managers would like the support of the SVLS Council to:
   - Be intentional when hiring to get language expertise; develop staff with language expertise.
     - Support the training of existing staff with language skills to create brief records
     - SVLS may be able to pilot a training model
   - Consider working with PLP to set up a contract service for language catalogers for all PLP libraries.
     - Perhaps as a pilot project or through grant funds
     - Potentially with Backstage
     - OCLC was ruled out due to cost and scope
   - Advocate with vendors to do more - ask them about world languages and the need for quality world language records and data to best meet the needs of our customers.
<table>
<thead>
<tr>
<th>SVLS Libraries</th>
<th>Current Languages Cataloging or Selection Expertise</th>
<th>Languages Cataloging or Selection Expertise Lost in the Past 2-3 Years</th>
<th>Ideas, Thoughts, Suggestions How to Handle the Loss of Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Gatos</td>
<td>Spanish, Japanese, Korean, Chinese</td>
<td></td>
<td>We generally rely on the records we get from the vendors as well as Z39.50</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Korean. Any romance language is easy enough also.</td>
<td></td>
<td>We require OCLC records from language vendors. We also have staff who aren’t catalogers with language skills – Mandarin, Russian, Japanese, Portuguese, Persian, and Pakistani (Urdu)</td>
</tr>
<tr>
<td>Palo Alto</td>
<td>Chinese</td>
<td>Japanese, Korean, Russian</td>
<td>Put an intention around the need in recruitment process Lean on the PLP World Languages Project</td>
</tr>
<tr>
<td>San Jose</td>
<td>Korean, Chinese, Vietnamese, Spanish, Tagalog, Japanese, Indian Languages</td>
<td>Persian, Russian, Arabic</td>
<td>Depending on vendors for selection and often records.</td>
</tr>
<tr>
<td>Santa Clara City</td>
<td>Chinese, Japanese, Spanish</td>
<td>Korean</td>
<td>Solicit OCLC encoding level K or above for world language records provided by vendors. Staff language skills but not cataloging: Russian, Tamil, Vietnamese, Turkish</td>
</tr>
<tr>
<td>Santa Clara County</td>
<td>Chinese, Korean, Vietnamese, Tamil</td>
<td>Hindi, Japanese, Persian, Russian</td>
<td>Get OCLC records from the vendor for Indic languages</td>
</tr>
<tr>
<td>Sunnyvale</td>
<td>None</td>
<td>Chinese, Russian</td>
<td>Depending on Z39.50 and shared records</td>
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</tbody>
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To: Silicon Valley Library System Administrative Council
From: Tracy Gray
Subject: Election of New SVLS Officers for Term FY 2022/23 – FY 2023/24
Date: April 15, 2022

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

<table>
<thead>
<tr>
<th>Chair</th>
<th>Vice-Chair (Chair-elect)</th>
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<tbody>
<tr>
<td>2022/23</td>
<td>Jennifer Weeks</td>
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<tr>
<td>2023/24</td>
<td>Gayathri Kanth</td>
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<tr>
<td>2020/21</td>
<td>Tracy Gray</td>
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<tr>
<td>2021/22</td>
<td>Jennifer Weeks</td>
</tr>
<tr>
<td>2019/20</td>
<td>Ryan Baker</td>
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<tr>
<td>2020/21</td>
<td>Tracy Gray</td>
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<tr>
<td>2018/19:</td>
<td>Hilary Keith</td>
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<tr>
<td></td>
<td>Monique Ziesenhenne</td>
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<tr>
<td>2017/18:</td>
<td>Hilary Keith</td>
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<td></td>
<td>Monique Ziesenhenne</td>
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<td>2016/17:</td>
<td>Hilary Keith</td>
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<td></td>
<td>Monique Ziesenhenne</td>
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<td>2015/16:</td>
<td>Hilary Keith</td>
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<td></td>
<td>Henry Bankhead (03/2015)/Monique Ziesenhenne (09/2015)</td>
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Recommendation

The Nominating Committee has recommended Jennifer Weeks as Chair and Gayathri Kanth as Vice-Chair for the two-year term from FY 2022/23 through FY 2023/24.
FY 2022/2023 SVLS Administrative Council Meeting Schedule

July 15, 2022

October 21, 2022

January 20, 2023

April 21, 2023

All meetings will be held at 10:00 a.m. the third Friday of the month. The location is to be determined. As per past practice, we will hold these dates for potential meetings, but will cancel any meetings that are not deemed necessary.