

BALIS Administrative Council Meeting

AGENDA

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

<https://us02web.zoom.us/j/88583521906?pwd=UTRzSkxVSTcyb01CVEZYTE1Pa3Fldz09>

Meeting ID: 885 8352 1906; Passcode: 827637

Call-in Option: (669)900-6833

BALIS Administrative Council

Alison McKee, Contra Costa County Library (Chair)
Anwan Baker, Livermore Public Library
Brian Simons, San Leandro Public Library
Cindy Chadwick, Alameda County Library
Diana Lopez, Richmond Public Library
Heidi Murphy, Pleasanton Public Library

Jamie Turbak, Oakland Public Library
Jane Chisaki, Alameda Free Library
Jayanti Addleman, Hayward Public Library
Michael Lambert, San Francisco Public Library
Tess Mayer, Berkeley Public Library

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|-------------|--|-------|----------------------|
| I. | Call to Order and Introductions | McKee | |
| II. | Approval of Consent Items (Action Item) | | |
| | A. Approval of Agenda | McKee | |
| | B. Approval of the July 8, 2022 Minutes | McKee | Attachment 1, pg. 3 |
| | C. Approval of the August 4, 2022 Minutes | McKee | Attachment 2, pg. 7 |
| III. | Old Business | | |
| | A. COVID-19 Reopening Updates and Shareouts | McKee | |
| | B. Staff Development Funding Updates | McKee | Attachment 3, pg. 8 |
| IV. | New Business | | |
| | A. Approval of 1 st Amendment to Lawyers in the Library Memorandum of Understanding (Action Item) | McKee | Attachment 4, pg. 10 |
| 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 agendaized pursuant to state law.)
- VII. Agenda Building and Location for Next Meeting on January 6, 2023**
- 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:

Alameda Free Library, 1550 Oak St., Alameda, CA 94501
 Berkeley Public Library, 2090 Kittredge Ave., 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
 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
 San Leandro Public Library, 300 Estudillo Ave., San Leandro, CA 94577
 Tradewinds Island Grand Beach Resort, 5500 Gulf Blvd., St. Pete Beach, FL 33706
 PLS/PLP Admin office, 32 W. 25th Ave., Suite 201, San Mateo, CA 94403

BALIS Administrative Council Meeting**MINUTES****July 8, 2022****10:00 a.m. via Zoom****Attendees:****Council:**

Alison McKee, Chair, Contra Costa County
 Cindy Chadwick, Alameda County
 Jane Chisaki, Alameda Free
 Anwan Baker, Livermore Public
 Jamie Turbak, Oakland Public
 Lia Bushong, Pleasanton Public
 Melinda Cervantes, Richmond Public
 Michael Lambert, San Francisco Public

Staff:

Carol Frost, PLP/BALIS
 Justin Wasterlain, PLP/BALIS

Guest:

Brian Simons, San Leandro

I. Call to Order and Introductions

President McKee called the meeting to order at 10:02 a.m.

II. Adoption of Agenda

A motion was made and passed via roll-call vote to move item 5.B ("Consideration and Approval of Request from San Leandro Public Library to Join BALIS, and, by Default, PLP") before item 3 on the agenda. Cervantes was not present, all other parties voted in the affirmative. (M/S Addleman/Chisaki)

III. Approval of Consent Calendar**A. Approval of the April 1, 2022 Minutes**

A motion was made and passed via roll-call vote to approve the Consent Calendar. Cervantes was not present, Addleman and Bushong abstained, all other parties voted in the affirmative. (M/S Turbak/Chadwick)

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

Chisaki reported multiple changes in Alameda County's mask mandate have caused confusion for staff and patrons and resulted in events being modified on short notice. Alameda Free Library is frequently short-staffed due to external COVID-19 exposures. Turbak noted the City of Oakland requires masks in all city-owned facilities. Many incidents start when staff approach patrons about wearing masks. Lambert stated San Francisco Public Library does not have a mask mandate for patrons, but a 14-day mask mandate for staff goes into effect if more than three

staff members in a location test positive within a certain number of days. McKee noted Contra Costa County has similar restrictions derived from Cal OSHA's "Outbreak Guidelines." McKee praised the excellent service she recently received at Oakland's Rockridge branch. Addleman reported a lack of timely communication between the County and cities about mask mandates caused confusion. McKee stated Contra Costa County Library will hire a temporary employee to manage the high number of COVID-19 notifications being sent out. She also noted the library is hosting in-person storytimes again. Lambert presented statistics related to San Francisco Public Library's recovery since the March 2020 COVID-19 closures. Chadwick announced Alameda County may provide a one-time, \$1,500 "hero's pay" bonus for staff working onsite during pandemic. Turbak noted it could be difficult deciding how much onsite work qualifies for hero's pay. McKee added Contra Costa County was doing something similar. Baker shared that Livermore patrons are confused by the mask mandate, but there is high compliance. Baker noted illness was still causing staffing gaps. Cervantes announced Richmond has made an offer to a new library director. Cervantes' tenure at Richmond will end in August.

B. Staff Development Funding Updates

Frost provided a summary of how BALIS staff development funds were used in FY 2021-22. Reports for projects are included in the meeting agenda packet. Richmond's report will be included in the agenda packet for the October 7, 2022 meeting.

V. New Business

A. Review and Determine Continuation of BALIS Staff Development Support

McKee reported on recommendations from an Ad Hoc group comprised of herself, Murphy, and Cervantes to expand the allowable uses of BALIS staff development funds and define an equity-based method of distribution. Wasterlain presented on three equity-based models using local income per capita (LIPC) levels, staff size, and a combination of the two factors. A discussion occurred about how funds could be used for memberships to professional organizations. Addleman suggested limiting use to pay for institutional memberships rather than individual staff memberships. McKee suggested stipulating funds could not be used to pay for an organization's PLP membership. Turbak noted the categories for use, such as "collections" or "facilities," are too vague. McKee suggested that the Council could choose a subject of focus, like diversity, equity, and inclusion, and libraries could utilize funds for anything related to the chosen subject. Chadwick agreed that a focus is useful to help libraries learn from each other's projects. Turbak asked if funds could be used for conference attendance. Chadwick and McKee stated that they could, especially for staff who will be presenting. Addleman proposed maintaining a total allocation of \$70,000. McKee noted usage of funds might increase due to expanding the allowable uses. Addleman stated San Leandro Public Library should not have access to the BALIS staff development funds this year since it had not originally

contributed resources to its creation. A motion was made and passed via roll-call vote to allocate \$70,000 to be used by current BALIS members in FY 2022-23, excluding San Leandro, for institutional membership to any professional library organization or DEI related program or services. Cervantes was not present, all other parties voted in the affirmative. (M/S Addleman, Baker) An additional motion was made and passed via roll-call vote to allocate funds based on library LIPC levels in FY 2022-23. Cervantes was not present, all other parties voted in the affirmative. (M/S Addleman/Chadwick)

B. Consideration and Approval of Request from San Leandro Public Library to Join BALIS, and, by Default, PLP

Simons noted that he and his staff are excited for the San Leandro Public Library to join and contribute to BALIS. Frost noted the PLP Executive Committee has been informed of San Leandro Public Library's potential inclusion into BALIS and PLP. Frost recommended that San Leandro Public Library receive a reduced membership fee in FY 2022-23 of \$4,999 since they will not be able to benefit from CLSA funds this year. She noted BALIS has no CalPERS fiscal obligations but does have a fiscal responsibility to provide health care for one System retiree, noting that there is sufficient fund balance earmarked for those ongoing costs. She stated that should the retiree's health care costs exceed those funds; San Leandro Public Library should not be responsible for any additional resources needed to maintain the retiree's health care coverage. Frost noted she has been consulting PLP's attorney to clarify if approval at this meeting is sufficient for San Leandro Public Library to join the JPA, or if a Resolution would be required. If additional action is needed, a special meeting will be called. The San Leandro Public Library will need to petition the California Library Service Board in the fall for final approval. A motion was made and passed via roll-call vote to approve the San Leandro Public Library as a member of BALIS, and by default, a member of PLP, when procedure is determined and to exempt the San Leandro San Leandro Public Library from future retiree health care costs. Cervantes was not present, all other parties voted in the affirmative. (M/S Lambert/Addleman)

VI. Reports

A. Report of System Chair

McKee announced Contra Costa County was filling staff vacancies. Turbak noted library staffing is difficult, in part, due to employees who want to maintain work from home privileges. Lambert added working from home creates potential equity issues between higher paid positions that are given the opportunity to work from home and lower paid positions that are generally not. Chadwick shared Alameda County Public Library has lost employees to other departments that allow 100% work from home schedules.

Cervantes joined meeting at 11:46 a.m.

B. Report of System Administration

Frost announced PLP Innovation and Technology Grants were open. She added PLP Staff Development Initiatives Grants were also being accepted.

VII. Public Comment

No public comment

VIII. Agenda Building and Location for Next Meeting on October 7, 2022

- Hiring issues and remote work conversation
- COVID-19 updates
- Recruitment and retention strategies

IX. Announcements

Chadwick announced Brian Edwards is leaving Alameda County Library to become director of Monterey Public Library. Addleman announced the opening of a lactation pod at Hayward Public Library. She also noted the Hayward Library Commission and City Council endorsed ALA's Library Bill of Rights and Freedom to Read Statement. Lambert shared Mayor Breed agreed to a 25-year renewal of SFPL's property tax revenue stream. Turbak announced Oakland's Measure Q parcel tax passed by 82%. Cervantes encouraged libraries to do a classification and compensation study to improve staff retention.

X. Adjournment

The meeting was adjourned at 12:02 p.m. by Chair McKee.

BALIS Administrative Council Special Meeting**MINUTES****August 4, 2022****12:00 p.m. via Zoom****Attendees:****Council:**

Alison McKee, Chair, Contra Costa County
 Anwan Baker, Livermore Public
 Cindy Chadwick, Alameda County
 Heidi Murphy, Pleasanton Public
 Jamie Turbak, Oakland Public
 Jane Chisaki, Alameda Free
 Jayanti Addleman, Hayward Public
 Melinda Cervantes, Richmond Public
 Tess Mayer, Berkeley Public

Staff:

Carol Frost, PLP/BALIS
 Justin Wasterlain, PLP/BALIS

I. Call to Order and Introductions

Chair McKee called the meeting to order at 12:02 p.m.

II. Adoption of Agenda

A motion was made and passed via roll-call vote to adopt the agenda. Baker was not present, all others voted in the affirmative. (M/S Jayanti/Chisaki)

Baker joined meeting at 12:03 p.m.

III. Adoption of Resolution of the Bay Area Library and Information System Council in Support of the San Leandro Public Library Joining the Bay Area Library and Information System

Frost explained the process required for the BALIS Council to approve San Leandro Public Library joining BALIS. The adopted resolution supporting San Leandro Public Library joining BALIS would also allow San Leandro Public Library to be recognized by the California Library Services Board as a member of PLP. A motion was made and passed unanimously via roll-call vote to adopt the resolution of the BALIS Council in support of the San Leandro Public Library joining BALIS. (M/S Murphy/Cervantes)

IV. Public Comment

No public comment

V. Adjournment

The meeting was adjourned at 12:06 p.m. by Chair McKee

BALIS Financial Support for Libraries Reporting Form

Grantee (Library):	Richmond Public Library
Grant Amount:	\$7,000

1. Briefly describe how you used the financial support funding.

Richmond Public Library anticipates being awarded Library Infrastructure grant funds and staff expressed interest in learning more about Human Centered Design for libraries. Margaret Sullivan Studio was selected to deliver two 4-hour interactive workshops. The first workshop was held on June 30, 2022, and the second is scheduled for July 22.

2. Identify barriers or challenges encountered throughout your funded initiative.

Due to staff capacity issues including absences due to COVID outbreaks, the MSS workshops were rescheduled twice. We also encountered significant internal hurdles to obtaining contract approval. The City of Richmond passed Measure U and now requires all vendors doing business regardless of in-person or virtual delivery to obtain a business license. In addition, a Sole Source contract approval required additional approvals by Purchasing, Finance and the City Manager.

3. Report final findings and observations from the 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.)

A total of 21 managers, supervisors, librarians, and paraprofessional staff participated in Workshop #1 held on June 30, 2022. During this 4-hour workshop on Human Centered Design, participants had the opportunity to introduce themselves to the MSS Team, learn about their own vision for the

Main Library remodel, develop a basic understanding of Human Centered Design (HCD) and through two breakout sessions, envision Richmond's residents, neighborhoods using the "I see..." worksheet and Miro virtual platform (lots of virtual sticky notes!). The worksheet asked the following questions: "I see someone in the community who needs...", "I see someone in the community who aspires..." and "I believe the library can provide these experiences for them..."

Many RPL staff currently live or grew up in Richmond and were asked to describe Richmond. This was a very heartfelt conversation about feeling safe or unsafe, proud of Richmond and the recent progress the city is experiencing or sad to see things changing for the worse; many shared how challenging it is just to come to work where vandalism and large numbers of the unhoused now occupy the Library courtyard, front steps, etc. Participants contributed many ideas, solutions, and role that our libraries play in offering a respite for those struggling, a safe place for kids and teens, a place of learning, exploration and innovation and a trusted resource of all types of information.

The first workshop ended on a very positive and hopeful note. Participants reported out on the exercise focusing on different user groups/segments of the Richmond Community and beginning to identify their motivations, culture, values and what the Library can offer (e.g., multi-generational, new immigrant families who put family first, value education and celebrate their culture).

Staff are looking forward to the July 22nd workshop and the summary report that will help guide staff in going further with their planning interior and exterior spaces at the Main Library and two branch libraries. What I am most excited about is the teamwork and respect exhibited by all participants. I am very appreciative of the staff development funding provided by PLP/BALIS knowing that the most important outcome is laying the foundation for future growth and improved library services.



1st Amendment to the Memorandum of Understanding – Lawyers in the Library

The purpose of this amendment is to modify the Memorandum of Understanding entered on June 30, 2022 between Legal Access Alameda, 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. The modifications listed in this amendment will be effective October 7, 2022.

It is mutually understood that:

- San Leandro Public Library will be included as a member of the Libraries.
- The section named Number of Sessions will include the item, “San Leandro Public Library: 1-3 session/month.”
- The section named Amounts Paid will include the item, “San Leandro Public Library: \$900.”
- The section named Amounts Paid will increase the total cost paid by the Libraries from \$15,000 to \$15,900.
- The section named Indemnification will be changed to:

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, San Leandro Public 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.
- All other remaining provisions contained within the currently existing Memorandum of Understanding shall remain in full force and effect.
- San Leandro Public Library agrees to all provisions of this Memorandum of Understanding.



Amendment of MOU Approval

This agreement is amended upon this _____th day of _____, 2022 by and between the undersigned agencies.

Legal Access Alameda

By: _____ Date: _____

NAME _____ Title _____



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

This agreement is amended upon this ___th___ day of _____, 2022 by and between the undersigned agencies.

Alameda County Library

By: _____ Date: _____

NAME _____ Title _____



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

This agreement is amended upon this ___th___ day of _____, 2022 by and between the undersigned agencies.

Alameda City Library

By: _____ Date: _____

NAME _____ Title _____



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

This agreement is amended upon this ___th___ day of _____, 2022 by and between the undersigned agencies.

Berkeley Public Library

By: _____ Date: _____

NAME _____ Title _____



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

This agreement is amended upon this ___th___ day of _____, 2022 by and between the undersigned agencies.

Hayward Library

By: _____ Date: _____

NAME _____ Title _____



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

This agreement is amended upon this ___th___ day of _____, 2022 by and between the undersigned agencies.

Livermore Public Library

By: _____ Date: _____

NAME _____ Title: _____



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

This agreement is amended upon this ___th___ day of _____, 2022 by and between the undersigned agencies.

Oakland Public Library

By: _____ Date: _____

NAME _____ Title _____



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

This agreement is amended upon this ___th___ day of _____, 2022 by and between the undersigned agencies.

Pleasanton Public Library

By: _____ Date: _____

NAME _____ Title _____



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

This agreement is amended upon this ___th___ day of _____, 2022 by and between the undersigned agencies.

San Leandro Public Library

By: _____ Date: _____

NAME _____ Title _____