BALIS Administrative Council Meeting

AGENDA

January 6, 2023
Hayward Public Library - Fremont Bank Foundation Meeting Room
888 C Street, Hayward, CA 94541

10:00 a.m.

BALIS Administrative Council
Alison McKee, Contra Costa County Library (Chair)  Jamie Turbak, Oakland Public Library
Anwan Baker, Livermore Public Library  Jane Chisaki, Alameda Free Library
Brian Simons, San Leandro Public Library  Jayanti Addleman, Hayward Public Library
Cindy Chadwick, Alameda County Library  Michael Lambert, San Francisco Public Library
Diana Lopez, Richmond Public Library  Tess Mayer, Berkeley Public Library
Heidi Murphy, Pleasanton Public Library

I. Call to Order and Introductions  McKee

II. Approval of Consent Items (Action Item)
A. Approval of Agenda  McKee
B. Approval of the October 7, 2022 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. 5

IV. New Business
A. Formation of Nominating Committee for FY 2023-24 Officers  McKee  Attachment 3, pg. 6
B. Discussion on Staff Training and Support for Challenging Encounters  McKee
C. Cross-Marketing for Downloadable Audiobooks  McKee
D. Strategic Planning Updates  McKee
E. Strategies for the Building and Construction of New Facilities  McKee

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 07, 2023

VIII. Announcements

IX. Adjournment
BALIS Administrative Council Meeting

MINUTES

October 7, 2022
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
Nathan Brumley, Livermore Public
Lia Bushong, Pleasanton Public
Diana Lopez, Richmond Public
Michael Lambert, San Francisco Public
Brian Simons, San Leandro Public

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

I. Call to Order and Introductions
President McKee called the meeting to order at 10:02 a.m.

II. Approval of Consent Items
A. Approval of Agenda
B. Approval of the July 8, 2022 minutes
C. Approval of the August 4, 2022 minutes

A motion was made, and passed unanimously via roll-call vote, to approve the consent items. (M/S Simons/Lopez)

III. Old Business
A. COVID-19 Reopening Updates and Shareouts
Directors discussed recent trends in patron visits, changes in open hours, and staffing.

B. Staff Development Funding Updates
Frost encouraged libraries to claim their allocations.
IV. New Business

A. Approval of 1st Amendment to Lawyers in the Library Memorandum of Understanding
Frost reported the San Leandro Public Library has requested to participate in the Lawyers in the Library program, and an amendment to the Memorandum of Understanding is required. McKee expressed interest for libraries located in Contra Costa County to do something similar. A motion was made, and passed via roll-call vote, to approve the first amendment to the Lawyers in the Library Memorandum of Understanding. Simons abstained, all other parties voted in the affirmative. (M/S Addleman/Chadwick)

V. Reports

A. Report of System Chair
McKee reported she signed the Resolution for the San Leandro Public Library to join BALIS. McKee announced Contra Costa County Library received infrastructure funding from the State.

B. Report of System Administration
Frost reported that the California Library Services Board unanimously approved San Leandro Public Library’s inclusion into PLP. Frost announced the Future of Libraries conference will take place at San Francisco Public Library on October 18th. Upcoming State Library initiatives were discussed.

VI. Public Comment
No public comment

VII. Agenda Building and Location for Next Meeting on January 6, 2023
A. Conversation on staff training and support
B. Cross-library marketing for downloadable audiobooks
C. Updates on current strategic planning processes
D. Strategies for the construction of new library buildings
E. To be held in-person at the Hayward Public Library

VIII. Announcements
Addleman announced the library’s participation in the City of Hayward’s annual Halloween Trunk or Treat event. Simons reported San Leandro Public held a successful car show introducing many non-users to the library. Lambert announced San Francisco Public was recruiting a new Chief of Public Services and the Library Preservation Fund charter amendment is on the November ballot. Bushong announced Pleasanton Public Library would have an upcoming staff development day. Addleman encouraged voting in the CLA elections.

IX. Adjournment
The meeting was adjourned at 11:37 a.m. by Chair McKee.
<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>PROJECT DESCRIPTION</th>
<th>AMOUNT AVAILABLE</th>
<th>AMOUNT CLAIMED</th>
<th>DATE CLAIMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alameda County</td>
<td>The funds will be used to provide training for Justice Equity Diversity Inclusion (JDEI) and Racial Equity Action Plan (REAP).</td>
<td>$6,300</td>
<td>$6,300</td>
<td>8/17/2022</td>
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<tr>
<td>Alameda Free</td>
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<td>$6,300</td>
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<tr>
<td>Berkeley Public</td>
<td></td>
<td>$5,250</td>
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<tr>
<td>Contra Costa County</td>
<td></td>
<td>$9,333</td>
<td></td>
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<tr>
<td>Hayward Public</td>
<td>2 DEI trainings, institutional membership, conference attendance</td>
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<td>Pleasanton Public</td>
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<td>San Francisco Public</td>
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<td><strong>Total disbursement</strong></td>
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<td><strong>Budgeted</strong></td>
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<td><strong>Variance</strong></td>
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<td><strong>$38,734</strong></td>
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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

<table>
<thead>
<tr>
<th></th>
<th>Chair</th>
<th>Vice-Chair</th>
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<tbody>
<tr>
<td>2023/24</td>
<td>Alison McKee</td>
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<td>2022/23</td>
<td>Alison McKee</td>
<td>Tess Mayer</td>
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<tr>
<td>2021/22</td>
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<td>2020/21</td>
<td>Cindy Chadwick</td>
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<td>Melinda Cervantes</td>
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<td>2016/17</td>
<td>Gerry Garzon</td>
<td>Heidi Dolamore</td>
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<td>Donna Corbeil</td>
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<td>Carmen Martinez</td>
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Recommendation

It is recommended that the BALIS Administrative Council form an ad hoc nominating group at their January meeting, with the charge of identifying a Chair and Vice Chair for FY 2023/24 and FY 2024-25.