

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)
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

- 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.

BALIS Financial Support for Libraries
FY 2022-23

LIBRARY	PROJECT DESCRIPTION	AMOUNT AVAILABLE	AMOUNT CLAIMED	DATE CLAIMED
Alameda County	The funds will be used to provide training for Justice Equity Diversity Inclusion (JDEI) and Racial Equity Action Plan (REAP).	\$6,300	\$6,300	8/17/2022
Alameda Free		\$6,300		
Berkeley Public		\$5,250		
Contra Costa County		\$9,333		
Hayward Public	2 DEI trainings, institutional membership, conference attendance	\$9,333	\$9,333	12/28/2022
Livermore Public		\$6,300		
Oakland Public		\$6,300		
Pleasanton Public	Advancing EDI Workshop, inclusive services, conference attendance	\$6,300	\$6,300	8/9/2022
Richmond Public	DEI Programming and Outreach, TBD	\$9,333	\$9,333	9/8/2022
San Francisco Public		\$5,250		
	Total disbursement		\$31,266	
	Budgeted		\$70,000	
	Variance		\$38,734	

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
2023/24 2024/25		
2022/23 2021/22	Alison McKee Alison McKee	Tess Mayer Tess Mayer
2020/21 2019/20	Cindy Chadwick Cindy Chadwick	Tamera LeBeau/VACANT Tamera LeBeau
2018/19 2017/18	Cindy Chadwick Cindy Chadwick	Melinda Cervantes Melinda Cervantes
2016/17 2015/16	Gerry Garzon Donna Corbeil	Heidi Dolamore Gerry Garzon
2014/15 2013/14	Carmen Martinez	Donna Corbeil

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.