

## SVLS Administrative Council Meeting

### Agenda

February 1, 2023

Santa Clara County Library District Offices

1370 Dell Ave, Campbell, CA 95008

2:30 p.m.

#### SVLS Administrative Council

Jennifer Weeks, Santa Clara County Library District (Chair)

Gayathri Kanth, Palo Alto Public Library (Vice-Chair)

Jill Bourne, San Jose Public Library

Michelle Perera, Sunnyvale Public Library

Patty Wong, Santa Clara City Library

Ryan Baker, Los Gatos Public Library

Tracy Gray, Mountain View Public Library

#### I. Call to Order and Introductions

#### II. Approval of Consent Items (Action Item)

- |   |       |                     |
|---|-------|---------------------|
| A. Adoption of Agenda                       | Weeks |                     |
| B. Approval of the October 26, 2022 Minutes | Weeks | Attachment 1, pg. 3 |

#### III. Old Business

- |   |       |
|---|-------|
| A. SVLS Technical Services Group Update                     | Frost |
| B. Operational Updates                                      | Weeks |
| C. Update on State Library Programs and Director Engagement | Weeks |

#### IV. New Business

- |                                     |       |                     |
|-------------------------------------|-------|---------------------|
| A. Day in the District Coordination | Weeks | Attachment 2, pg. 6 |
| B. Update on SVLS Officers          | Weeks | Attachment 3, pg. 7 |

#### V. Reports

- |   |            |
|---|------------|
| A. Silicon Valley Reads                           | Weeks      |
| B. PLP Executive Committee Update                 |            |
| 1) SVLS Representation on PLP Executive Committee | Gray/Baker |
| C. Report of System Administration                | Frost      |

#### VI. Agenda Building and Location for Next Meeting on April 21, 2023

- 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 agendaized pursuant to state law.)
- VIII. Announcements and Reports from Libraries**
- IX. Adjournment**

**SVLS Administrative Council Meeting**  
**MINUTES**  
**October 26, 2022**  
**2:30 p.m. via Zoom**

**Council:**

Jennifer Weeks, Chair, Santa Clara County Library District  
 Tracy Gray, Mountain View Public Library  
 Gayathri Kanth, Palo Alto City Library  
 Michelle Ornat, San Jose Public Library  
 Patty Wong, Santa Clara City Library  
 Michelle Perera, Sunnyvale Public Library

**System Staff:**

Carol Frost, PLP  
 Justin Wasterlain, PLP

**I. Call to Order and Introductions**

The meeting was called to order at 2:35 p.m. by Chair Weeks.

**II. Approval of Consent Items****A. Adoption of Agenda****B. Approval of the April 15, 2022 Minutes**

A motion was made, and passed unanimously via roll-call vote, to approve the Consent Items. (M/S Wong, Weeks)

**III. Old Business****A. SVLS Technical Services Group Update**

Frost reported the SVLS Technical Services Group made efforts to incorporate other PLP libraries. She noted the Group conducted a survey and focus groups to gather information about world language collection practices in the area. The Group is analyzing the results.

**B. COVID-19 Updates**

Weeks stated County facilities still require the use of masks for staff and public. It is expected to remain that way through the winter. Gray noted Mountain View is determining how OSHA requirements will affect signage in the library and preparing for changes to the Brown Act in February. Wong reported Santa Clara's City Council has moved to a hybrid meeting format with Council Members in-person and the meetings streamed on Zoom. The Board of Library Trustees would like to meet in person, but the technology needed for hybrid meetings is not available yet. Kanth reported Palo Alto would have an in-person staff development day on November 4, 2022. Ornat stated mask mandates for both the San Jose Public Library and San Jose State University Library were lifted on September 12, 2022. She noted the Library Commission is still meeting virtually. Perera reported Sunnyvale still has a few virtual programs, but most are in-person and showing good attendance.

**IV. New Business****A. Consideration of 2023 Contribution to *Silicon Valley Reads***

Weeks provided a brief overview of the 2023 Silicon Valley Reads program. She noted SVLS traditionally contributes \$5,000 to Silicon Valley Reads. Frost explained how SVLS's fund balance was originally established and how it has been used in the past. A motion was made, and passed unanimously via roll call vote, to approve the contribution of \$5,000 from the SVLS Fund Balance to the 2023 Silicon Valley Reads program. (M/S Wong, Ornat)

**B. General Sharing about State Library Programs**

Gray inquired if there was something the SVLS Council could do as a group to encourage the State Library to elicit more library director input on its initiatives before decisions are made. The directors discussed the challenges of participating and not participating in recent statewide programs and brainstormed ideas. Weeks volunteered to contact State Library staff to start a conversation.

**C. MLS Requirements for Staff**

Kanth shared Palo Alto does not require an MLS for regular librarian positions. She hired two great employees because of this. Wong noted her position does not require an MLS, but she does not advocate for this and would like to preserve accreditation standards. Kanth stated it would be beneficial to engage library schools about their standards rather than removing accreditation requirements all together. Wong added curriculum standards were being updated to better incorporate diversity, equity, and inclusion. Weeks noted many non-librarian positions are needed to round out staffing. Perera described parity issues between job classification in the Library and Recreation departments. Gray shared Mountain View librarian positions do not require an MLS, but the director position does. Ornat noted San Jose requires librarians to have an MLS, but will make exceptions for people who are within six months of graduating from a program.

**V. Reports****A. *Silicon Valley Reads***

Weeks noted the Silicon Valley Reads update was provided as part of Item IV.A.

**B. PLP Executive Committee Update**

Gray provided a summary of the October 17, 2022 PLP Executive Committee meeting.

**C. Report of System Administration**

Frost reported on the recent Future of Libraries Conference and the California Library Services Board approval of San Leandro Public Library's inclusion into PLP.

**VI. Agenda Building and Location for Next Meeting**

Wong will be attending a conference on January 25, 2023. The Council rescheduled the meeting for February 1 at 2:30 p.m. The meeting will be in person at the Santa Clara County headquarters building in Campbell.

- Update on State Library programs and director engagement

**VII. Public Comment**

There was no public comment.

**VIII. Announcements and Reports from Libraries**

Gray noted Mountain View is recruiting for an Assistant Director. Wong shared Santa Clara is hiring a new Management Analyst. Kanth reported Palo Alto will be voting on a ballot measure that may affect library hours. Ornat noted San Jose recently opened 16 libraries on Sundays as a pilot program. Weeks reported Santa Clara County Library District's strategic plan was being presented to their Board on October 27, 2022. Perera noted Sunnyvale is recruiting for a Supervising Librarian – Technology Services.

**IX. Adjournment**

The meeting was adjourned at 4:01 p.m. by Chair Weeks.

## SVLS Legislative Representatives

## California State Assembly Representatives

District	Name	PLP Libraries	Party	Capitol Building Room	Phone	District Offices
23	Marc Berman	Mountain View, Palo Alto, SCCLD, SJPL	(D)	6130	(916)319-2023	721 Colorado Ave, Suite 1010, Palo Alto, CA 94303
24	Alex Lee	SCCLD, SJPL	(D)	6330	(916) 319-2024	1313 North Milpitas Blvd, Suite 255, Milpitas, CA 95035
25	Ash Kalra	SJPL	(D)	4610	(916) 319-2025	111 W. St John St, Suite 1150, San Jose, CA 95113
26	Evan Low	SCCL, SCCLD, SJPL, Sunnyvale	(D)	6110	(916) 319-2026	20111 Stevens Creek Blvd, Suite 220, Cupertino, CA 95014
28	Gail Pellerin	SCCLD, SJPL, Los Gatos	(D)	6310	(916) 319-2028	17555 Peak Ave, Suite 100, Morgan Hill, CA 95037
29	Robert Rivas	SCCLD	(D)	5110	(916) 319-2029	525 Monterey St, Soledad, CA 93960

## California State Senators

District	Name	PLP Libraries	Party	Capitol Building Room	Phone	District Offices
10	Aisha Wahab	SCCL, SCCLD, SJPL, Sunnyvale	(D)	7330	(916) 651-4410	39510 Paseo Padre Pkwy, Suite 280, Fremont, CA 94538
13	Josh Becker	Mountain View, Palo Alto, SCCLD, Sunnyvale	(D)	7250	(916) 651-4013	1528 S. El Camino Real, Suite 303, San Mateo, CA 94402
15	Dave Cortese	Los Gatos, SCCLD, SJPL	(D)	6630	(916) 651-4015	2105 S. Bascome Ave, Suite 154, Campbell, CA 95008
17	John Laird	SCCLD, SJPL	(D)	8720	(916) 651-4017	99 Pacific St, Suite 575F, Monterey, CA 93940

## US Congressional Reps

District	Name	PLP Libraries	Party	Office Room	Phone	District Offices
16	Eshoo, Anna G	Los Gatos, Mountain View, Palo Alto, SCCLD,	(D)	272 CHOB	(202) 225-8104	698 Emerson St, Palo Alto, CA 94301
17	Khanna, Ro	SCCL, Sunnyvale,	(D)	306 CHOB	(202) 225-2631	3150 De La Cruz Blvd, Suite 240, Santa Clara, CA 95054
18	Lofgren, Zoe	SJPL	(D)	1401 LHOB	(202) 225-3072	635 N. First St, Suite B, San Jose, CA 95112

**To:** Silicon Valley Library System Administrative Council  
**From:** Justin Wasterlain, Assistant Director  
**Subject:** Update on SVLS Officers  
**Date:** February 1, 2023

## 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

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

## Recommendation

Per the Bylaws, terms are intended to be for two years. It is noted that Jennifer Weeks and Gayathri Kanth will be serving the second year of their term. It is recommended that a nominating committee be formed in January of 2024 to elect a new Vice-Chair (Chair-elect).