BALIS Administrative Council Meeting

AGENDA

April 7, 2023 at 10:00 a.m.
Via Zoom

https://us02web.zoom.us/j/82952728781?pwd=RDZxSkVxRE43Rlk4UG1JZTJDRjdCUT09
Meeting ID: 829 5272 8781; Passcode: 008053
Call-in Option: (669) 900-6833

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
LaShonda White, Richmond Public Library     Tess Mayer, Berkeley Public Library
Heidi Murphy, Pleasanton Public Library

I. Call to Order and Introductions

II. Approval of Consent Items (Action Item)

A. Approval of Agenda

B. Approval of the January 6, 2023 Minutes

III. Old Business

A. COVID-19 Reopening Updates and Shareouts

B. Staff Development Funding Updates

IV. New Business

A. Raising Leaders Discussion

Guest Speaker: Ms. Davida Scott, Teacher, Hayward Adult School

B. Recommendations from Nominating Committee for FY 2023-24 BALIS Offices (Action Item)

C. Review and Approval of Lawyers in the Library Contract (Action Item)

Attachment to be distributed separately

D. Cross-Marketing for Downloadable Audiobooks Update

E. Strategic Planning Update from San Francisco Public Library

32 West 25th Ave, Suite 201, San Mateo, CA 94403  p (650) 349-5538  f (650) 349-5089
F. Review of BALIS Council Meeting Schedule for FY 2023-24

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 July 7, 2023

VIII. Announcements

IX. Adjournment

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) 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."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.
(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.”

Gov't Code § 54953 (3) “If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e).”
Meeting Locations:
Alameda County Library, 2450 Stevenson Blvd., Fremont, CA 94538
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
Oakland Public Library, 125 14th St., Oakland, CA 94612
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
PLS/PLP Admin office, 32 W. 25th Ave., Suite 201, San Mateo, CA 94403
BALIS Administrative Council Meeting

MINUTES

January 6, 2023
10:00 a.m. at Hayward Public Library

Attendees:
Council: Alison McKee, Chair, Contra Costa County
Cindy Chadwick, Alameda County
Jane Chisaki, Alameda Free
Jayanti Addleman, Hayward Public
Anwan Baker, Livermore Public
Jaime Turbak, Oakland Public
Lia Bushong, Pleasanton Public
Maureen Singleton, 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 10:08 a.m.

II. Approval of Consent Items
A. Approval of Agenda
B. Approval of the October 7, 2022 minutes
   A motion was made to approve the Consent Items. Simons was not present, all
   others approved the motion via voice vote. (M/S Addleman/Chisaki)

III. Old Business
A. COVID-19 Reopening Updates and Share Outs
   Directors discussed how jurisdictions are addressing health guidelines, mask
   mandates, and work-from-home policies.
B. Staff Development Funding Updates
   Wasterlain noted which libraries have claimed funds. He encouraged others to
   submit their claim forms.

IV. New Business
A. Formation of Nominating Committee for FY 2023-24 Officers
   Frost asked for volunteers to form a Nominating Committee for FY 2023-24 officers.
   Addleman, Chadwick, and Simons volunteered. Frost specified that any member can
   be nominated. Nominations will be voted on at the April 2023 Council meeting. The
   officers elected will begin their term on July 1, 2023.
B. Discussion on Staff Training and Support for Challenging Encounters
Addleman asked if directors knew of an effective staff training related to traumatic events. Bushong mentioned the police department has provided training, but they may not fully understand the library environment and code of conduct, which can cause a disconnect. She mentioned Ryan Dowd or PAVE Prevention training as possibilities. Simons noted San Leandro was exploring Verbal Judo training and may use it as a city-wide training. Singleton stated suicide prevention organizations have been helpful to staff when processing traumatic incidents.

C. Cross-Marketing of Downloadable Audiobooks
McKee suggested creating an Ad Hoc Group to consider strategies for cross-marketing Libby audiobooks across the BALIS region. She noted the group should have library staff representing all the geographic regions and that anyone involved should have the authority to make marketing decisions. McKee stated her staff was researching bus and BART advertisements since they would be seen throughout the BALIS jurisdictions. Addleman voiced concern that an increase in marketing for Libby materials would increase the already high wait times for audiobooks. McKee suggested a workaround that would allow patrons to look for materials with lower wait times by utilizing cards from different jurisdictions. Addleman stated the service should be improved so patrons would not require workarounds. Simons suggested both marketing and improvements could be considered simultaneously. He asked if there was an interest in an audiobook consortium. Frost noted PLP had purchased subscriptions to Flipster for some consortium libraries. She added PLS, MARINet, and NorthNet Library System entered into an OverDrive reciprocal lending agreement to expand their available resources. McKee noted advertising on the back of buses is affordable. Full custom wraps of a vehicle were considerably more expensive. Simons recounted a successful Spotify ad campaign and noted it was effective and affordable. Simons, Turbak, McKee formed an Ad Hoc Group to explore the idea further.

D. Strategic Planning Updates
Singleton announced SFPL is in the final stage of contracting with a vendor to create a five-year strategic plan for the library. She stated the creation of the plan would take one year. Simons showed an interest in piggybacking on the contract if the cost would be scalable. Chadwick acknowledged Alameda County was in the middle of its current five-year plan and was questioning if the current plan could be extended when complete or if it would be better to start a new five-year plan from scratch. Bushong noted Pleasanton was currently working on a strategic plan. McKee stated Contra Costa was revising its strategic plan and using OrangeBoy to assist.
E. Strategies for the Building and Construction of New Facilities
Chadwick asked how one started to plan and build a new facility. Addleman advised starting with an architect familiar with libraries. She noted they would help with the community assessment and would understand the sequence of events leading to the construction. Addleman stated even if funding is uncertain, talking with an architect would help. Simons added most cities can find funds for a building when there is public support for new construction. Turbak suggested conducting a feasibility study.

V. Reports
A. Report of System Chair
   No report.

B. Report of System Administration
   Frost described the BALIS Council’s current compliance with the Brown Act. She encouraged the Council to decide how to hold future meetings. The directors showed no strong preference for in-person or virtual. Frost reported Diana Lopez left Richmond Public Library to become the County Librarian of Yolo County. Frost announced Henry Bankhead would be the Assistant Director for Berkeley Public Library.

VI. Public Comment
No public comment.

VII. Agenda Building and Location for Next Meeting on April 7, 2023
The meeting is tentatively scheduled to be at the San Leandro Public Library.

A. Report from Nominating Committee

B. Cross-Marketing Ad Hoc Group Report Out

C. SFPL Strategic Planning Report Out

D. Alameda County PAVE Prevention Training Report Out

VIII. Announcements
No announcements.

IX. Adjournment
The meeting was adjourned at 12:00 p.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>
</tr>
<tr>
<td>Alameda Free</td>
<td></td>
<td>$6,300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berkeley Public</td>
<td></td>
<td>$5,250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contra Costa County</td>
<td></td>
<td>$9,333</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hayward Public</td>
<td>2 DEI trainings, institutional membership, conference attendance</td>
<td>$9,333</td>
<td>$9,333</td>
<td>12/28/2022</td>
</tr>
<tr>
<td>Livermore Public</td>
<td>LGBT Connection Training</td>
<td>$6,300</td>
<td>$6,300</td>
<td>1/17/2023</td>
</tr>
<tr>
<td>Oakland Public</td>
<td>Training library staff on restorative practices</td>
<td>$6,300</td>
<td>$6,300</td>
<td>2/8/2023</td>
</tr>
<tr>
<td>Pleasanton Public</td>
<td>Advancing EDI Workshop, inclusive services, conference attendance</td>
<td>$6,300</td>
<td>$6,300</td>
<td>8/9/2022</td>
</tr>
<tr>
<td>Richmond Public</td>
<td>DEI Programming and Outreach, TBD</td>
<td>$9,333</td>
<td>$9,333</td>
<td>9/8/2022</td>
</tr>
<tr>
<td>San Francisco Public</td>
<td></td>
<td>$5,250</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total disbursement</strong></td>
<td></td>
<td><strong>$43,866</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budgeted</strong></td>
<td></td>
<td><strong>$70,000</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td></td>
<td><strong>$26,134</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Our mission is to give students that fall underneath Juvenile Probation, Delinquency Prevention Network, Foster Care, 8th graders in Middle School that are 14 years of age, Traditional High Schools & Alternative Education (i.e., Adult Schools, Continuation High Schools, Teen Moms, Independent Studies and students on expulsion) in Alameda County; the chance to learn and gain experience in various fields by offering professional development opportunities through partnering Cities, District 2 Partnerships, Alameda County and Cal State East Bay University. The purpose behind our organization is to take our promised youth, offer them a plethora of services and opportunities to better themselves, and in turn become productive members of society. We achieve this through a multi-pronged approach, acknowledging that our students have experienced unique hardships, and in turn, deserve some of the most innovative internships our program has to offer. Our vision is to offer disadvantaged youth custom-tailored workshops designed to teach them life skills while simultaneously preparing the next generation of workforce members in our community.

CONTACT: Ms. Davida Scott, Teacher, Hayward Adult School
Mobile: (510) 935-1098 / Email: dscott@has.edu
22100 Princeton St., Hayward, CA 94541

**Workshop Information:**

- Our students participate in an 8-week workshop series and gain life skills via presentations from various leaders within Alameda County.
- The opportunity to earn 5 English or Elective credits and 16 hours of community service upon completion of the workshop series.
- Students receive a certificate of completion from the following partners: Alameda County Supervisor Richard Valle, Alameda County Probation, California Highway Patrol Start Smart Program, and from our local politicians.
- The opportunity to interview for a paid internship within Alameda County Departments and District 2 Partners.

**Internship Information:**

- Upon completion of the workshop series, students are selected via a 2-person panel interview.
- Interns are paid, over the course of an 8-week period, at $20.00 per hour, totaling 120 hours.
- All of our interns are CPR certified by the Alameda County Fire Department.
- Interns are placed in internships that align with their interests and “dream” careers.
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>Chair</th>
<th>Vice-Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024/25 Tess Mayer</td>
<td>Anwan Baker</td>
</tr>
<tr>
<td>2023/24 Tess Mayer</td>
<td>Anwan Baker</td>
</tr>
<tr>
<td>2022/23 Alison McKee</td>
<td>Tess Mayer</td>
</tr>
<tr>
<td>2021/22 Alison McKee</td>
<td>Tess Mayer</td>
</tr>
<tr>
<td>2020/21 Cindy Chadwick</td>
<td>Tamera LeBeau/Michael Lambert</td>
</tr>
<tr>
<td>2019/20 Cindy Chadwick</td>
<td>Tamera LeBeau</td>
</tr>
<tr>
<td>2018/19 Cindy Chadwick</td>
<td>Melinda Cervantes</td>
</tr>
<tr>
<td>2017/18 Cindy Chadwick</td>
<td>Melinda Cervantes</td>
</tr>
<tr>
<td>2016/17 Gerry Garzon</td>
<td>Heidi Dolamore</td>
</tr>
<tr>
<td>2015/16 Donna Corbeil</td>
<td>Gerry Garzon</td>
</tr>
</tbody>
</table>

Recommendation

It is recommended that the BALIS Council approve the nominating committee recommendations for Chair and Vice-Chair for the term beginning FY 2023/24 and ending FY 2024/25.
2022/23 BALIS Administrative Council Meeting Schedule

Friday, July 7, 2023
Friday, October 6, 2023
Friday, January 5, 2024
Friday, April 5, 2024

Meetings will be held on the first quarterly Fridays of the month at 10 a.m. unless otherwise noted. The location is to be determined. As per past practice, if there are not sufficient agenda items, the meeting will be cancelled.
Memorandum of Understanding – Lawyers in the Library

This MOU is between Legal Access Alameda (“Legal Access”), on the one hand, and Alameda County Library, Alameda Free Library, Berkeley Public Library, Hayward Library, Livermore Public Library, Oakland Public Library, City of Pleasanton Library, and San Leandro Public Library (collectively “the Libraries”), on the other.

Purpose of this MOU: The purpose of this MOU is to memorialize the terms of the agreement between the parties to run the Lawyers in the Library program.

Mutual agreements:

Legal Access agrees to provide administrative support, recruitment and training of attorneys, and malpractice insurance for the Lawyers in the Library, with the numbers of sessions spelled out below.

The Libraries agree to provide space for the sessions listed, to pay the amounts spelled out below, and to work with Legal Access to collect intake forms and data for the LIL program and transmit these to Legal Access. Hayward Library further agrees to provide 1-3 hours of administrative assistance each week, to assist with scheduling or data collection.

Term: The term of this MOU is from July 1, 2023 to June 30, 2024. The parties agree to meet in March of 2024 to discuss whether to continue this arrangement, whether to add or subtract sessions at any given library, and whether to adjust the overall cost, or the costs for each library.

Number of sessions: The parties agree that for this year of their relationship, the number of Lawyers in the Library (LIL) sessions will increase. That number appears below:

Alameda County Library: 7-8 sessions/month
Alameda Free Library: 4-5 sessions/month
Berkeley Public Library: 3-5 sessions/month
Hayward Library: 1-3 sessions/month
Livermore Public Library: 1-3 sessions/month
Oakland Public Library: 15-20 sessions/month
Pleasanton Public Library: 1-3 sessions/month
San Leandro Public Library: 1-3 sessions/month
Memorandum of Understanding – Lawyers in the Library (Cont’d)

Amounts paid: Each of the Libraries agree to pay the following amount for the LIL program for the contract period:

Alameda County Library: $4,800
Alameda Free Library: $1,800
Berkeley Public Library: $1,800
Hayward Library: $900
Livermore Public Library: $900
Oakland Public Library: $4,800
Pleasanton Public Library: $900
San Leandro Public Library $900

The total cost paid by the Libraries will be $16,800 including the PLP administrative fee (see below).

Local Government Business License Requirement: A business license is a document that allows Pacific Library Partnership (business) to legally operate in your local jurisdiction. Each Library is responsible to ensure that a valid city or town government business license for their jurisdiction is issued to the Pacific Library Partnership, 32W. 25th Ave, #201, San Mateo, California 94403 prior to payment, and is responsible for any related fees that may be applicable for acquisition of the business license.

Payment: The parties acknowledge that Pacific Library Partnership (“PLP”) has agreed to serve as the Fiscal Agent for purposes of the LIL program. Thus, Legal Access will invoice PLP in early December, 2023 the full amount for the cost of the services, with a detailed list of the amounts for each library noted above. For its services, PLP will assess a 20% administrative fee to the library’s listed amount to be invoiced to each library. Upon receipt of library’s full payment, PLP will remit payment to Legal Access.
Indemnification: 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.

Termination and Amendment: The parties agree that this memorandum may only be amended by written agreement by all parties. Any member of this agreement may terminate their portion of the agreement by written notification 30 days prior to the effective termination.

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

MOU Approval

This agreement is entered into this ___30th___ day of ___June___, 2023 by and between the undersigned agencies.

Legal Access Alameda

By: ___________________________ Date: ___________________________

NAME ___________________________ Title ___________________________
Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this ____30th____ day of June ____, 2023 by and between the undersigned agencies.

Alameda County Library

By:_________________________ Date:_________________________

NAME __________________________ Title __________________________
Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this ___30th___ day of June___, 2023 by and between the undersigned agencies.

Alameda City Library

By: ___________________________ Date:________________________

NAME __________________________ Title __________________________
Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this ____30th____ day of June__, 2023 by and between the undersigned agencies.

Berkeley Public Library

By: ___________________________ Date: ___________________________

NAME ___________________________ Title ___________________________
Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this _____30th____ day of June___, 2023 by and between the undersigned agencies.

Hayward Library

By: ___________________________ Date: _______________________

NAME ________________________ Title __________________________
Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this ___30th___ day of June___, 2023 by and between the undersigned agencies.

Livermore Public Library

By: ___________________________  Date:_____________________

NAME ______________________  Title ______________________
Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this 30th day of June, 2023 by and between the undersigned agencies.

Oakland Public Library

By: ___________________________ Date: ___________________________

NAME ___________________________ Title ___________________________
Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this _____30th____ day of June____, 2023 by and between the undersigned agencies.

Pleasanton Public Library

By: ___________________________ Date:________________________

NAME ________________________ Title __________________________

10 of 11
Memorandum of Understanding – Lawyers in the Library (Cont’d)

This agreement is entered into this _____30th____ day of June___, 2023 by and between the undersigned agencies.

San Leandro Public Library

By: ___________________________ Date:_____________________

NAME ___________________________ Title ___________________________