

BALIS Administrative Council Meeting

AGENDA

October 6, 2023

2:00 p.m.

Livermore Public Library

1188 S. Livermore Avenue, Livermore, CA 94550

BALIS Administrative Council

Tess Mayer – Berkeley Public Library (Chair)

Cindy Chadwick – Alameda County Library

Marlon Romero – Alameda Free Library

Alison McKee – Contra Costa County Library

Jayanti Addleman – Hayward Public Library

Anwan Baker – Livermore Public Library

Jamie Turbak – Oakland Public Library

Heidi Murphy – Pleasanton Public Library

Kate Eppler – Richmond Public Library

Michael Lambert – San Francisco Public Library

Brian Simons – San Leandro Public Library

- | | | | |
|-------------|--|------------|---------------------|
| I. | Call to Order and Introductions | Mayer | |
| II. | Approval of Consent Items (Action Item) | | |
| | A. Adoption of Agenda | Mayer | |
| | B. Approval of the July 21, 2023 Minutes | Mayer | Attachment 1, pg. 3 |
| III. | Old Business | | |
| | A. Operational Updates and Shareouts | Mayer | |
| | B. Strategic Planning Updates | Mayer | |
| | C. FY 2023-24 Staff Development Funding Updates | Mayer | Attachment 2, pg. 7 |
| | D. Cross-Marketing For Downloadable Audio Books Ad Hoc Group Update | Turbak | |
| IV. | New Business | | |
| | A. Oasis Legal Services Presentation | Breinbauer | Attachment 3, pg. 8 |
| | B. Changing Needs of Staffing and Service Models Discussion | Mayer | |
| V. | Reports | | |
| | A. Report of System Chair | Mayer | |
| | 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 5, 2024**
- VIII. Announcements**
- IX. Adjournment**

BALIS Administrative Council Meeting**MINUTES****July 21, 2023****10:00 a.m.****Attendees:****Council:**

Tess Mayer, Chair, Berkeley Public
 Cindy Chadwick, Alameda County
 Marlon Romero, Alameda Free
 Jayanti Addleman, Hayward Public
 Anwan Baker, Livermore Public
 Jamie Turbak, Oakland Public
 Lia Bushong, Pleasanton Public
 Christopher Larsen, Richmond Public
 Dolly Goyal, San Francisco Public
 Brian Simons, San Leandro Public

Staff:

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

I. Call to Order and Introductions

Chair Mayer called the meeting to order at 10:03 a.m.

II. Approval of Consent Items**A. Approval of Agenda****B. Approval of the April 7, 2023 minutes**

A motion was made to approve the Consent Items. Larson was not present, all others voted to approve the motion. (M/S Addleman/Simons)

III. Old Business**A. Operational Updates and Share Outs**

The directors shared updates related to strategic planning activities happening at some BALIS libraries. Turbak noted she hired a consultant to conduct an evaluation of safety culture at Oakland Public. Simons stated City of San Leandro staff will have a one-day Verbal Judo training. Goyal discussed de-escalation training for San Francisco Public staff. Larson noted Ryan Dowd's training was mandatory for Richmond Public staff.

B. FY 2022-23 Staff Development Funding Reports

Mayer thanked the system for recommending Lori Watson as a DEI training facilitator.

IV. New Business

A. Recommendation from Cross-Marketing of Downloadable Audiobooks Ad Hoc Group

Turbak explained the choice for using Spotify as a promotional tool to market downloadable audiobooks across the BALIS region. She noted it was the only promotional option that would have sufficient coverage in all BALIS jurisdictions. Turbak described how a campaign profile could be built to focus on reaching disadvantaged communities. Simons added the promotion would be heard by people using free Spotify accounts. Turbak recommended an initial campaign of up to \$5,000 be used to see if this type of promotion is helpful. She noted if the campaign is successful, Council can be given an opportunity to increase the total funding amount to \$15,000 at a future meeting. Frost asked if these funds will be separate from staff development funding. The Council felt it should be. Turbak stated the libraries would be informed when the campaign would begin so they can collect baseline data to compare results. A motion was made, and unanimously approved, to allocate up to \$15,000 from BALIS reserves for the purpose of promoting downloadable audiobooks through a Spotify campaign. (M/S Addleman/Bushong)

B. Review and Determine Continuation of BALIS Staff Development Support

Frost provided background on the formation of BALIS reserve funds. She noted the Council should decide if BALIS will continue supporting staff development through these funds, how much would be allocated if so, and whether San Leandro Public would be eligible to receive a share of the funds, based on the fact that the reserve funds were derived by the founding members of BALIS and that the San Leandro Public Library joined after those funds were established. Addleman noted Hayward Public left BALIS for a time reducing how much it contributed to the reserves, but has remained eligible to receive funds without penalty. She stated it would be fair for San Leandro Public to have access to the funds. The Council agreed that San Leandro should be eligible to receive staff development funds. Turbak asked if the BALIS reserve would be exhausted after a few years. Frost acknowledged the funds would be spent down in time, but they have been used over the past five years and roughly \$300,000 is still available. Mayer asked if funds should be used for a different purpose. The Council discussed other potential uses, but decided staff development was particularly relevant and should remain the focus. Frost noted the priorities from last year were institutional memberships to professional library organizations, DEI related training or programs, and reimbursement for staff conference attendance. Addleman suggested adding safety and security training as a priority. A motion was made to allocate \$70,000 of BALIS reserve funds to all BALIS libraries, including San Leandro, using the updated formula provided, for the purpose of staff development. Simons abstained; all others present voted in the affirmative. (M/S Turbak/Bushong)

C. Discussion of Lawyers in the Library Service and Review of Legal Access Alameda MOU Addendum

Wasterlain provided an update on the Lawyers in the Library service and explained the need for an addendum to the MOU to adjust the number of sessions provided to Alameda County. Wasterlain asked if any other libraries had comments about the service. Bushong noted staff had concerns about the registration process for the program in relation to patron privacy. Wasterlain affirmed he would work with Legal Access Alameda to address this issue. A motion was made, and approved unanimously, to approve the first addendum to the FY 2023-24 Legal Access Alameda MOU, and to improve patron privacy. (M/S Turbak/Simons)

D. Sunday Hours Discussion

Mayer stated an interest in hearing about other libraries successfully implementing Sunday service. The Council briefly discussed their experiences with Sunday hours. Mayer requested to have this item agendaized for the next meeting to discuss more thoroughly.

V. Reports

A. Report of System Chair

No report.

B. Report of System Administration

Frost described services provided by Oasis Legal Services, a local organization that helps asylum seekers in the Bay Area. She asked for the Council to have a representative from Oasis discuss their services at the October meeting. Frost reported an Ad Hoc Group was formed to discuss providing AI training for PLP libraries. The Council discussed other programs related to AI and ways to not duplicate effort.

VI. Public Comment

No public comment.

VII. Agenda Building and Location for Next Meeting on October 6, 2023

The meeting will be held at Livermore Public Library at 2:00 p.m.

A. Sunday hours

B. Changing needs of staffing and service models

C. Strategic Planning Updates – this was requested to become a standing item

D. Classification and Compensation discussion

E. Oasis Legal Services presentation

VIII. Announcements

Larson announced Richmond Public selected Kate Eppler to be the new library director. She will start on August 7th. He stated Saturday hours at the main branch were reinstated in early July. Larsen reported the City of Richmond is undertaking a classification and compensation study for all city staff. Larsen added Richmond's City Manager allocated an additional \$15 million to the \$15 million provided by the State to renovate their main library. Chadwick announced she was contacted by PBS's Viewpoint series and Alameda County will be featured in future episodes. Addleman shared her experience attending a state and local executive class at Harvard. She added they would like a librarian at every session.

IX. Adjournment

The meeting was adjourned at 12:00 p.m. by Chair Mayer.

LIBRARY	PROJECT DESCRIPTION	AMOUNT AVAILABLE	AMOUNT CLAIMED	DATE CLAIMED
Alameda County	PAVE prevention training	\$6,183	\$6,183	8/2/2023
Alameda Free		\$6,183		
Berkeley Public		\$3,500		
Contra Costa County		\$8,633		
Hayward Public		\$8,633		
Livermore Public		\$6,183		
Oakland Public		\$6,183		
Pleasanton Public		\$6,183		
Richmond Public		\$8,633		
San Francisco Public		\$3,500		
San Leandro Public		\$6,183		
	Total disbursement		\$6,183	
	Budgeted		\$70,000	
	Variance		\$63,817	



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LEGAL SERVICES

ABOUT OASIS

Oasis Legal Services is a 501(c)(3) nonprofit. Oasis provides legal representation to LGBTQ immigrants who are fleeing persecution because of their sexual orientation and/or gender identity.

700 LGBTQ IMMIGRANTS
SERVED EACH YEAR

850 NUMBER OF ASYLUM
CASES WON

99 PERCENTAGE OF THE
CASES OASIS WINS



OUR SERVICES INCLUDE:

- Affirmative asylum
- VAWA
- Residency
- Citizenship
- Screening for immigration relief

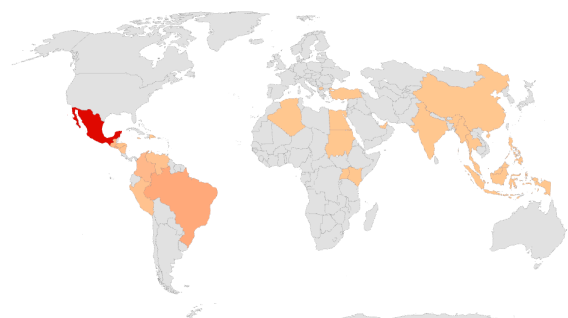
ABOUT OUR CLIENTS

BENEFITS OF ASYLUM:

- LEGAL RIGHT TO WORK AND REMAIN IN THE U.S.
- PROTECTION FROM DEPORTATION
- ACCESS TO SUPPORT SERVICES
- INCREASED SAFETY TO COME OUT OF THE CLOSET

"In Dubai, it is illegal to be gay. When I was four years old, I saw an execution broadcast on television. In the Philippines, I went through conversion therapy and I felt hated.

"Oasis made me feel welcome and safe. Asylum gave me a second chance at life. In the United States, I can be myself 100%."
– JESSE



Our clients come from all over the world, with the majority of asylum seekers coming from Mexico and Central and South America.

26 NUMBER OF
COUNTRIES
OASIS'
CLIENTS
HAVE FLED

FIND OUT MORE AT [OASISLEGALSERVICES.ORG](https://oasislegalservices.org)

Berkeley Office: (510) 666-6687 | 1900 Addison St., Suite 100, Berkeley, CA 94704
Fresno Office: (559) 777-6786 | 1252 Fulton St, Fresno, CA 93721



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We are here for you

We provide quality legal services to help LGBTQIA+ immigrants get legal status in the United States.

If you have questions about your immigration status or if you are afraid to return to your home country because you are gay, lesbian, or transgender please contact us at 510-666-6687. We can help you with Asylum, Residency, Citizenship, and Family Petitions.

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