

**BALIS Administrative Council Meeting**

**AGENDA**

**January 5, 2024**

**10:00 a.m.**

**Hayward Public Library  
888 C Street, Hayward, CA 94541**

**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 October 6, 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. 6
  - D. Cross-Marketing For Downloadable Audio Books Ad Hoc Group Update** McKee
- IV. New Business**
  - A. Classification and Compensation Discussion** Mayer
  - B. 1<sup>st</sup> Amendment Audit Procedure 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 April 5, 2024 Meeting**
- VIII. Announcements**
- IX. Adjournment**

**BALIS Administrative Council Meeting****MINUTES****October 6, 2023****Livermore Public Library – 1188 S. Livermore Ave, Livermore, CA 94550****2:00 p.m.****Attendees:****Council:**

Tess Mayer, Chair, Berkeley Public  
 Cindy Chadwick, Alameda County  
 Marlon Romero, Alameda Free  
 Alison McKee, Contra Costa County  
 Jayanti Addleman, Hayward Public  
 Anwan Baker, Livermore Public  
 Lia Bushong, Pleasanton Public  
 Kate Eppler, Richmond Public  
 Michael Lambert, San Francisco Public  
 Bill Sherwood, San Leandro Public

**Staff:**

Carol Frost, PLP/BALIS  
 Justin Wasterlain, PLP/BALIS  
 Pablo Baeza Breinbauer, Oasis Legal  
 Services

**I. Call to Order and Introductions**

Chair Mayer called the meeting to order at 2:04 p.m.

**II. Approval of Consent Items****A. Adoption of Agenda****B. Approval of the July 21, 2023 Minutes**

Frost requested to move item IV.A after approval of Consent Items. A motion was made to approve the Consent Item with the proposed change. McKee, Bushong, and Sherwood were not present. All others voted in the affirmative. (M/S Addleman/Chadwick)

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

McKee discussed the potential of partnering with the Contra Costa Human Trafficking Task Force to provide staff training on the issue. Addleman shared information from the recent Library Journal Design Institute held at Hayward Public Library. Lambert inquired about library closures during unhealthy air event days. Mayer asked about First Amendment audit practices and requested to have the topic agendaized during the January 5, 2024 meeting.

**B. Strategic Planning Updates**

Sherwood announced the final report for San Leandro's strategic plan would be delivered soon. McKee and Bushong discussed the progress of their respective strategic planning processes. Lambert provided information on the user and non-user surveys conducted during San Francisco Public's strategic planning.

**C. FY 2022-23 Staff Development Funding Updates**

Wasterlain encouraged directors to claim their staff development funds.

**D. Cross-Marketing for Downloadable Audiobooks Ad Hoc Group Update**

McKee reported the campaign would run for two months, from October 13, 2023 until December 13, 2023. She noted the campaign would focus on specific zip codes in the BALIS area and was estimated to reach over 250,000 people with the potential of one million impressions.

**IV. New Business****A. Oasis Legal Services Presentation**

Pablo Baez Breinbauer presented on services made available to asylum seekers and immigrants through Oasis Legal Services.

**B. Changing Needs of Staffing and Service Models Discussion**

Mayer inquired about on/off desk ratios of staff who work service desks. McKee discussed Sunday staffing for Contra Costa County prior to the pandemic. She noted the Library is exploring how to bring Sunday service back in a sustainable way. She announced Contra Costa County will use Open+ at one library in 2024. Open+ is a system that provides limited library access during specific unstaffed hours. She noted the County would fund the software, security, and building modifications. Baker discussed Livermore's use of Easy Access for the Springtown branch. Baker spoke of the need for staff to have space to process the stressors they experience during their work.

**V. Reports****A. Report of System Chair**

No report.

**B. Report of System Administration**

Frost discussed the recent PLP Staff Development Committee Future of Libraries conference, potential AI and leadership training. Lambert recommended the use of informal mentorship as a component of PLP leadership training.

**VI. Public Comment**

No public comment.

**VII. Agenda Building and Location for Next Meeting on January 5, 2024****A. First Amendment audit procedures**

**VIII. Announcements**

No announcements.

**IX. Adjournment**

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

DRAFT

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	Consulting for "culture of safety" training recommendation	\$6,183	\$6,138	11/20/2023
Pleasanton Public	Understanding new diversity	\$6,183	\$6,138	11/28/2023
Richmond Public		\$8,633		
San Francisco Public		\$3,500		
San Leandro Public		\$6,183		
	<b>Total disbursement</b>		<b>\$18,459</b>	
	<b>Budgeted</b>		<b>\$70,000</b>	
	<b>Variance</b>		<b>\$51,541</b>	