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)                  Jamie Turbak – Oakland Public Library
Cindy Chadwick – Alameda County Library                     Heidi Murphy – Pleasanton Public Library
Marlon Romero – Alameda Free Library                        Kate Eppler – Richmond Public Library
Alison McKee – Contra Costa County Library                   Michael Lambert – San Francisco Public Library
Jayanti Addleman – Hayward Public Library                    Brian Simons – San Leandro Public Library
Anwan Baker – Livermore 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. 1st 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 agendized 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

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 agendized 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.
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