

SVLS Administrative Council Meeting

Agenda

January 24, 2024

Sunnyvale Public Library

665 Olive Ave, Sunnyvale, CA 94086

2:30 p.m.

SVLS Administrative Council

Jennifer Weeks, Santa Clara County Library District (Chair)

Gayathri Kanth, Palo Alto City 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 31, 2023 Minutes | Weeks | Attachment 1, pg. 2 |

III. Old Business

- | | | |
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| A. Dolly Parton's Imagination Library Discussion | Weeks | |
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IV. New Business

- | | | |
|---|-------|---------------------|
| A. Discussion of Library Procurement Processes | Weeks | |
| B. Formation of Nominating Committee for
FY 2024-25 and FY 2025-26 SVLS Officers | Weeks | Attachment 2, pg. 4 |
| C. Day in the District Coordination | Weeks | Attachment 3, pg. 5 |

V. Reports

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

VI. Announcements and Updates from Libraries

VII. Agenda Building and Location for Next Meeting on April 24, 2024

VIII. 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.)

IX. Adjournment

**SVLS Administrative Council Meeting
MINUTES
October 31, 2023
Palo Alto City Library – Downtown Branch
270 Forest Ave, Palo Alto, CA 94301
2:00 p.m.**

Council:

Jennifer Weeks, Chair, Santa Clara County Library District
Gayathri Kanth, Palo Alto City Library
Michelle Ornat, San Jose Public Library
Michelle Perera, Sunnyvale Public Library

System Staff:

Carol Frost, PLP
Justin Wasterlain, PLP

Guest:

Paolo Baeza Breinbauer
(virtual)

I. Call to Order and Introductions

The meeting was called to order at 2:08 p.m. by Chair Weeks.

II. Approval of Consent Items**A. Adoption of Agenda****B. Approval of the July 26, 2023 Minutes**

Frost requested item IV.A be moved after the Consent Items, and item IV.C be deferred until the January 24, 2024 meeting. A motion was made, and passed unanimously, to approve the Consent Items as amended. (M/S Perera/Kanth)

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

Frost provided report for Baker. She shared the world languages project will begin recruiting a wider range of PLP libraries to participate, with orientations early next year. She added the group would introduce its work to other consortiums to gauge interest for potential statewide collaboration.

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

Pablo Baeza Breinbauer, Social Services Program Manager, presented on the services provided by Oasis Legal Services to asylum seekers in the Bay Area.

B. Consideration of 2024 Contribution to Silicon Valley Reads

Weeks discussed the 2024 Silicon Valley Reads theme, sustainability, and titles chosen for the program. She announced the kickoff event will be hosted at De Anza College on January 31st. Weeks asked the Council for a contribution of \$5,000 to help support the activities of Silicon Valley Reads. Kanth suggested a “sustainability map” could be included in the program that described sustainability features across the county. A motion was made, and unanimously approved, to contribute \$5,000 to Silicon Valley Reads using SVLS fund balance. (M/S Perera/Kanth)

C. Discussion of Library Procurement Processes

Item deferred until January 24, 2024 meeting.

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

Report given as part of item IV.B.

B. PLP Executive Committee Update

Perera shared information about progress made by PLP's leadership cohort working group and its artificial intelligence (AI) training working group. Kanth discussed recent training she received on AI. Perera mentioned Sunnyvale has been using AI to assist with translation and are exploring the use of it as an accessibility tool for programs and other events.

C. Report of System Administration

No report.

VI. Announcements and Reports from Libraries

Ornat reported San Jose was celebrating the 20th anniversary of the King Library. She shared that an all-staff, in-person training was held recently. She noted intellectual freedom and staff training, particularly frontline staff training around e-resources, were areas of interest. She announced San Jose would hold an executive retreat to work on a two-year workplan. Kanth announced the hiring of a second division head. She noted a supervisors' retreat would be held in January. Kanth stated Narcan and 1st amendment audit training were being provided to staff. Perera announced the hiring of a Superintendent of Library Services. She noted the Lakewood Branch Library's plans are moving forward. She shared that Sunnyvale's master plan was moving into Stage 2 and would include a feasibility study for the potential of a new main library.

VII. Agenda Building and Location for Next Meeting on January 24, 2023**A. Procurement Discussion (deferred from this meeting)**

B. The location will be in person, hosted by Sunnyvale, and the time will be 2:30 p.m.

VIII. Public Comment

No public comment.

IX. Adjournment

The meeting was adjourned at 3:55 p.m. by Chair Weeks.

To: Silicon Valley Library System Administrative Council
From: Justin Wasterlain, Assistant Director
Subject: Formation of Nominating Committee for FY 2024/25 and FY 2025/26
 SVLS Officers
Date: January 24, 2024

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

	Chair	Vice-Chair (Chair-elect)
2024/25 2025/26		
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 Ziesenhenne
2017/18:	Hilary Keith	Monique Ziesenhenne
2016/17:	Hilary Keith	Monique Ziesenhenne

Recommendation

Per the Bylaws, terms are intended to be for two years. It is noted that Gayathri Kanth will be the SVLS Committee Chair for FY 2024/25 and FY 2025/26. It is recommended that a nominating committee be formed to elect a new Vice-Chair (Chair-elect) for FY 2024/25 and FY 2025/26.

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