

**BALIS Administrative Council Meeting**

**San Francisco Public Library – Main Library, Room 601  
100 Larkin Street, San Francisco, 94102**

**Friday, April 5, 2019**

**10:00 a.m.**

**AGENDA**

- I. Call to Order and Introductions** Chadwick
- II. Adoption of Agenda (Action Item)** Chadwick
- III. Approval of the January 4, 2019 Minutes (Action Item)** Chadwick Attachment 1
- IV. Old Business**
  - A. Update BALIS Cohort Project for Early Career Librarians and Paraprofessionals Cervantes/  
Chadwick
  - B. Day in the District Updates Chadwick Attachment 2
- V. New Business**
  - A. Suspension Safety and Security Practices Discussion Lambert Attachment 3
  - B. Hayward Request for Reduced Membership Costs (Action Item) Chadwick Attachment 4
  - C. Nominating Committee Formation Chadwick Attachment 5
  - D. Review of BALIS Meeting Schedule for FY 2019/20 Alvarez Attachment 6
- VI. Reports**
  - A. Report of System Chair Chadwick
  - B. Report of System Administration Frost
- VII. 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.)
- VIII. Agenda Building and Date for Next Meeting**
- IX. Announcements**
- X. Adjournment**

**BALIS Administrative Council Meeting  
Alameda County Library Administration  
2450 Stevenson Blvd., Fremont, CA 94538  
Friday, January 4, 2019  
10:00 a.m.  
MINUTES**

**Attendees:****Council**

Cindy Chadwick, Chair, Alameda County  
Jane Chisaki, Alameda Free  
Elliot Warren, Berkeley Public  
Melinda Cervantes, Contra Costa County  
Tamera LeBeau, Livermore Public  
Jamie Turbek, Oakland Public Library  
Heidi Murphy, Pleasanton Public  
Katy Curl, Richmond Public  
Michael Lambert, San Francisco Public

**Staff:**

Carol Frost, PLP/BALIS  
Yemila Alvarez, PLP/BALIS

**Others:**

Parker Thomas, ACLibrary

**I. Call to Order and Introductions**

The meeting was called to order at 10:03am by Chair Chadwick.

**II. Adoption of Agenda (Action Item)**

The Agenda was adopted as presented (M/S Murphy/Lambert).

**III. Approval of the October 5, 2018 Minutes (Action Item)**

The Minutes were approved as presented (M/S LeBeau/Chisaki).

**IV. Old Business****A. BALIS Cohort Project for Early Career Librarians and Paraprofessionals**

Chair Chadwick reported the working group had a phone call with the consultant Amy Chirman to discuss the soft skills which BALIS is looking for in training. The call resulted in this proposal. Cervantes and Chadwick have agreed to serve as leads with the consultants. The proposal includes creating an ad-hoc trainer's group as well as a set of mentors to work with the consultant to develop the content and to find the appropriate staff to participate in the training. There was discussion about having the mentoring come from each organization and maybe not having the individual organizations provide the expertise. There was discussion about seeking mentors that are not just library employers, including human resources and finance specialists, and mentoring program models such as ICMA. Speakers could include City Managers and Elected Officials. There was discussion around the structure of the cohort with general consensus that they should be working jointly as a group in some capacity, whether through joint problem-solving or situational learning. There was discussion around adding aspects to help people see a broader horizon about what libraries do for every position in the library up to the director level, in addition to the eight focus topics listed on p. 5 of the proposal. It was agreed that Chadwick and Cervantes will follow up with the Consultant to develop a revised proposal focused on the training, and that the mentoring piece will be handled locally at each library. A revised proposal will be presented at the next meeting.

**B. Day in the District Discussion**

At the previous meeting, each Director took the lead on reaching out to a particular representative for Day in the District appointments. There was discussion around timing and if BALIS Directors want to select a time period to focus on for appointments. There was consensus to set appointments beginning in March, and that Fridays may be the best. The Directors agreed to coordinate with each other.

**C. CLA Legislative Priorities**

Frost discussed the priorities included in the packet. ACA-1 has been proposed as a constitutional amendment which lowers the construction bonds threshold to 55% of the vote. There is larger support for this than SCA-3 since it applies to a number of other entities, not just libraries. If approved, it would go on the State Ballot. Because of this, libraries should be talking with their Board and Commissions now to lay the groundwork for support. Governor Newsom has stated his largest priorities are universal childcare and education.

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

Alameda County has a new Innovator in Residence, Parker Thomas, who will be working on innovation for their library. Chadwick would like to bring these innovations at a regional level through BALIS. Thomas discussed the Remake Pittsburgh model and how the library can help expand the concept of creating more innovators through innovation literacy. It was recommended that Parker Thomas speak at the PLP Annual Administrative Council meeting.

**B. Report of System Administration**

The PLP Executive Committee will meet later this month. The California Library Services Board has adopted the revised regulatory language, which now includes the ability to use CLSA funds for Analytics on Demand. The California State Library has sent out a 6-month calendar of all the deadlines and trainings that are coming up. The LSTA Grant announcement will be going out soon and BALIS could consider a regional grant. PLP applied to be the administrator for the two statewide broadband grants, and will be presenting their proposal to the State Library in Sacramento later this month. April 24<sup>th</sup> is the Public Library Director's Forum in Sacramento.

**VI. Public Comment**

There was no public comment.

**VII. Agenda Building for Next Meeting on April 5, 2019 at San Francisco Public Library**

- A. Confirm North Beach Location
- B. Suspension and Safety and Security
- C. Day in the District
- D. BALIS Cohort Project for Early Career Librarians and Paraprofessionals

**VIII. Announcements**

Libraries shared announcements.

**IX. Adjournment**

The meeting was adjourned at 12:42pm by Chair Chadwick.

## BALIS Day in the District Assignments

### From the October 2018 Minutes:

*“The Council discussed coordination for Day in the District. A list of representatives and their library districts was distributed. Chisaki mentioned that Barbara Lee and Rob Bonta have satellite offices at the Alameda Free Library. There was agreement that each jurisdiction should select representatives to take the lead in scheduling meetings and share out dates and times of secured appointments to the full BALIS list so that other jurisdictions can join them for the visit. Alameda Free Library agreed to be the lead agency for Bonta and Lee; San Francisco Public Library agreed to be the lead agency for Pelosi and Chiu; Contra Costa County Library agreed to be the lead agency for Dodd, Glazer, Grayson, and Baker; Alameda County Library agreed to be the lead for Thurmond and Skinner.”*

### Current Assignments

Representative	Assigned Jurisdiction
Ted Baker	Contra Costa County Library
Rebecca Bauer-Kahan	Contra Costa County Library
Rob Bonta	Alameda Free Library
David Chiu	San Francisco Public Library
Mark DeSaulnier	
Bill Dodd	Contra Costa County Library
Jim Frazier	Contra Costa County Library
Steve Glazer	Contra Costa County Library
Tim Grayson	Contra Costa County Library
Barbara Lee	Alameda Free Library
Jerry McNerney	Contra Costa County Library
Nancy Pelosi	San Francisco Public Library
Bill Quirk	Alameda County Library
Nancy Skinner	
Eric Swalwell	Alameda County Library
Mike Thompson	
Buffy Wicks	
Bob Wieckowski	Alameda County Library



*San Francisco Public Library*

Security Department

100 Larkin Street, San Francisco, CA 94102 - 4733 • (415) 557-4357

## NOTICE OF SUSPENSION OF LIBRARY PRIVILEGES

To: \_\_\_\_\_

From: Library Security Director

Date: \_\_\_\_\_

Subject: Suspension of Library Privileges

You are hereby given notice that, as of the above date, your library privileges have been suspended and that you may not be physically present on any San Francisco Public Library property due to your action(s) below which is (are) in violation of the San Francisco Public Library Patron Code of Conduct or other Library regulations.

Violation(s): \_\_\_\_\_

This suspension will remain in effect until \_\_\_\_\_, at which time your Public Library usage and privileges will be reinstated.

### Trespassing Notice

If you enter the San Francisco Public Library property or properties from which you have been excluded during the above suspension period, you will be arrested for trespassing. Future violations may increase the length of suspension. (602.1(b) PC) Any person who intentionally interferes with any lawful business carried on by the employees of a public agency open to the public, by obstructing or intimidating those attempting to carry on business, or those persons there to transact business with the public agency, and who refuses to leave the premises of the public agency after being requested to leave by the office manager or a supervisor of the public agency, or by a peace officer acting at the request of the office manager or a supervisor of the public agency, is guilty of a misdemeanor, punishable by imprisonment in a county jail for up to 90 days, or by a fine of up to four hundred dollars (\$400), or by both that imprisonment and fine.

Patron acknowledgement: \_\_\_\_\_

\_\_\_\_\_  
Issuing Security Officer name and badge number / Branch Manager or Designee

Location of occurrence:  Main  Branch: \_\_\_\_\_

Patron declined to take  
copy of document

Original (white) form to Security

Copy provided in:

Yellow copy to branch

Chinese  Spanish

Witnessed by:

Pink copy to patron

Filipino  Russian

If you have been suspended, and you believe this suspension has been imposed unfairly or in error, you may appeal using the process detailed on the reverse side of this notice. If you request an appeal, your suspension remains in effect and you may not enter the Library property or properties from which you have been excluded pending your appeal hearing, except to (1) obtain your appeal hearing notice at the Security office of the Main Library and/or (2) to attend your appeal hearing.

# SAN FRANCISCO PUBLIC LIBRARY SUSPENSION/EXCLUSION PROCEDURE TO REQUEST AN APPEAL

Effective July, 2017

If you have received a suspension of library service and exclusion from library property and believe this suspension has been imposed unfairly or in error, you are entitled to an opportunity to appeal your suspension of library privileges.

To request an appeal hearing, you have the following options:

- Complete the Request for Appeal of Suspension form and mail or deliver it to the Library
- Call (415) 557-4245 to request an Appeal. If you leave a message be sure to include your contact information.
- Email your contact information and reason for requesting an appeal to: ***Appeals@sfpl.org***

We will schedule your appeal promptly upon receiving your request and notify you of the time and place for the appeal hearing using the contact information you supply. If you do not provide a telephone number or address, the scheduled time for your appeal hearing will be available at the Security Office of the Main Library by 5:00 p.m. on the second business day after we receive your request.

You have the right to bring a patron advocate of your choosing to your appeal hearing. Patron advocates are individuals who can assist in the appeals process and in resolving conflict over the application of library rules. Library patrons are responsible for identifying and coordinating the presence of their own advocate for a scheduled appeal hearing.

Until your appeal hearing, your suspension remains in effect and you may not enter the Library property or properties from which you have been excluded pending your appeal hearing, except to (1) obtain your appeal hearing notice and a copy of the incident report along with any additional evidentiary information at the Security office of the Main Library and/or (2) attend your appeal hearing.

Documentation related to your suspension will be made available to you forty-eight (48) hours prior to your scheduled appeal hearing.

At your appeal hearing, you will have the opportunity to explain why you believe this suspension should be withdrawn or modified. You should plan on having about 15 minutes to present your case, unless the hearing officer determines that more time is required. You will receive a written ruling following the hearing.

The following services are available upon request:

- Oral interpretation services for English Language Learners and Non-Native English Speakers via telephone translator.
- American Sign Language interpreters. Request these services when you schedule your hearing and at least 72 hours prior to the hearing to ensure availability.
- Braille transcription of evidentiary documents. Request these services when you schedule your hearing and at least 72 hours prior to the hearing to ensure availability.
- Document translation services for English Language Learners and Non-Native English Speakers. Request these services when you schedule your hearing and at least 1 week prior to the hearing to ensure availability.
- An audiocassette recording of the reading of evidentiary documents. Request these services when you schedule your hearing and at least 72 hours prior to the hearing to ensure availability.



February 20, 2019

BALIS Administrative Council  
c/o Pacific Library Partnership  
2471 Flores Street  
San Mateo, CA 94403

Dear BALIS Administrative Council:

As you know, Hayward Public Library will once again be an active member of BALIS starting July 1, 2019.

Until last year, Hayward Library was part of the Library and Community Services Department at the City of Hayward. As we are in a period of transition and working out our separate budget, and though I believe that our final budget for FY 2019-20 will probably be just over the \$5,000,000 mark, I would like to request that our participation fee for the first year be set at the base fee of \$5,641 plus \$6,000 (for libraries with a total operating budget of \$4,000,000 - \$4,999,999).

After this year we will be happy to pay the correct amount associated with our total operating budget. Thank you for your consideration and please let me know if you need any additional information from me.

Sincerely,

Jayanti Addleman  
Library Director

Cc: Carol Frost, CEO Pacific Library Partnership

## 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

	<b>Chair</b>	<b>Vice-Chair</b>
2018/19	Cindy Chadwick	Melinda Cervantes
2017/18	Cindy Chadwick	Melinda Cervantes
2016/17	Gerry Garzon	Heidi Dolamore
2015/16	Donna Corbeil	Gerry Garzon
2014/15	Carmen Martinez	Donna Corbeil
2013/14		

**2019/20 BALIS Administrative Council Meeting Schedule**

For the 2019/20 Fiscal Year, staff would like to propose the following schedule for the BALIS Administrative Council meetings. If there are not sufficient agenda items, the meeting will be cancelled. Meetings will be held on the first quarterly Fridays of the month at 10 a.m. unless otherwise noted.

**Friday, July 5, 2019**

**Friday, October 4, 2019**

**Friday, January 3, 2020**

**Friday, April 3, 2020**