

BALIS Administrative Council Meeting

**Hayward Public Library
888 C St., Hayward, CA 94541**

Community Learning Center on the 3rd Floor

October 4, 2019

10:00 a.m.

AGENDA

- I. Call to Order and Introductions** Chadwick
- II. Adoption of Agenda (Action Item)** Chadwick
- III. Approval of the July 17, 2019 Minutes (Action Item)** Chadwick Attachment 1
- IV. Old Business**
 - A. Strategic Plan Processes Updates Chadwick
 - B. BALIS Leadership Development Program Update Chadwick
- V. New Business**
 - A. Cornerstones of Science: Building Science Literacy Capacity in Public Libraries Warren/Randall
- 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 for Next Meeting on January 10, 2020, San Ramon Library**
- IX. Announcements**
- X. Adjournment**
- XI. Tour of New Hayward Public Library**

BALIS Administrative Council Meeting

**Alameda Free Library
1550 Oak Street, Alameda, CA 94501**

Wednesday, July 17, 2019

10:00 a.m.

MINUTES**Attendees:****Council:**

Cindy Chadwick, Chair, Alameda County
Jane Chisaki, Alameda Free
Gail McPartland, Contra Costa County
Jayanti Addleman, Hayward Public
Tamera LeBeau, Livermore Public
Jamie Turbak, Oakland Public
Heidi Murphy, Pleasanton Public
Katy Curl, Richmond Public (call-in)
Michael Lambert, San Francisco Public

Staff:

Yemila Alvarez, PLP/BALIS

I. Call to Order and Introductions

The meeting was called to order at 10:07 am by Chair Chadwick and introductions were made.

II. Adoption of Agenda (Action Item) Chadwick

The Agenda was adopted as presented. (Chisaki/Warren)

III. Approval of the May 29, 2019 Minutes (Action Item)

McPartland abstained from voting. The Minutes were approved as presented. (LeBeau/Lambert)

IV. New Business**A. Discussion of "Leadership Development Program" Proposal**

Chadwick reviewed Attachment 2 stating that the proposal initially came to PLP and it was brought to the smaller groups for discussion. The proposal that BALIS was exploring is no longer an option so this could be a viable alternative. There was a sense that this leadership development program would work great for a system but maybe not as well for completely separate jurisdictions unless it is re-scoped. Contra Costa mentioned it worked really well for their cohort in their own system, which had 20 participants. It comes with the idea of a project, so if BALIS has a regional project they were hoping to take on, this might work, but otherwise it probably wouldn't work as well. There was discussion of whether it could be broadened to not be limited to entry level staff. There was discussion of going back to Gould and McBane Mulford and explaining what BALIS's

needs are and asking them to develop a proposal for training. There was a sense that if we could share the original proposal that BALIS and Chirman developed and asked that it be retooled and scoped for us with pricing, it might be something to consider. There was discussion of seeking an RFQ for consultants that can develop what BALIS had in mind, and of opening this opportunity to more consultants. There was a question around whether or not BALIS could create an RFQ and share it out through the PLP website and a response that we would explore this. There was discussion of working with SLIS as well to modify their current curriculum. The Council requested that PLP look into the capacity to share out an RFQ for BALIS.

B. Update on BALIS Legislative Meetings

Lambert reported on conversations with Senator Wiener and Assemblyman Chiu. Both acknowledged there is still headwind from previously held Republican seats to be conservative in their votes regarding ACA-1. There was discussion of looking for State bond money to see what the options for this would be, and there was an opinion that the prospect for this was poor. There was a question regarding where ACA-1 currently is in terms of voting and the Council was unclear. Chadwick reported Senator Witkowski discussed an Irvington BART station with development around this and a desire to create a museum about the Sabertooth Cats. Swallowell is scheduled to visit the Alameda County Library to spend a day as a librarian. CPLA met at the 81st Avenue branch and Nancy Skinner spoke, focusing on on ACA-1.

C. Report on Fine Free Libraries

Pleasanton reported that their item was pulled from consent at their meeting last night but ultimately was passed. Their Council has requested a report back in a year. Livermore reported that their City Council passed it as well. Alameda Free is going fine free on September 16. Richmond reported that this will be going to vote the second week in September. There was discussion of strategies for notifying people that may not currently be using the library. Members responded that email blasts, the housing authority, and the school districts can be good partners for this. There was also discussion of adding an insert with the utility bills. San Francisco voted unanimously yesterday to eliminate fines and wipe fees. Oakland mentioned their queues for holds are increasing and are wondering if psychologically people are keeping materials longer. Berkeley mentioned they implemented a rule that if you have 3 overdue items your account is blocked until they are returned. San Francisco mentioned they lowered their overdue terms from 60 days to 30 days for lost items.

D. Heat Illness Prevention Protocol Discussion

This surfaced in an email string separately and was brought to BALIS. Turbak included in the packet Attachment 4, which is Cal OSHA's modifications that they are proposing regarding heat. It has not been approved, but it is what they are currently discussing. Lambert discussed concerns at the San Francisco Public Library which has no air-conditioning. There were questions as to whether there are temperature thresholds at other BALIS libraries which, when met, would result in staff being sent home. Pleasanton's current standard is 78 degrees for the building if there is electrical failure. Contra Costa mentioned the West County libraries have many issues without up to date ventilation or without ventilation altogether. Risk management has guidelines surrounding heat and cold with designated temperatures. There are even more issues

with the libraries being referred to as cooling centers with rising temperatures. Oakland mentioned that they had to close 10 libraries which had never happened before during the June heat wave. Oakland is exploring cooling options including air conditioning for their locations. The struggle is that you receive a notification that power will be shut off within the next 24 hours with not details as to when. The Department of Public Health had concerns as well, especially in their hospitals. There is not an indoor air quality standard, but there was mention of some standards where if the air outside is 151 AQ1, and your building has no ventilation, then you should close. Alameda Free has AC in their Main Library, and their Bay Farm Island library and is looking to get some for the West End within the year.

E. Strategic Plan Processes and Shareouts

There was a general interest in seeing Strategic Plan processes. Pleasanton used Jan Perkins from Management Partners for their process and highly recommends them for Strategic Planning. Contra Costa did an assessment of their previous plan and found that the goals still were relevant, so they combined it with input from Orange Boy surveys that went out and have developed a revision. Livermore is working on updating theirs. They are doing it internally using staff teams and community surveys. Currently they are in the data gathering phase but are aiming to have it completed by the end of the year. The Board and support groups were included in the Mission/Vision/Values portion of their planning as opposed to the workplans. Seachange is another consultant that SFPL has used and could be useful for this process. Alameda County Library found that their most useful document has been the Strategic Map, but has been using Trello for their planning processes.

Lambert left the meeting.

V. Reports

A. Report of System Chair

Chadwick

There was discussion about LinkedIn Learning and a statement the ALA Office of Intellectual Freedom is planning on releasing. There were ramifications discussed for using this product for staff training which requires them to create a public profile.

B. Report of System Administration

Alvarez

Alvarez Reported that the PLP call for support for staff development initiatives and activities closed on June 28th and libraries should be receiving notifications this week. Call for innovation grant applications is open through August 30th. PLP received a grant for Data Privacy training for libraries. We are finalizing the contracts with Legal Access Alameda for Lawyers in Library. Hayward mentioned they are dropping AOD and AC Library will be dropping as well. Berkeley mentioned they are reviewing their project and have concerns as well. There was discussion of the AOD Grand Jury report in Santa Cruz.

VI. Public Comment

There was no public comment.

VII. Agenda Building and Location for Next Meeting on October 4, 2019 at Hayward Public Library

- A. Extreme Heat Protocols
- B. Strategic Planning or Processes updates
- C. Cornerstones of Science proposal for BALIS
- D. BALIS Training
- E. Census 2020

VIII. Announcements

The libraries shared announcements.

IX. Adjournment

The meeting was adjourned at 12:45pm by Chair Chadwick.

DRAFT