

## SVLS Administrative Council Meeting

### Agenda

July 17, 2020

10:00 a.m. via Zoom

<https://us02web.zoom.us/j/83937866491?pwd=Z2ZSNhGhtaGIXc1hBUzJMVVIGN1BXZz09>

Meeting ID: 839 3786 6491; Password: 999682

Call-in Option: (669) 900-6833

- I. Call to Order and Introductions
- II. Approval of Consent Calendar (Action Item)
  - A. Adoption of Agenda Baker
  - B. Approval of the April 17, 2020 Minutes (Action Item) Baker Attachment 1 pg. 3
- III. Old Business
  - A. SVLS Technical Services Group Update Kanth
  - B. COVID-19 Updates Baker
- IV. New Business
  - A. Shared Future Collections and Digital Resources Keith
- V. Reports
  - A. *Silicon Valley Reads* Weeks
  - B. PLP Executive Committee Update Baker
  - C. Report of System Administration Frost
- VI. Agenda Building and Location for Next Meeting on October 16, 2020
- VII. 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 agendized pursuant to state law.)
- VIII. Announcements and Reports from Libraries
- IX. Adjournment

**Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held Pursuant To Authorization From Governor Newsom's Executive Order N 29-20**

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

**SVLS Administrative Council Meeting****Agenda****April 17, 2020****11:00 a.m. via Zoom****MINUTES****Council:**

Ryan Baker, Chair, Los Gatos Public Library  
 Tracy Gray, Mountain View Public Library  
 Gayathri Kanth, Palo Alto City Library  
 Jill Bourne, San Jose Public Library  
 Hilary Keith, Santa Clara City Library  
 Jennifer Weeks, Santa Clara County Library District  
 Cherise Brandell, Sunnyvale Public Library

**System Staff:**

Carol Frost, PLP  
 Yemila Alvarez, PLP

**Others:**

Michelle Ornat, SJPL

**I. Call to Order and Introductions**

The meeting was called to order at 11:06AM by Chair Baker.

**II. Adoption of Agenda**

The Agenda was adopted as presented. (M/S Keith/Kanth)

**III. Approval of the January 17, 2020 Minutes**

The Minutes were approved as presented. (M/S Weeks/Gray)

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

Kanth reported workgroup has begun working on reopening details and this is seriously being undertaken right now.

**B. Day in the District Updates**

Palo Alto will be joining Derek Wolfgram from PLS this afternoon on a conference call with Assemblyman Marc Berman. This was coordinated by Derek Wolfgram. Mountain View expressed they will be participating in this call as well.

**V. New Business****A. COVID-19 Discussion**

The jurisdictions shared input regarding the impact of COVID-19 on their operations. Most libraries expressed significant reductions in staffing and a shifting of fiscal resources away from print towards electronic media. Several libraries expressed anticipated budget cuts for FY 2020/21, including 10% at Sunnyvale and 17% at San Jose. The libraries shared services and programs they are able to offer during the closure, including offering virtual storytimes, email and phone reference, running Citywide COVID call centers, providing intake and referral to service programs, providing direct childcare for essential employees. PLS shared they have furloughed all non-essential staff and reduced salaries for essential staff by 20%. It was shared that PLP is working with IMLS and SFPL to develop protocols around how to safely handle materials and public spaces when libraries reopen. There was discussion about what reopening will look like and developing a framework. The libraries shared their reopening plans. There was discussion around how to come to a joint overarching plan and what guiding questions should be asked. Questions included: Do we

have the tools and resources to protect staff? Is it in the current public health guidelines or have the guidelines changed? Do we have enough staff to do all these things? Does the building have adequate space? Can we protect the public? Do we have enough resources to protect the most vulnerable of our public? Is the physical space safe as of today? There was discussion of what they various stages on a continuum from being open to being closed would look like. Chair Baker prepared and presented a framework for what a possible solution would look like and the libraries brainstormed revisions. There was a request that the Chair put together a document of the brainstorm to share out to the team. There was consensus that it would be a really helpful framework. There was further discussion of the trigger questions as well as discussion of some of the variables that would need to be considered. Baker agreed to create an office 365 folder and to share out to the group so that members of the library teams could be added as needed.

**B. Shared Future Collections and Digital Resources**

This was a great idea and something to look at but was not on the top of anyone's priority list. Some received a free trial of Kanopy during this crisis. It was expressed it would be great to put our resources into online resources and think about sharing them in the future – but this is not a relevant discussion right now. It would be great to do a consortial buy.

**C. Meeting Schedule for FY 2020/21**

There were no changes to the schedule. Santa Clara City offered to host the July meeting if needed.

**VI. Reports**

**A. Silicon Valley Reads**

Weeks reported that much of Silicon Valley Reads planning was for in person programs and those unfortunately had to be canceled due to COVID-19. Many programs did not take place. The Committee is moving on to 2021 planning.

**B. PLP Executive Committee Update**

There was no additional report.

**C. Report of System Administration**

Frost reported that libraries have been notified by the State Library that items previously in the State budget are on the cutting block so PLP libraries working with lobbyists to try to maintain that funding for PLP. If CLSA funds are not received for next year, PLP has unspent funds that could be allocated for next year, including Delivery and redistribution of funds back to the individual jurisdictions. The results from the recent PLP survey regarding priorities will be shared out at the Annual PLP Council meeting on May 15 via Zoom. If shared e-resources are procured, the collection would need to be shared, so Hoopla is not an option. The PLP Executive Committee will meet again in May as well. There is an updated fee structure for PLP members which has been shared with libraries.

**VII. Agenda Building and Location for Next Meeting on July 17, 2020**

A. Shared Future collections and Digital Resources

**VIII. Public Comment**

There was no public comment.

**IX. Announcements and Reports from Libraries**

The libraries shared announcements

**X. Adjournment**

The meeting was adjourned at 12:32pm by Chair Baker.