I. Call to Order and Introductions
   Chadwick

II. Adoption of Agenda (Action Item)
    Chadwick

III. Approval of the April 6, 2018 Minutes (Action Item)
     Chadwick

   Attachment 1

IV. Old Business
A. BALIS Priorities for Use of Reserves – Update on Sub-Committee in Supporting Library School Students
   (Action Item)
   Cervantes/Chadwick/Curl
B. Update on SJSU iSchool Discussion and Presentation
   Murphy
C. Update on Planning for Regional PLP Meeting
   Murphy
   Attachment 2
D. BALIS Day in the District Coordination/Identification of Lead and Process
   Chadwick
E. Update on CLSA Funds
   Murphy
F. Update on the California Library Services Board (CLSB) participation
   Murphy

V. New Business
A. Consideration and Approval of Request from Sean Reinhart, Director, asking that Hayward Public Library Rejoin BALIS (Action Item)
   Chadwick
   Attachment 3
B. Election of Cindy Chadwick as BALIS Chair and Melinda Cervantes as Vice-Chair for FY 2018/19 (Action Item)
   All
C. Discussion of Linear Regression and Public Service Staffing Models (Presentation by Contra Costa County Library and San Francisco Public Library)
   McPartland/Lambert
D. SimplyE demonstration
   Chadwick

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 October 5, 2018 at Berkeley Library – North Branch

IX. Announcements

X. Adjournment
I. Call to Order and Introductions
Meeting was called to order by Chair Chadwick at 10:03 AM

II. Adoption of Agenda (Action Item)
Agenda was adopted as presented (Lambert/Chisaki)

III. Approval of the January 5, 2018 Minutes (Action Item)
Minutes were approved as presented (Murphy/Chisaki)

IV. Old Business

A. BALIS Priorities for Use of Reserves – Update on Using Funds for Shared Paid Intern (Action Item)

Cindy Chadwick and Melinda Cervantes met on March 20 to discuss this idea. In concept, they liked the idea of using BALIS funds for a shared paid internship. Pima County has a model, which pays $25K annually for their interns as incentive. There was discussion of establishing the two 6-month internships – one at a municipal library and one at a county library. Questions that arose included: whether the iSchool would require a one-year internship or whether a six-month program would be acceptable; the best way to pay the intern (stipends vs. a set salary); if internships all result in credits for students; if the student would rotate among locations; how to create parity to ensure all BALIS libraries would benefit from the intern; and whether BALIS would like to choose a common topic or issue for the intern to focus on. Santa Clara County had
an internship program, which, at the end, resulted in all interns being hired as on-call librarian at
the completion of their internship. Oakland and San Francisco libraries mentioned they are not
having an issue in finding acceptable candidates. There was discussion around having the
internship focus on frontline librarians and culminate in a report back to BALIS. Due to labor
implications at each library, there was discussion about whether each library would need to hire
the intern, whether BALIS could, or whether the iSchool could be approached about this. It was
also asked if the iSchool might have a list of what the librarians are interested in when interning.
A subcommittee formed including Richmond, Alameda County and Contra Costa County to
review the questions with the iSchool and bring back further information and ideas at the next
meeting.

B. Update on SJSU iSchool Discussion, including Webinar and Developing List of Key
Considerations for Students When Interviewing

Heidi Murphy and Deb Sica from Alameda County will participate in an iSchool webinar currently
scheduled for May 2 entitled “Interplay & Compatibility: Using SoftSkills to Ace Interviews and
Excel in Work.” Murphy reiterated the comments from the BALIS Directors from the January
meeting, which were confirmed by SJSU faculty, that the iSchool does not incorporate soft-skills
into their curriculum and it is not translating to the work environments. The Directors discussed
skills they believe are needed for these librarians. Skills mentioned included: self-awareness
(know if introvert/extrovert; how relate to others; what others personality types are); ability to
give, receive, and ask for feedback; acknowledging without agreeing with difficult people;
entrepreneurial skills; marketing skills; community organizing skills; activism skills; experience
with equity, diversity, and inclusion; framing skills during interviews; collaboration; self-care;
time-management and prioritization; big-picture thinking; professionalism and professional
etiquette; reframing yourself for the job in question (know your jurisdiction). These skills will be
conveyed to the iSchool faculty.

C. Discussion about Regional PLP Meeting

Frost reviewed the discussion from the previous BALIS meeting around BALIS hosting its own
regional meeting for library advocates, boards, and commissions. Topics that could be included
for discussion are brief overviews of current PLP systemwide projects, and an overview of PLP
detailing how it is structured and what it does. There was discussion around hosting a breakfast
at the Pleasanton Doubletree on a Saturday morning on Saturday, September 15 for up to five
people from each jurisdiction. Murphy will coordinate with PLP staff.

V. Reports

A. Report of System Chair

Chadwick shared the update from the CLA lobbyists on SCA 3-DODD, which is now dead. She
updated the Council Alameda County’s work on developing strategic plans and on employment
for incarcerated youth.

B. Report of System Administration

Frost reported that each of the 4 PLP regions coordinate their own visits for Day in the District.
Garzon used to take the lead for BALIS, and with his retirement, BALIS may want to consider
their strategy for participating in Day in the District. It was agreed that this would be added to
the next agenda. The PLP Executive Committee will send two Directors (McCulley and

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Addleman), and the PLP Assistant Director, Alvarez, to Washington D.C. for the National Library Legislative Day in May. In addition, Cervantes, Ziesenhenne and Goyal will be attending. Frost reminded the Directors that PLP would pay for the libraries to join SimplyE. If BALIS members are interested, they should contact Califa. PLP has submitted three LSTA grant proposals: a local Pitch-An-Idea grant entitled Cybersecurity Training for Youth Using Minecraft; a regional proposal with other systems called Career Visioning for New Adults in Rural California; and the Statewide Student Success Initiative grant. The PLP Annual Meeting is May 4\textsuperscript{th} at the Santa Clara City Northside Branch and Sally Lehrman, Director, Trust Project and Journalism Program Markkula Center for Applied Ethics at Santa Clara University will be the keynote speaker.

VI. Public Comment – none

VII. Agenda Building for Next Meeting on July 6, 2018 at Alameda County Library Administration

A. BALIS Priorities for Use of Reserves – Update on Using Funds for Shared Paid Intern and Update on Planning for Regional PLP Meeting
B. Update on SJSU iSchool Discussion, including Webinar and Developing List of Key Considerations for Students When Interviewing
C. BALIS Day in the District Coordination
D. Update on CLSA Funds
E. Update on the California Library Services Board (CLSB) participation
F. Discussion of Linear Regression and Public Service Staffing Models (Presentation by Contra Costa Library and San Francisco Library)
G. SimplyE demo (Alameda County)

VIII. Announcements
All libraries shared announcements.

IX. Adjournment
Meeting was adjourned at 12:10 p.m.
Draft Agenda for September 15 Regional Meeting

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>9:15-9:30</td>
<td>Registration</td>
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<tr>
<td>9:30-9:45</td>
<td>Welcome and introductions by each director of the people whom they have invited</td>
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<tr>
<td>9:45-10:15</td>
<td>Carol explanation of PLP, CLSA, etc.</td>
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<tr>
<td>10:15-10:20</td>
<td>Student Success Initiative (some libraries participating, overview)</td>
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<tr>
<td>10:20-10:30</td>
<td>Other grants (Minecraft, News Literacy)</td>
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<tr>
<td>10:30-10:40</td>
<td>Break</td>
</tr>
<tr>
<td>10:40-11</td>
<td>Melinda – legislative initiatives</td>
</tr>
<tr>
<td>11-11:15</td>
<td>Discussion/Q&amp;A</td>
</tr>
<tr>
<td>11:15-11:30</td>
<td>Thank you/next steps</td>
</tr>
</tbody>
</table>

Remind them of CPLA, CLA
Library Commissioners, Library Board Members, Friends of the Library, and others who support the public libraries in the Bay Area are invited to join us for breakfast. Learn about how your library is connected at the regional and state level and hear about current regional initiatives.

Saturday, September 15, 2018  9:30—11:30
Pleasanton DoubleTree, Masters Room
7050 Johnson Drive, Pleasanton
RSVP by September 7, 2018
https://tinyurl.com/ybp496ry
(please note any dietary restrictions when RSVP’ing)
Date: June 25, 2018
To: BALIS Administrative Council
From: Sean Reinhart, Library Director, Hayward Public Library
Subject: Request to rejoin the Bay Area Library and Information System

I am writing to formally request that Hayward Public Library rejoin the Bay Area Library and Information System and by extension, Pacific Library Partnership. Hayward Public Library’s operating budget has sufficiently recovered from the long-term adverse financial impacts of the Great Recession to afford BALIS membership again.

Please let me know if you have any questions or need any further action on my part for this request. On behalf of the entire Hayward Public Library team, we look forward to working together with you again.

Sincerely,

Sean Reinhart
Library Director
City of Hayward
510-881-7956 office
sean.reinhart@hayward-ca.gov