

BALIS Administrative Council Meeting

**Alameda County Library Administration
2450 Stevenson Blvd., Fremont, CA 94538**

Friday, July 6, 2018

10:00 a.m.

AGENDA

- | | | | |
|-------------|--|-------------------------|--------------|
| 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 agendaized pursuant to state law).
- VIII. Agenda Building for Next Meeting on October 5, 2018 at Berkeley Library – North Branch**
- IX. Announcements**
- X. Adjournment**

BALIS Administrative Council Meeting

**City of Pleasanton Civic Center
Large Conference Room (next to Council Chambers)
200 Old Bernal Avenue
Pleasanton, CA 94566**

Friday, April 6, 2018

10:00 a.m.

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

Cindy Chadwick, Chair, Alameda County
Jane Chisaki, Alameda Free
Gail McPartland, Contra Costa County
Jamie Turbek, Oakland Public
Katy Curl, Richmond Public
Michael Lambert, San Francisco Public
Heidi Murphy, Pleasanton Public
Tamera LeBeau, Livermore Public

Staff:

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

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

Addleman), and the PLP Assistant Director, Alvarez, to Washington D.C. for the National Library Legislative Day in May. In addition, Cervantes, Ziesenhenné 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 4th 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

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

Remind them of CPLA, CLA



Pacific Library Partnership

LET'S GET ACQUAINTED

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)



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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,

A handwritten signature in blue ink that reads "Sean Reinhart".

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