

**SVLS Administrative Council Meeting**  
**Agenda**  
**April 24, 2024**  
**Mountain View Public Library**  
**585 Franklin Street, Mountain View, CA 94041**  
**2:30 p.m.**

**SVLS Administrative Council**

Jennifer Weeks, Santa Clara County Library District (Chair)  
 Gayathri Kanth, Palo Alto City Library (Vice-Chair)  
 Jill Bourne, San Jose Public Library  
 Michelle Perera, Sunnyvale Public Library

Patty Wong, Santa Clara City Library  
 Ryan Baker, Los Gatos Public Library  
 Tracy Gray, Mountain View Public Library

**I. Call to Order and Introductions****II. Approval of Consent Items (Action Item)**

- |  |       |                     |
|--|-------|---------------------|
| <b>A.</b> Adoption of Agenda                       | Weeks |                     |
| <b>B.</b> Approval of the January 24, 2024 Minutes | Weeks | Attachment 1, pg. 2 |

**III. New Business**

- |  |       |                     |
|--|-------|---------------------|
| <b>A.</b> Election of New SVLS Officers for Term<br>FY 2024-25 and FY 2025-26 ( <b>Action Item</b> ) | Weeks | Attachment 2, pg. 4 |
| <b>B.</b> SVLS Presentation at PLP Annual Meeting  | Frost | Attachment 3, pg. 5 |
| <b>C.</b> Student Success Cards Discussion   | Weeks |                     |
| <b>D.</b> Collaborative Projects Using SVLS Reserves   | Frost |                     |
| <b>E.</b> Review of FY 2024-25 SVLS Administrative<br>Council Meeting Schedule                       | Weeks | Attachment 4, pg. 7 |

**IV. Reports**

- |   |             |
|---|-------------|
| <b>A.</b> Silicon Valley Reads            | Weeks       |
| <b>B.</b> Day in the District Update      | Weeks       |
| <b>C.</b> PLP Executive Committee Update  | Gray/Perera |
| <b>D.</b> Report of System Administration | Frost       |

**V. Announcements and Updates from Libraries****VI. Agenda Building and Location for Next Meeting on July 24, 2024**

- 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. Adjournment**

**SVLS Administrative Council Meeting**  
**MINUTES**  
**January 24, 2024 – 2:30 p.m.**  
**Sunnyvale Public Library - 665 W. Olive Ave, Sunnyvale, CA 94086**

**Council:**

Jennifer Weeks, Chair, Santa Clara County Library District  
 Tracy Gray, Mountain View Public Library  
 Gayathri Kanth, Palo Alto City Library  
 Vidya Kilambi, San Jose Public Library  
 Mila Rianto, Santa Clara City Library  
 Michelle Perera, Sunnyvale Public Library

**System Staff:**

Carol Frost, PLP  
 Justin Wasterlain, PLP

**Guests:**

Rachel King, DPIL

**I. Call to Order and Introductions**

The meeting was called to order at 2:31 p.m. by Chair Weeks.

**II. Approval of Consent Items****A. Adoption of Agenda****B. Approval of the October 31, 2023 Minutes**

A motion was made, and passed unanimously, to approve the Consent Items. (M/S Perera/Kanth)

**III. Old Business****A. Dolly Parton Imagination Library Discussion**

Rachel King, Senior Regional Director for the Dolly Parton Imagination Library, presented information about the program. Weeks noted Santa Clara County did not have any 501(c)3 partners for the program yet. King stated the Rotary Club could be interested and emphasized a preference for one partner to cover the entire county. She added that many counties have advisory boards of multiple organizations, but only one 501(c)3 contractual team. Weeks asked who had been part of previous successful partnerships. King answered United Way and First5. Perera questioned if CLA would be able to become a statewide partner to ensure statewide coverage.

**IV. New Business****A. Discussion of Library Procurement Process**

Gray described difficulty in purchasing library databases through a formal municipal procurement process. She noted that terms and conditions for cities and libraries don't always align, especially with cybersecurity requirements. Kanth asked if there were resources to find neutral analysis of different products to help justify purchases. Weeks suggested sharing public documents about resources to assist libraries in gathering the information they need for purchases.

**B. Formation of Nominating Committee for FY 2024-25 and FY 2025-26 SVLS Officers**

Weeks and Wong will form a nominating committee and put forward a slate of officers for approval at the April 24, 2024 meeting.

**C. Day in the District Coordination**

Directors volunteered to speak with their local representatives. Frost discussed CLA legislative priorities.

**V. Reports****A. Silicon Valley Reads**

Weeks reported Silicon Valley Reads events went well and shared appreciation for all the libraries who contributed to the program this year.

**B. PLP Executive Committee Update**

Gray and Perera reported on actions from the recent PLP Executive Committee meeting. They noted Luis Herrera has been chosen to lead a new PLP middle management program, PLP will continue to reserve \$50,000 in FY 2023-24 CLSA funds due to State budget uncertainty, and the PLP annual Administrative Council meeting will take place in-person on May 17<sup>th</sup>.

**1) SVLS Representative on the PLP Executive Committee**

Gray will term out of the PLP Executive Committee at the end of FY 2023-24. Kanth will replace Gray on the Committee starting in FY 2024-25.

**C. Report of System Administration**

Frost announced two upcoming PLP trainings. Frost also discussed the PLP annual Administrative Council meeting format and asked SVLS members to consider what collaborative work they have done which could be presented to the other regions during the meeting.

**VI. Announcements and Updates from Libraries**

Rianto discussed strategic planning, upcoming all-staff days, extended hours, and new staff. Weeks discussed renovation of children's spaces in the fall and the upcoming "Power of Play" training. Gray announced the launch of a new electric bookmobile. Kilambi discussed budget preparation and an annual update presented to the City Council. Perera discussed Phase 2 of the City of Sunnyvale's masterplan.

**VII. Agenda Building and Location for Next Meeting on April 24, 2024**

Meeting will be held at Mountain View Public Library.

- Results of nominating committee for SVLS Officers
- PLP annual meeting presentation
- Collaborative projects using SVLS reserves

**VIII. Public Comment**

No public comment.

**IX. Adjournment**

The meeting was adjourned at 5:03 p.m. by Chair Weeks.

**To: Silicon Valley Library System Administrative Council**  
**From: Jennifer Weeks**  
**Subject: Election of New SVLS Officers for Term FY 2024-25 and FY 2025-26**  
**Date: April 24, 2024**

## Background

In April 2019, the SVLS Administrative Council revised their Bylaws. The revised Bylaws established Council Officer terms as two-year terms.

## Term Limits from the Bylaws (Adopted 2019):

### *“Section 2: Officers*

- A. *The elected officers will be a Chairperson and a Vice-chairperson (Chair-elect) elected by the Administrative Council. The Vice-chairperson will also serve as Treasurer.*
- B. *The term of elected officers will be for two years starting July 1st of alternate years.*
- C. *Election of officers will take place at the Administrative Council meeting in alternate years prior to the 1st meeting of the fiscal year.*
- D. *The Pacific Library Partnership Executive Director will function as the Secretary of the Administrative Council.*
- E. *These officers will perform all duties prescribed by these bylaws and by the parliamentary authority adopted by the Administrative Council.*
- F. *Any vacancy among the officers of the Administrative Council will be filled for the remainder of the fiscal year by action of the Administrative Council.”*

## Chair Chronology

<b>FY</b>	<b>Chair</b>	<b>Vice-Chair (Chair-elect)</b>
2024-25		
2025-26	Gayathri Kanth	Patty Wong
2022-23		
2023-24	Jennifer Weeks	Gayathri Kanth
2020-21		
2021-22	Tracy Gray	Jennifer Weeks
2019-20		
2020-21	Ryan Baker	Tracy Gray
2018-19:	Hilary Keith	Monique Ziesenhenn
2017-18:	Hilary Keith	Monique Ziesenhenn
2016-17:	Hilary Keith	Monique Ziesenhenn

## Recommendation

The Nominating Committee has recommended Gayathri Kanth as Chair and Patty Wong as Vice-Chair for the two-year term from FY 2024-25 and FY 2025-26.

## PLP STRATEGIC PRIORITIES FY 2023/24 – 2025/26

PLP's mission is to empower member libraries through innovation, collaboration, and training and an ongoing commitment to diversity, equity, and inclusion. The purpose of this regional system is to improve the services of its constituent member libraries by maintaining existing California Library Services Act (CLSA) programs, and leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through programs, services, and collective resource building and sharing. PLP's activities support the work of individuals and institutions to create more equitable and just environments.

### 1. Staff Training and Professional Development

PLP has a tradition of providing member staff training and professional development, placing value on building leadership, supporting collective training opportunities related to diversity, equity, and inclusion, and providing training that is relevant to its membership. This can be accomplished through the following mechanisms:

- a. **Provide meaningful forms of leadership training.** Explore models of leadership training responsive to the interests and needs of members with a focus on building equity in leadership opportunities and activities to promote more diverse representation in higher level positions.
- b. **Support the good work of the long-standing Staff Development Committee.** The Committee plans a fall conference and virtual or in-person workshops and events that address the needs and interests of all levels of staff and respond to the changes in the library profession that help PLP serve its diverse communities.
- c. **Allocate funds to support regional staff development training initiatives.** Recognizing economic differences between jurisdictions, PLP provides access to funds supporting training topics developed by local libraries or regional committees. These topics are relevant to PLP as a whole, and open to all members. This allows PLP to be nimble and support training initiatives driven by its membership's needs, interests, and goals.
- d. **Continue exploring additional professional development opportunities.**

### 2. Support Innovation, Technology, and Access

Being in the heart of Silicon Valley, our academic and public libraries are well positioned to develop innovative and transformative ideas, ranging from engaging users with novel technology to providing equitable access to critical resources for community members. While keeping in mind the benefits as well as the disparities technology can unintentionally create, PLP will support this by:

- a. **Annually fund Innovation and Technology Grants.** By continuing to make this a priority, libraries are able to engage in risk-taking to develop new ideas and service models with the seed money provided by the grant.
- b. **Search for new opportunities.** PLP can continue to search for opportunities to share technology and resources among some or all PLP members. This may include best practices for use of technology.

**3. Seek Grants and Collaborative Opportunities Reflecting Regional Needs of PLP Libraries**

PLP has a good track record of applying for grants that benefit member libraries which reflect their interests. PLP also facilitates organizational development responsive to demographic, economic, and cultural changes, and works to uplift marginalized communities.

- a. **Seek Opportunities.** Opportunities may include LSTA, CLSA, IMLS and other grants as well as collaborative initiatives.
- b. **Work with the State Library.** PLP will continue as the fiscal and administrative partner for statewide grants, lending its expertise to the greater California community in establishing new initiatives. The three statewide LSTA grants which PLP will support for the next five years include Literacy Initiatives, Networking California Library Services, and Equity Based Data-Driven Decision Making for Community Impact.

**4. Support and Strengthen Individual Libraries Through Connections and Collections**

PLP's strength is built from the knowledge, expertise, and passion of member libraries and their staff. Communication, collaboration, and connection allow members to share and gather information, address common unmet needs, amplify the voices of library workers of color and other diverse or underrepresented perspectives, and learn from collective experiences that can expand the understanding and capacity of their libraries and themselves. PLP can facilitate these opportunities for learning and sharing by:

- a. **Continue and Expand the PLP Shared Cataloging/Acquisitions of World Language Materials.** Robust world language collections that mirror jurisdictions' users are critical to equitably serving communities. Since 2016, PLP has continuously developed a mechanism for sharing expertise, selection lists, and vendors to increase PLP libraries' capacity to strengthen their world language collections. Approximately half of PLP has been engaged, and the program can be examined for increased benefit.
- b. **Establish Regional or PLP-wide Community of Interest Groups.** PLP, along with the four regions of PLP, can assist in establishing self-directed communities of interest where members have dedicated space to share their knowledge and ideas. Communities will be formed on topics chosen by the PLP membership.
- c. **Encourage and Support Collaborative Working Groups.** Through communication and input from member libraries, PLP can encourage the formation of working groups tasked with exploring or addressing specific region-wide challenges or opportunities. Library director liaisons will provide guidance to working groups and relay information to the Administrative Council and Executive Committee.
- d. **Support Shared eResources.** PLP can support shared eCollections among libraries, including equitable use of CLSA funds in shared subscriptions among smaller libraries.
- e. **Survey Members.** PLP will continue to respond to member suggestions regarding programs and services, and will survey members on a regular basis to ensure programs and services reflect the interests and needs of the PLP community.

## FY 2024/2025 SVLS Administrative Council Meeting Schedule

July 24, 2024

October 23, 2024

January 22, 2025

April 23, 2025

All meetings will be held at 2:30 p.m. the fourth Wednesday of the month. The location is to be determined. As per past practice, we will hold these dates for potential meetings, but will cancel any meetings that are not deemed necessary.