

Board of Library Trustees: January 12, 1999 Agenda and Summary

7:00 p.m. Claremont Branch, 2940 Benvenue

Items which are starred (*) are included in the packet; (**) Trustees only.

I. Call to Order

II. Public Comments (proposed 10-minute limit, with no more than 5 speakers speaking for 2 minutes each)

III. Approval of Agenda

IV. Staff Report – Claremont (10 minutes)

V. Consent Calendar

A. From Director of Library Services

- * 1. Minutes of Regular Meeting – December 8, 1999
- **2. Request for Extension of Sabbatical for 3 months to 3/31/00 – Sayre Van Young, Senior Librarian, Reference Dept.
- **3. Fees for Damaged or Mutilated Materials
- * 4. Resolution for City Council Regarding Appreciation for the Berkeley Public Library Foundation

VI. Reports for Action/Discussion

A. From Director of Library Services

1. Building Projects Update
2. City/Foundation Bridge Loan
3. City MOU Report
4. Local History Room Gates
5. City Council Report on Construction Project
6. Branch ADA Renovation and Branch Building Projects
7. Bond Issue for Branch Renovation
8. Alice Meyers Trust

VII. Reports for Information

A. From Director of Library Service

*1. BPL Program Announcement:

- *Rocka My Soul: The African-American Spiritual in Story and Song*
- *Another Case at the Claremont: A Participatory Murder Mystery*
- *Legends of Ancient India at the West Branch Library*

- *Bounce Those Babies on Your Knees! Storytime for Babies and Toddlers at the West Branch, Berkeley Public Library*

**2. BPL Staff Newsletter, December 1999

*3. BPL Calendar of Events, January 2000

*4. Staff and Staffing Report: Literacy Coordinator, Temporary Branch Supervisor Arrangements

**5. Letter of thanks to Red Oak Realty for donation to Claremont Branch *6. Articles from Civic.Com December 1999 issue:

- *New PowerUP Initiative Aimed at Bridging the "Digital Divide"*
- *NY Education Officials Seek \$12 Million for Virtual Library, A New Civic Center*

VIII. Addenda To Agenda

A. Director’s Oral Report – Gates Foundation Grants, Intern, Foundation and Foundation Newsletter, Friends

IX. Agenda Building

Next Meeting: February 9, 2000, at 2121 Allston Way, 2nd Floor

Closed session pursuant to Government Code 54957 to discuss performance reviews and merit pay increases for Director of Library Services and Building Project Manager

X. Adjourn

SUMMARY

I. Call to Order - The regular meeting of January 12, 2000 was called to order at 7:15 p.m.

Present: Trustees Anderson, Cross, Garcia, James, Shirek

Absent: None

Also Present: Director of Library Services Adelia Lines, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Supervising Librarian Karen Joseph-Smith, Supervising Librarian Jeri Ewart, Administrative Secretary Yvette Gan

II. Public Comments: None

III. Approval of Agenda

R00-01 Moved by Trustee Shirek, seconded by Trustee Anderson, to approve the agenda. Motion carried unanimously.

IV. Staff Report from Claremont Branch

Supervising Librarian Karen Joseph-Smith informed the Board that she has been appointed for six months to be the Interim Technical Services Manager while Technical Services Manager Trarie Kottkamp works on several automation projects. Supervising Librarian Jeri Ewart is filling in for Ms. Joseph-Smith at Claremont during this time. When the ADA project construction begins, the Claremont branch will be closed for about two months and the staff will move to South Branch.

In preparation for the branch closure, staff is weeding to clear the top shelves, planning the logistics of the closure, and making arrangements for a community meeting on Tuesday, February 1st. Trustee Anderson will be present at the community meeting. Ms. Ewart's role will involve handling publicity about the closure, planning the move from Claremont to South Branch and supervising both South and Claremont branch staffs. Director Lines commended Ms. Joseph-Smith and Ms. Ewart for their willingness to take on this additional workload.

Ms. Joseph-Smith spoke about the programs held at Claremont recently, as well as the upcoming "Murder Mystery" and "African-American Spiritual in Story and Song". Teen Librarian Stewart Shaw is now based at Claremont, having transferred from West Branch. The Board thanked Ms. Joseph-Smith for her report.

V. Consent Calendar

- R00-02 Moved by Trustee Cross, seconded by Trustee Shirek to approve the Consent Calendar. Motion approved unanimously.**
- R00-03 Approved Minutes of Regular Meeting – December 8, 1999.**
- R00-04 Approved Request for Extension of Sabbatical for 3 months to 3/31/00 – Sayre Van Young, Senior Librarian, Reference Dept.**
- R00-05 Approved Fees for Damaged or Mutilated Materials.**
- R00-06 Approved Resolution for City Council Regarding Appreciation for the Berkeley Public Library Foundation.** Director Lines thanked Trustee Shirek for carrying the resolution and for making the proclamation at the City Council meeting of January 11th. The Friends and Foundation were very appreciative.
- R00-07 Approved the revised list of FY 2000 Meeting Sites and Staff Presentations.**

VI. Reports for Action/Discussion

1. Building Projects Update

Building Project Manager Elena Engel brought photos of the construction site and commented on the stages of construction they represented.

Ms. Engel informed the Trustees that the second floor slab had not met specifications, neither had the exterior concrete facing for the Bancroft wing. Library staff will meet with the City staff and take them on a tour of the problematic areas on January 20th. She noted that the architects and Library Project Managers are taking on tasks that should have been carried out by Arntz Builders, such as scheduling meetings with the architects/Arntz/sub-contractors before work is done or before submittals are put through.

In response to Trustee Garcia's question about acceleration, Ms. Engel replied that since Arntz Builders may not be keeping up with the schedule, it seemed inappropriate to pay for accelerated work when the builders may be falling behind schedule again.

Daryl Witbeck, construction manager for the Library Project Managers, has resigned to take another job.

2. City MOU Report

Director Lines distributed copies of a draft letter to Rene Cardinaux, the City's Capital Improvements Manager. Since he had not agreed to revise the MOU, she felt that it would be in the best interests of the Library to document the current practice of having both City staff and library staff approve change orders. The Trustees reviewed the draft and discussed it.

R00-08 Moved by Trustee James, seconded by Trustee Garcia, that the Board of Trustees instruct the Director of the Library to send the memo, as drafted by the Director, to the Capital Improvements Manager Rene Cardinaux. Motion carried unanimously.

3. New E-mail System for the Library

Director Lines mentioned that she and Ms. Engel had met with the City Manager twice to discuss the Library's decision to install an e-mail system which will not be the same as the City's system.

Trustee Cross felt that the document attached to the agenda (Item VI.A.2) was clear and easily understood. Director Lines will be submitting a more technically detailed report to the Board and City Manager, with the assistance of the library's technology consultant. The Trustees supported the recommendation of the Library staff to implement a Novell e-mail system.

4. City/Foundation Bridge Loan

The Foundation President Anna Rabkin, Foundation Treasurer Raully Butler, the City's Finance Director Fran David and Ms. Engel met last Friday to discuss procedures for purchasing fixtures and furnishings for the renovated Central Library. The Finance Director thought it reasonable for the Foundation to pledge funds for such purchases with the understanding that the funds will be transferred to the City when invoices are due for payment.

The idea of a bridge loan was also discussed. Ms. David thought it would be preferable to lease-purchase rather than use a bridge loan, and noted she would have to bring this question to Phil Kamlarz, Deputy City Manager, and Manuela Albuquerque, City Attorney, before making a final decision. Ms. Engel noted that by April 2000 the Foundation would have a clearer idea of how close it was to the goal of \$3.7 million.

5. Local History Room Gates

The four artists selected for the final submissions will meet with the judging panel on January 22, 2000, at the South Branch library. Ms. Ewart, Trustee Garcia and architect Stuart Colby from Ripley/BOORA are participating as panelists, and Director Lines and Senior Reference Librarian Sayre Van Young will be present as advisory members.

6. City Council Report on Construction Process

It was decided that the Board of Library Trustees would make a report on the progress of

building construction to the Berkeley City Council sometime in early-to-mid March 2000.

7. Branch ADA Renovation and Branch Building Projects

Branch Services Manager Audrey Powers noted that the contract for the Branch ADA renovation project was awarded to Younger-Wunar, which submitted the low bid of \$90,000. The bids ranged up to almost \$140,000. Ms. Powers noted that a neighbor to the South side of the branch has raised some objections to the project, and provided details to the Trustees. Because of this, the architect has added more funds to the contingency amount, which now totals almost \$117,000.

The Claremont branch will be closed as of Sunday, February 20th. Ms. Powers spoke of plans to publicize the closure, the logistical details of the closure itself, as well as the plans for staffing and workload. A community meeting is scheduled for February 1, 2000, at 7:00 p.m. at the branch.

She also pointed out the need for repairs to the windows, since there may be wood rot. Staff is hoping to have the exterior of the branch painted later this year.

8. Bond Issue for Branch Renovation

Ms. Powers attended a meeting earlier today with library directors from four other library jurisdictions and the editorial board of the Oakland Tribune to discuss Proposition 14. As there is only \$350 million available for the state of California, the competition will be intense. She felt that the branches with the highest priority for Prop. 14 funding would be either South or West. The Trustees discussed this topic at length, and Director Lines said that the staff would continue to look into this bond issue.

9. Alice Meyers Trust

Director Lines reported that a Berkeley resident, Alice Meyers, had left approximately \$400,000 to the Library with the proviso that it be used to purchase children's books.

VII. Reports for Information

1. BPL Program Announcement:
 - *Rocka My Soul: The African-American Spiritual in Story and Song*
 - *Another Case at the Claremont: A Participatory Murder Mystery*
 - *Legends of Ancient India at the West Branch Library*
 - *Bounce Those Babies on Your Knees! Storytime for Babies and Toddlers at the West Branch, Berkeley Public Library*
2. BPL Staff Newsletter, December 1999
3. BPL Calendar of Events, January 2000
4. Staff and Staffing Report: Director Lines reported that Amy Prevedel, the new Literacy Coordinator started work on Jan. 10th. Director Lines will be undergoing further medical procedures but does not yet know when it will take place.

5. Letter of thanks to Red Oak Realty for donation to Claremont Branch
6. Articles from Civic.Com December 1999 issue:

- *New PowerUP Initiative Aimed at Bridging the "Digital Divide"*
- *NY Education Officials Seek \$12 Million for Virtual Library, A New Civic Center*

VIII. Addenda To Agenda

The Gates Foundation has awarded two grants to the Berkeley Public Library; one for \$113,255.72 (for six computers at each library location) and the other for \$35,252.65 (for a computer training laboratory). Four staff members will be spending a week each in Seattle undergoing training for the computers that will be installed.

The Friends of the Library have decided that they would like to continue operating the bookstore in the same location. Director Lines will work with the Friends to bring this issue to the City. Ms. Powers distributed copies of an article in the East Bay Express about a vandalism incident at North Branch.

IX. Agenda Building

Next Meeting: February 9, 2000, at South Branch Library.

Agenda Items: Report to City Council, City/Foundation Bridge Loan, Bond Issue.

At 9:10 p.m., the Board went into closed session.

At 9:15 p.m., the Board returned to regular session. There was no action taken.

X. Adjourn

R00-09 Moved by Trustee Garcia, seconded by Trustee Cross to adjourn the meeting at 9:15 p.m.
Motion carried unanimously.