

Berkeley Public Library
Board of Library Trustees

Regular Meeting
October 13, 1999

Minutes
7:10 p.m.

South Branch Library
1901 Russell Street

I. Call to Order

The regular meeting of October 13, 1999 was called to order at 7:10 p.m.

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

Absent: None

Also Present:

Director of Library Services Adelia Lines

Deputy Director of Library Services Jody Bush

Building Project Manager Elena Engel

Branch Services Manager Audrey Powers

Administrative Secretary Yvette Gan

Anna Rabkin, President, BPL Foundation

Glen Gilbert, Exec. Director, BPL Foundation

Karen Gerstein, Admin. Asst., BPL Foundation

II. Swearing-In Ceremony for Laura Anderson, new Board Trustee

As Secretary to the Board, Ms. Lines administered the Oath of Affirmation to the new Board Trustee, Ms. Anderson.

III. Public Comments: None

IV. Approval of Agenda

In consideration of the need for the Foundation to present its report and hear the Board's decisions, Ms. Lines suggested that Action Items VIII.A.8 and VIII.A.9 be the first two topics discussed under "Reports for Action/Discussion".

R99-83 Moved by Trustee Cross, seconded by Trustee Garcia, to approve the agenda as re-ordered. Motion carried unanimously.

V. Report from Berkeley Public Library Foundation

Glen Gilbert, Executive Director of the BPL Foundation, introduced Ms. Rabkin, President, and Ms. Gerstein, Administrative Assistant. The Board viewed a short video designed to be shown to donors. The Foundation has received just over \$2 million (goal: \$3.3 million), and is now ready to begin the third and final stage of the campaign which will focus on the community. Mr. Gilbert provided details of the amounts raised by the Foundation and the campaign strategies employed. Ms. Rabkin spoke of the work to be done in the final phase, and thanked the Friends, the Board, and the staff for their support of the Foundation.

A discussion followed on the implications of "naming" and "recognition" opportunities. The Foundation staff has been working with Ms. Engel and the building architect on the placement and size of donor plaques. Plaque wordings were also discussed. The following documents were distributed: A list of Recognition Opportunities, a Confirmed and Pending Support Summary, and a draft Planned Giving and Bequest Plan. The Board thanked Ms. Rabkin and Mr. Gilbert for their report.

VI. Staff Report from Branch Services

Branch Services Manager Ms. Powers noted that recent statistics for the four branches reveal that the total branch circulation figure is higher than that of the Central Library. Among the more

difficult challenges facing the branches are staffing, turnover, ergonomics and aging facilities. There are currently openings for a Literacy Coordinator and Teen Librarian at West Branch. Branch staff will be facing a heavy workload when the Central Library closes for its move back to 2090 Kittredge Street. The Board thanked Ms. Powers for her report.

VII. Consent Calendar

R99-84 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the Consent Calendar. Motion carried unanimously.

R99-85 Minutes of regular meeting – September 8, 1999, with the following addition:
Page 1 item VI.A.1 Branch ADA Update. Add the following: “The Board discussed the construction schedule and requested that the schedule be improved to reflect a shorter period of closure.”

R99-86 Accepted the resignation of Helen Christophi, Library Aide, General Services

R99-87 Accepted the resignation of Tung Le, Library Aide, Claremont Branch

R99-88 Accepted the resignation of Elaine Chen, Library Aide, General Services

R99-89 Accepted the resignation of Abigail Sims -Evelyn, Library Literacy Program Coordinator, West Branch

R99-90 Approved the FY 2000 Calendar of meeting dates, sites and staff presentations. Trustee James requested that at least one of the meetings be scheduled at Claremont Branch if possible. Director Lines noted that the locations of meetings may be revised depending on construction schedules.

R99-91 Approved contract for Library Security Services with Sentinel Security and Patrol Services for One Year.

VIII. Reports for Action/Discussion

1. Donor Recognition Opportunities

Director Lines noted the importance of recognition opportunities to the success of the fund-raising campaign. Foundation Board members are sensitive to possible controversies and they are extremely careful when assessing such issues.

R99-92 Moved by Trustee Shirek, seconded by Trustee Cross, to approve the list of Recognition Opportunities, including the plaque sizes and wordings as proposed by Foundation Board and staff. Motion carried unanimously.

A discussion followed on naming opportunities. Ms. Rabkin assured the Board that all gifts to the Foundation are reviewed by the Foundation Board before they can be accepted.

R99-93 Moved by Trustee Cross, seconded by Trustee Garcia, that the Board of Trustees delegate recognition opportunities to the Foundation Board with the proviso that the Foundation make efforts to persuade donors to accept recognition opportunities rather than naming opportunities. In addition, that the Director of Library Services review any such naming opportunities, and furthermore, that any naming opportunities requested by corporations or corporate foundations be brought to the Board of Library Trustees for approval. Motion carried unanimously

2. Foundation Planned Giving Program

The draft Planned Giving and Bequest Plan distributed earlier during the meeting has been approved by the Foundation Board and is in the process of being approved by the Friends of the Library.

R99-94 Moved by Trustee James, seconded by Trustee Anderson that the Planned Giving Program be approved by the Board of Library Trustees. Motion carried unanimously.

3. Handling of Foundation Gifts

R99-95 Moved by Trustee James, seconded by Trustee Cross that the Director of Library Services accept funds from the Foundation on the behalf of the Board of Library Trustees. Motion carried unanimously.

R99-96 Moved by Trustee Cross, seconded by Trustee Shirek, that the Director of Library Services expend such funds and keep appropriate financial records of these expenditures for the benefit of the Berkeley Public Library. Motion carried unanimously.

R99-97 Moved by Trustee James, seconded by Trustee Garcia, that the Director of Library Services explore methods of financing the purchase of Furniture, Fixtures & Equipment on an interim basis until full funding can be provided by the Foundation. Motion carried unanimously.

Trustee James proposed a reception be held for the Trustees, Foundation Board and Friends of the Library. On behalf of the Board of Library Trustees, he thanked the members of the Foundation Board and staff for their hard work.

4. Election of Vice President of the Board of Library Trustees

Proposed nominees for Vice-President were Trustees Garcia and Cross. A ballot was held resulting in the election of Trustee Garcia as Vice-President of the Board.

5. Building Projects Update

Building Projects Manager Ms. Engel noted that construction is behind schedule. While concerned, the City's Capital Improvements Project staff do not regard the slippage in the schedule to be as problematic as do library management staff and the Trustees. However, failure to meet the construction schedule will result in greater expenses to the Library. Trustee Garcia felt that there should be better scheduling of the management of the project on the part of Arntz Builders. He felt that even with a recovery plan in place the project would still be behind schedule, especially with the coming winter weather and the need to fit in a complicated schedule for multiple sub-contractors as the project proceeds.

Ms. Engel, Trustee Garcia, Director Lines and Library Project Management will meet with Rene Cardinaux and John Rosenbrock on October 14, 1999, to discuss the construction schedule. If this meeting does not provide the needed results, an emergency meeting of the Board may be held. The City Manager and Mayor will be invited to attend any such emergency meeting.

6. Branch ADA Renovation

Ms. Powers distributed a cover letter and the following items: construction timeline, renovation drawings for Claremont Branch and cut sheets for the fixtures. Eric Dibner of the Commission on Disability has approved the change in plans for branch ADA renovation. The renovations at Claremont will include improved railings, an automatic door, bringing both men's and women's bathrooms into compliance, and lowering the floor in the children's room. The construction area can be enclosed to minimize dust and disturbance, and computers and other equipment will be

covered also. It may be possible for staff to keep working for part of the time while construction is under way. Trustee Gracia advised that the contractor be asked to plan for possible occupancy and be made responsible for maintaining the alarm/security system.

In addition, the project will provide all branches with automatic doors and the Tool Lending Library with wheelchair access. The cost for the entire project should be approximately \$150,000 to \$200,000. There will be funds in other years to renovate the other three branches. Ms. Powers requested that the Trustees review the documents and respond to her with their comments by October 20th.

7. Bond Issue for Branch Renovation

Governor Davis has signed SB 3, the California Reading and Literacy Improvement and Public Library Construction Act. Director Lines distributed copies of a news release on the passing of the bill, and a letter of thanks she had written to Governor Davis.

8. Five-Year Plan for the Berkeley Public Library

The management team will be having a retreat on October 28, 1999 to work on a 5-year plan for the Library.

9. Recommendation that Employee's Suspension be Reduced to One Day

R99-98 Moved by Trustee Cross, seconded by Trustee Anderson, that the Director of Library Services be authorized to negotiate the terms of an employee's suspension, including the possibility of reducing his suspension to one day. Motion carried unanimously.

10. Library Administration

Ms. Lines reported on the health and work status for herself and Deputy Director of Library Services, Jody Bush.

IX. Reports for Information

1. Letter of Appreciation from Eleanor Letchaw to the Board of Library Trustees
2. BPL Program Announcements: *PSA on "Preserving Your Family Photographs" workshop*
3. BPL Staff Newsletter, September 1999
4. BPL Calendar of Events, October 1999
5. List of Ergonomic Changes Implemented
6. Financial Statement – FY 1998/99
7. Resolution 60,174-N.S. Adopted by City Council on 9/14/99 Re: Equity Salary Adjustments: Library Services Manager and Circulation Services Manager
8. Letter and donation from Karin Gieson, Outreach Services patron
9. Berkeley Alliance Program (Request for Volunteers to assist Berkeley High School Freshmen)
10. Article from American Libraries, June/July 1999: *The Library as Place: Cultural Programming for Adults*

X. Addenda To Agenda

The Friends bookstore is doing very well, and the Friends are hoping to continue the Bookstore operation in its current location.

Ms. Lines will ask Ms. Eleanor Letchaw if she would be willing to represent BPL on the BALIS System Advisory Board.

XI. Agenda Building

Next Meeting: November 10, 1999, at South Branch Library
Agenda items: Building Projects, Branch ADA Renovation, Bond Issue for Branch Renovation,
Letter from Ms. April Watkins.

XII. Adjourn

R99-99 Moved by Trustee Cross, seconded by Trustee Garcia to adjourn the meeting at 10:00 p.m. Motion carried unanimously.