

# **Board of Library Trustees: December 7, 1999 Summary**

7:00 p.m. 1901 Russell Street

## **I. Call to Order**

The regular meeting of December 8, 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, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Supervising Librarian Richard Serrato, Administrative Secretary Yvette Gan

## **II. Public Comments: None**

## **III. Approval of Agenda**

R99-112 Moved by Trustee James, seconded by Trustee Garcia, to approve the agenda. Motion carried unanimously.

## **IV. Staff Report from West Branch**

Supervising Librarian Richard Serrato reported that the West Branch's circulation is twice what it was last year, especially since the video collection was moved to West. Mr. Serrato has been in charge of the Literacy unit since the Literacy Coordinator resigned. He spoke of the programs carried out by the Literacy staff and an application which he has submitted for a literacy grant. Interviews for the Literacy Coordinator position were held today.

The Gates Foundation grant will allow for six computers to be installed at West; in addition, West will be the temporary site used to house the Gates computers for Central until the re-opening.

The Multi-Ethnic Committee is working on a proposal for a program to train supervisors and managers on diversity issues in February. Trustee Anderson recommended that efforts to recruit and retain people of color be documented in order to keep track of the effectiveness of such measures.

## **V. Consent Calendar**

R99-113 Moved by Trustee Shirek, seconded by Trustee Cross to approve minutes of November 10, 1999, with the following change: Page 1, R99-100: Replace "Trustee Cross" with "Trustee Shirek".

## **VI. Reports for Action/Discussion**

## 1. Building Projects Update

Building Project Manager Elena Engel reported the settlement with Arntz Builders is now with the City awaiting signature. Trustee Garcia commended the Library Project Managers for their excellent work in documenting construction delays which was invaluable in reaching the settlement so quickly.

The question of construction acceleration was discussed. Ms. Engel felt it was too soon to be able to determine if the Library should purchase acceleration days. She informed the Board that the Bancroft wing would be completed much sooner than the Kittredge building. The idea of occupying Bancroft earlier than planned has been reviewed but it does not look feasible as wiring, cabling, etc. must be completed for both Kittredge and Bancroft sections before Bancroft can be occupied.

Ms. Engel noted that a Contract Deficiency Notice was issued to Arntz because a portion of the concrete facing has not met specifications.

Ms. Engel distributed a short-term version of the master building schedule and spoke briefly about upcoming projects. The Central Library will be able to offer a maximum of 115 computers for public use when it re-opens. So far, about 77 computers have been allocated to various parts of the Library. It was decided that not all of the 115 will be installed immediately as, when these computers reach obsolescence, it will be less strain on the budget and staff time to phase in the replacements.

### 1a. MOU with the City

Ms. Engel noted that the City's Capital Improvements staff sign off on all change orders, regardless of cost or time involved. The Library Project Managers have suggested that the City sign off only on change orders of \$25,000 or more, or when there is a significant change in the contract of \$100,000 or more, or if it involves more than a month's delay. After some discussion, the Trustees directed Library management to revise the MOU to more clearly specify the role of the City's Capital Improvements staff in the building project.

### 1b. New E-mail System

Director Lines mentioned that she, Ms. Engel and the City Manager met earlier this week to discuss the Library's decision to install its own e-mail system and internet access. Director Lines has provided the City Manager with several reasons for this decision, including the fact that the library's first priority is to provide public service seven days a week, and 90% of the equipment are not in an office environment.

## 2. Branch ADA Renovation

Branch Services Manager Audrey Powers reported that Ms. Engel has been working on a schedule for the Branch Renovation project. The bid for the branch

project will close on December 16<sup>th</sup>, and at least three bids need to be submitted in order for the bid process to be valid. Ms. Powers and Maintenance Supervisor Bob Baty are considering having the windows repaired and the exterior of the Claremont branch painted in Spring or Summer 2000.

A neighbor of the Claremont Branch has complained about the design of the turn-around for wheelchairs. Ms. Powers and Architect Carmella Rejwan will be looking into this complaint.

Red Oak Realty has donated \$500 to the Claremont Branch; this could be used to purchase a new book drop or furniture.

Director Lines reported that the management is re-thinking the bar-coding and re-jacketing project because of the staff time and space needed to do this for over 80,000 books.

### 3. Bond Issue for Branch Renovation

There was no report.

### 4. Five-Year Plan for the Berkeley Public Library

There was no report.

### 5. FY 2000 Holidays and Christmas Holiday Closing

R99-114 Moved by Trustee Cross, seconded by Trustee Shirek, to approve the list of holiday closures for FY 2000. Motion carried unanimously.

### 6. Library Administration

Director Lines reported that Deputy Director Jody Bush is on vacation. Trustees James and Garcia will meet to discuss the performance appraisal for the Library Director and the Building Project Manager. Director Lines distributed a memo regarding the evaluation process.

## **VII. Reports for Information**

1. BPL Staff Newsletter, November 1999

2. BPL Calendar of Events, December 1999

3. Staff and Staffing Report

Director Lines reported that due to the number of critical automation projects underway, she has appointed Technical Services Manager Trarie Kottkamp to be a Special Projects Manager for six months to handle Automation Planning, the Gates Foundation project, etc. Supervising Librarian Karen Joseph-Smith, Claremont Branch, will be the interim Technical Services Manager.

4. Quarterly Financial Statements Ending Sept. 30, 1999 (FY 1999/2000)
5. Articles from Civic.Com October 1999 issue: *Internet Access for All, Sun Targets Schools with New Thin Client*
6. BPL Program Announcement: *Mystery At The Library*

#### **VIII. Addenda To Agenda**

Director Lines mentioned that Ms. Powers and Technical Services Manager Trarie Kottkamp had submitted excellent applications for the Gates Foundation grants. She reported on the following: receptions given by the Board of Trustees and by the Foundation, the California Library Association Conference in November 1999, the possibility of using volunteers for short-term projects and the Alice Meyers Trust. She invited the Trustees to attend the staff holiday party on December 10<sup>th</sup> at the Claremont Branch.

#### **IX. Agenda Building**

Next Meeting: January 12, 2000, at Claremont Branch Library

#### **X. Adjourn**

R99-115 Moved by Trustee Garcia, seconded by Trustee Anderson to adjourn the meeting at 9:15 p.m. Motion carried unanimously.