Berkeley Public Library
Board of Library Trustees

Regular Meeting	Minutes	South Branch Library
February 9, 2000	7:10 p.m.	1901 Russell Avenue

I. Call to Order

The regular meeting of February 9, 2000 was called to order at 7:10 p.m.
Present: Trustees Anderson, Cross, James, Shirek
Absent: Trustee Garcia
Also Present: Director of Library Services Adelia Lines, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Children's Services Manager Linda Perkins, Administrative Secretary Yvette Gan
The following members of the Task Force on Recruitment and Retention for Workplace Diversity were also present: Patricia Mullan (Chair), Supervising Librarian, Art & Music; Vivian Vigil, Library Technician, General Serivces; Sam Zhang, Library Assistant, General Services; Stewart Shaw, Librarian II, Claremont Branch; Debbie Carton, Librarian II, North Branch.

II. Public Comments: None

III. Approval of Agenda

R00-10 **Moved by Trustee Cross, seconded by Trustee Shirek, to approve the agenda.** Motion carried unanimously.

IV. Report from the Task Force on Recruitment and Retention for Workplace Diversity

Supervising Librarian Patricia Mullan reported that the Task Force focussed on training for supervisors and managers for the past year. The other Task Force members each presented their observations on the significance of the work of the Task Force. Copies of the final report and recommendations were distributed to each Trustee, and a gift of a book, "Multicultural Manners" by Norine Dresser, was presented to the Board also. The Board thanked the Task Force members for their work.

V. Staff Report – Children's Services

Children's Services Manager Linda Perkins spoke of the various projects undertaken by the Children's Services staff: Booktalks, Summer Reading, working with student Friends. This year's Summer Reading program will have a construction theme. Author Thatcher Hurd will be giving the Library child-size reproductions of "Brushmobile" and a gas-pump that were based on his book "Art Dog." These will be placed in the Children's section. The staff also meets on a regular basis with school librarians. The Alice Meyers Trust has endowed the Library with $400,000 for children's materials; Ms. Perkins and the Director are working on the budget implications of this gift. The Board thanked Ms. Perkins for her report.

VI. Consent Calendar

Director Lines requested that Item 3 be removed from the Consent Calendar as the staff person in question works only 15 hrs/week and is therefore not eligible for maternity leave.

R00-11 **Moved by Trustee Cross, seconded by Trustee Shirek, to approve the remaining items in the Consent Calendar.** Motion approved unanimously.

R00-12 Minutes of Regular Meeting – January 12, 2000

R00-13 Resignation of Irvin Collins, Library Aide, General Services

R00-14 Revised Tool Lending Library Rules and Regulations

R00-15 Contract Extension for One Year for Universal Building Services to Provide Janitorial Maintenance

R00-16 Resolution in appreciation of Tish Solmitz, Outreach Volunteer

VII. Reports for Action/Discussion

1. Building Projects Update

Building Project Manager Elena Engel informed the Board that the Contractor's latest schedule lists a substantial completion date of Dec. 15, 2000, and a final completion date of Jan. 12, 2001. The Contractor has not been able to send in submittals for approval in a timely manner; this can cause delays in construction.

The third floor concrete pour for the Bancroft wing appears to be satisfactory, and a steel structure has been constructed for the roof. The next step will be to put in mechanical systems and the "rough-ins". The foundation work for the Kittredge building is being completed, and the walls can now be built.

The management team visited some firms in San Francisco last week to view staff furniture. An RFP (Request for Proposals) will be announced for the re-finishing of the historic furniture.

2. Phones and E-mail System

Director Lines reported that the technology consultant is working on the technical report for the City Manager and that she hoped to receive his draft next week.

3. City/Foundation Pledge

Ms. Engel reported that she has not yet received a response from the City with regard to the drafted MOU for the Foundation pledge. As the City's phone bid will be closed on Feb. 22, 2000, she hopes to have a response by then.

R00-17 Moved by Trustee James, seconded by Trustee Cross to approve the draft MOU as included in the agenda packet, and furthermore, directed the Building Projects Manager Elena Engel to apprise them of any substantial changes in the MOU should the City's Finance Director make such changes. Motion approved unanimously.

4. Public Art: Local History Room Gates

The final selection meeting of the Public Art submissions was held on Jan. 22, 2000, at the South Branch Library. The panel selected Miles Karpilow, whose wood design was felt to be the most appropriate considering the history and décor of the Central Library.

5. City Council Report on Construction Project

Director Lines felt it would be useful to include in this report some news about the ADA branch renovation project and the current temporary site at 2121 Allston Way. This will be presented to the City Council in late March or early April 2000.

6. Branch ADA Renovation and Branch Building Projects

Branch Services Manager Audrey Powers reported on the community meeting held at the Claremont Branch on February 1st. While there were few attendees, they were active and had many good suggestions. There were concerns about traffic flow in the branch, lighting, the drinking fountains, and patron behavior. Patrons also asked that the carpet be replaced. However, since this was not planned, and therefore not budgeted, staff would need to find funds to do this. The Trustees discussed possible funding sources for the carpet, and also for the exterior painting of the branch.

Claremont staff are continuing their work on weeding and other preparations for the renovation. Cabling and wiring will also be re-done so that the Gates computers can be more easily installed when they arrive.

7. Bond Issue for Branch Renovation

The Trustees discussed the seven choices of wording that were included in the agenda packet. They agreed that a combination of the first half of #1and the last half of #7 would work best, and requested that the Director review a few of these choices with the City Attorney before submitting the wording for the ballot.

8. Election of Chair and Vice-Chair

R00-18 **Moved by Trustee Cross, seconded by Trustee Anderson, to nominate Trustee James as the Chair of the Board of Library Trustees for a year, effective 2/1/00.** Motion carried unanimously.

R00-19 **Moved by Trustee Anderson, seconded by Trustee Shirek, to nominate Trustee Garcia as the Vice-Chair of the Board of Library Trustees for a year, effective 2/1/00.** Motion carried unanimously.

VIII. Reports for Information

1. BPL Press Releases: *Wild About Books at the Berkeley Public Library, African Dance and Storytelling at the Berkeley Public Library, Temporary Closure of Berkeley's Claremont Branch Library to Increase Disabled Access*
2. BPL Staff Newsletter, January 2000
3. BPL Calendar of Events, February 2000
4. Staff and Staffing Report
   Director Lines noted that she would ask re-configure the Multi-Ethnic Committee to include two members of the now-defunct Task Force on Diversity. The newly constituted MEC will develop a work plan for these recommendations. She has asked Ms. Mullan to evaluate mentoring programs.
5. Quarterly Financial Statements Ending December 31, 1999 (FY 1999/2000)
6. Report on Shades of Berkeley Project
7. Articles:
   - Berkeley Daily Planet: *Library Foundation Hits Key Fundraising Mark (1/27/00)*
   - Cal Neighbors: *Gifts Says Volumes About a Relationship (Winter 2000)*

IX. Addenda To Agenda

Director Lines reported that Trustee Cross had donated $50,000 for the staff room in the new Central Library in recognition of the staff's hard work and efforts. This donation also allowed the Foundation to move forward to a second level in the Kresge grant.

Other items:

- Copies of guidelines on dealing with disruptive behavior of visitors to City offices were distributed to the Trustees.
- The City's ADA Advisory Committee has had a change in membership.
- Gates computer grants: the two teams of trainers have come back from Seattle, enthusiastic and inspired. A small committee will determine the content and form of the training for the Library staff.
- A BPL representative for the BALIS System Advisory Board is needed.

X. Agenda Building

Next Meeting: March 8, 2000, at South Branch Library.
Agenda Items: Building Projects Update, Branch ADA Renovation and Branch Building Projects, Bond Issue for Branch Renovation

At 9:35 p.m., the Board went into closed session.

At 9:50 p.m., the Board returned to regular session.

Trustee James reported that the Board had discussed and unanimously agreed upon the following:

a. A 4.2% merit pay increase for the Director of Library Services Adelia Lines effective January 1, 2000;
b. A 4.2% merit pay increase for the Building Projects Manager Elena Engel effective May 1, 2000.

He further noted that the Trustees have been most impressed with the performance of these two staff.

XI. Adjourn

R00-20 Moved by Trustee Cross, seconded by Trustee Anderson, to adjourn the meeting at 9:55 p.m.
Motion carried unanimously.