

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
March 8, 2000

Minutes  
7:20 p.m.

South Branch Library  
1901 Russell Street

**I. Call to Order**

The regular meeting of February 9, 2000 was called to order at 7:20 p.m.

Present: Trustees Anderson, Garcia, James, Shirek

Absent: Trustee Cross

Also Present: Deputy Director of Library Services Jody Bush, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Special Projects Manager Trarie Kottkamp, Departmental Administrative Officer Robert Derbin, Accounting Office Assistant II Art Serna, Administrative Secretary Yvette Gan

**II. Public Comments: None**

**III. Approval of Agenda**

**R00-21 Moved by Trustee Shirek, seconded by Trustee Garcia, to approve the agenda.** Motion carried unanimously.

**IV. Staff Report from Administration**

Departmental Administrative Officer Robert Derbin introduced the administrative staff present. He described his job functions and those of his staff: Larry Groce, Robert Kalaluhi, Melanie Lewis, Art Serna and Yvette Gan. Each staff member also participates in activities such as attending the City's Customer Service meetings, organizing the staff holiday parties, etc. Robert Kalaluhi, who handles payroll, will be leaving this summer. Staff will take this opportunity to be cross-trained so that there are back-up persons for critical functions.

Trustee James requested that an organization chart be provided, including names of managers, supervisors and administrative staff.

Deputy Director Jody Bush noted that the classification study for paraprofessionals should be completed in a few months, and would be placed on the agenda at that time.

The Board thanked Mr. Derbin for his report.

**V. Consent Calendar**

**R00-22 Moved by Trustee Shirek, seconded by Trustee Anderson, to approve the Consent Calendar.** Motion approved unanimously.

**R00-23 Approved Minutes of Regular Meeting – February 9, 2000.**

**R00-24 Approved Request for Leave Without Pay (3/1/00 – 9/1/00) from Roya Arasteh, Library Specialist, Art & Music.**

**R00-25 Approved Request for Leave Without Pay (4/1/00 – 9/30/00) from Huong Tran, Library Aide, General Services.**

**R00-26 Approved Request to Close Tool Lending Library for Two Weeks (3/7/00 – 3/20/00)**

**VI. Reports for Action/Discussion**

1. Building Projects Update

Building Project Manager Elena Engel reported on the construction status of the Central Library. She anticipates a claim from Armtz Builders for delays caused by rain. Most of the footings have been completed. They are starting to rebar along the sides next to the Chinese restaurant and theatre. The builders are putting in electrical rough-ins in the Bancroft wing, and ductwork has been installed in the reading room in the Kittredge building.

In general, there is a feeling that the Armtz's performance is beginning to improve. The submittals are turned in on time, but there is little follow-up on rejected submittals. Trustee Garcia suggested that the submittals be included in the schedule, and that the project managers continue to keep detailed records of performance.

The automation project is progressing despite complications. There is a new domain name for the library: berkeley-public.org. The e-mail upgrade has been installed. Other projects include: determining the configuration of the Millennium system, figuring out how "thin client" technology could be used for public computers, deciding where every piece of furniture from the library will fit back into the new layout, purchasing of staff furniture. The architects will bring to the Board a catalog of the different styles of furniture.

The MOU for the Foundation pledge was sent to the City's Director of Finance, but no response has been forthcoming. Ms. Engel will continue to follow-up on this issue. She also invited the Board members to a tour of the site, possibly on March 15<sup>th</sup>

2. Computer Room Fees

Special Project Manager Trarie Kottkamp referred to the written recommendation included in the agenda packet. Board members briefly discussed having different guidelines for the computer lab than for meetings. Trustee James asked that staff consider bonding and insurance requirements, and also suggested that the organizations asking to use the computer lab be required to offer a sliding scale or scholarships for those students who are not able to afford the class fee. Ms. Kottkamp will draft guidelines for computer lab use for review by Trustee James and/or Trustee Garcia. The guidelines will be on the agenda for either the April or May 2000 Board meeting.

3. New E-mail System for the Library

Ms. Engel reported that the library's e-mail system has been upgraded to a new version of Groupwise. The technical report on the decision to choose this particular e-mail system was written by the library's technology consultant. Copies were distributed to Trustees Shirek, Anderson and Gracia, and Ms. Engel will send a copy to Trustee Cross if so requested. This report will be forwarded to the City Manager.

4. City Council Report on Construction Process

Trustee James requested that staff obtain a date from the City Clerk as to when he will be able to make his annual report on the library to the City Council.

5. Library Administration

Deputy Director Jody Bush reported on the health status of the Library Director.

6. Branch ADA Renovation and Branch Building Projects

Branch Services Manager Audrey Powers requested that the April 12<sup>th</sup> Board meeting be held at North Branch as the annual Quilt Show will be in place at that time.

**R00-27 Moved by Trustee James, seconded by Trustee Anderson, that the locations and staff reports for the April 12 and June 14, 2000, Board of Library Trustees meetings be reversed.** Motion carried unanimously. Administrative Secretary Yvette Gan will distribute a revised schedule of meetings.

Ms. Powers circulated photographs of the Claremont closure for viewing. The project is two weeks ahead of schedule due to the excellent work of the staff and four Job Consortium workers from BOSS. No injuries have been reported. When the bench seating was removed, mildew was found in that area and will be removed; the roof leaks causing the mildew are being repaired. Maintenance Supervisor Bob Baty has sufficient funds to paint the exterior this summer. Staff are taking this opportunity to get cross-training while the branch is closed.

7. Bond Issue for Branch Renovation

Ms. Powers reported on results for Proposition 14, which was passed by the voters. Specific results for Berkeley should be available by this Friday. She met with Kitty McLaine, Treasurer of the organization, Keep Libraries Alive, for bond campaign advice.

The Trustees discussed the draft bond measure, and made the following resolution:

**R00-28 Moved by Trustee James, seconded by Trustee Anderson, that the Board of Library Trustees request of City Council that they place on the November ballot a bond measure that would provide the Library with matching funds for any funds that could be secured by the library under Proposition 14 or from other sources for branch library improvements and further, that we approve in principal the wording of the bond measure that has been given to us, with the Library Director and her staff having the authority on final wording but with the inclusion of the words indicating a 65%/35% split and the cap of \$5 million.**

Motion passed unanimously.

Trustee James asked that staff return to the Board with a timetable for the process as soon as it is available. He also requested that the bond wording be approved by the appropriate City staff as needed.

Ms Powers briefly reported that the Foundation hoped to realize \$0.5 million from the direct mail and telephone community campaign. She has distributed a copy of the Library's Goals and Objectives to the Foundations Long-Range Planning Committee, as requested.

Ms. Engel will meet with the architect tomorrow about the placement of donor plaques. There is some concern that there will be more plaques than available wall space.

**VII. Reports for Information**

1. BPL Program Announcement: *Joe Leon and Caterpillar Puppets in Two Variety Shows*
2. BPL Staff Newsletter, January 2000
3. BPL Calendar of Events, February 2000
4. 1999 Annual Statements of Economic Interest, Form 700
5. Berkeley Daily Planet articles:
  - Downtown Honors Its Own (2/4/00)
  - North Berkeley Branch Library has Local Mystery on its Hands (2/21/00)
  - Artisan's Work Chosen for Renovated Library (2/24/00)

**VIII. Addenda To Agenda**

Ms. Bush reported that the cross-training committee has been looking at how cross-training might be developed, but realized that many departments have already begun their own programs. She provided details of the many cross-training projects currently in place.

The Opening Day Task Force has met once, and has invited the Friends and Foundation to send their representatives to its meetings.

There will be a general staff meeting on April 7<sup>th</sup> to discuss staff concerns about the renovated Central Library.

Copies of a check from the Alice Meyers Trust were distributed, as well as an article about the Seattle Public Library Facelift.

**IX. Agenda Building**

Next Meeting: April 12, 2000, at North Branch Library.

Agenda Items: Building Projects Update, City Council Report, Branch ADA Renovation and Branch Building Projects, Bond Issue for Branch Renovation, Computer Room Fees, Library Administration.

**X. Adjourn**

**R00-09 Moved by Trustee Shirek, seconded by Trustee Garcia to adjourn the meeting at 9:45 p.m.** Motion carried unanimously.