

Berkeley Public Library
Board of Library Trustees

Regular Meeting
April 12, 2000

Minutes
7:10 p.m.

North Branch Library
1170 The Alameda

I. Call to Order

The regular meeting of April 12, 2000 was called to order at 7:10 p.m.

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

Absent: None

Also Present: Deputy Director of Library Services Jody Bush, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Supervising Librarian Barbara Alesandrini, Administrative Secretary Yvette Gan

II. Public Comments: None

III. Approval of Agenda

R00-30 Moved by Trustee Cross, seconded by Trustee Garcia, to approve the agenda. Motion carried unanimously.

IV. Staff Report – North Branch

Supervising Librarian Barbara Alesandrini introduced herself as the head of the North Branch library. She distributed copies of a written report on branch activities, and welcomed the Trustees to the Quilt Show currently being held at North Branch.

Staff at this branch have been working on re-locating the reference collection to make it more publicly accessible and provide working space for reference staff; weeding the collection to keep it current, developing a database for book orders, as well as the regular programs. North Branch volunteers have helped with various programs: tax assistance, internet tutorials, summer reading games, “Grandparents and Books”.

The staff have requested training for the Gates computers and the new Millenium circulation system that will be installed later this year. Ms. Alesandrini also noted that she would be involved in the State Library’s Partnerships for Change grant applications.

The Board thanked Ms. Alesandrini for her report.

V. Consent Calendar

R00-31 Moved by Trustee Gracia, seconded by Trustee Anderson, to approve the Consent Calendar. Motion approved unanimously.

R00-32 Approved Minutes of Regular Meeting – March 8, 2000.

R00-33 Request for Leave Without Pay (6/12 – 9/17/00) from Brendan Dunham, Library Assistant, General Services

R00-34 Request for Leave Without Pay (5/1 – 10/31/00) from Wendy Hyman, Librarian II, West Branch

R00-35 Request for Leave Without Pay (7/1 – 9/30/00) from Marti Morec, Librarian II, Art & Music

R00-36 Resignation of Robert Kalaluhi, Sr. Accounting Office Assistant, Administration

R00-37 Request to Approve Changes to Library's Schedule of Record Retention

R00-38 Organization Chart of the Berkeley Public Library

VI Reports for Action/Discussion

1. Building Projects Update

Building Project Manager Elena Engel reported that in the Bancroft wing, Arntz Builders have levelled the 2nd floor, stairs will soon be built, the ductwork and electrical rough-ins will be put in on the 2nd floor. At Kittredge, Arntz is pouring concrete for the foundation and putting up forms for columns and walls. It is expected that Arntz will file a claim for delays due to rain in the month of February. The site superintendent has retired and been replaced by a field foreman.

Ms. Engel distributed copies of an MOU between the City and the Foundation which has now been finalized. The purpose of the MOU is to allow the Foundation to continue earning interest on its funds while earmarking those funds for payments for library furniture, fixtures and equipment.

R00-39 Moved by Trustee Cross, seconded to Trustee Garcia, to authorize approval of MOU between the City, the Foundation, and the Library. Motion carried unanimously.

Ms. Engel arranged a meeting with the architects, the sign consultant, and Foundation Executive Director Glen Gilbert about donor plaques. There is some concern regarding the number of plaques, their size, placement, and funding. The architects need to consider available wall space and appropriate lighting. A discussion followed on the donor plaques for the library.

2. Presentation on Public/Staff Furniture

Ms. Engel brought a furniture catalog to show the various tables, chairs, cabinets, etc. that the architects had selected, and asked the Trustees for their comments. Trustee James asked if an industrial hygienist could be present at the time of installation to ensure that the furniture is placed in ways that would minimize ergonomic injury. All the trustees felt that furniture in the public areas should be selected with an eye to the level of maintenance required.

3. City Council Report on Construction Process

Ms. Engel noted that Trustee James would present his annual report to the Berkeley City Council on May 16, 2000. Ms. Engel, Ms. Powers and Special Projects Manager Trarie Kottkamp would work on the report documents.

4. Branch ADA Renovation and Branch Building Projects

Branch Services Manager Audrey Powers reported on the current status of the Claremont branch renovation project. Unforeseen conditions (a delay in the delivery of the carpet, the discovery of mildew and a leak, the bathroom walls had to be fixed before tile could be laid) have resulted in the need to extend the closure of the branch. In addition, a much more extensive clean-up is required because of plaster dust, and new cabling and wiring had to be installed for the Gates computers and the new Millennium circulation system. She requested permission to extend the closure for another week.

Ms. Powers also noted that the exterior of the library will not be painted till summer. Staff are considering having an opening celebration after the exterior has been addressed.

R00-40 Moved by Trustee James, seconded by Trustee Anderson, to extend the closure of the Claremont branch library to May 8, 2000, and if staff deemed necessary, to May 15, 2000. Motion carried unanimously.

5. November Elections – Gann Override, and Bond Issue for Branch Renovation

Ms. Powers reported on the figures obtained from the Registrar of Voters for Proposition 14:
For Alameda County: 70% voted “yes”
For Berkeley: 87% voted “yes”.

Ms. Powers has spoken to Kitty Maclaine, of the “Keep Libraries Alive” organization, and she is willing to be treasurer for the bond campaign. Ms. Engel has heard, through Gloria Stockton, that the State Library will most likely stagger the timing of the applications for bond funds.

6. Library Administration

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

VII. Reports for Information

1. BPL Program Announcements/Press Releases:
 - *April Fools Day at the Berkeley Public Library*
 - *TV Turn-Off Week at the Berkeley Public Library*
 - *Poetry Jam*
2. BPL Staff Newsletter, March 2000
3. BPL Calendar of Events, April 2000
4. Newspaper articles:
 - *Volunteers Share Love of Reading with Students* (Berkeley Daily Planet, 3/17/00)
 - *Free Tibet In The Library* (Berkeley Daily Planet, 3/16/00)
 - *Tibet and the Berkeley Library* (Berkeley Daily Planet, 4/5/00)
 - *Library Supporters Seek Broader Base* (Berkeley Daily Planet, 3/25/00)
 - *Celebrities Pledge to Support Berkeley Library Campaign* (The Daily Californian, 3/16/00)
 - *Library Sponsors Quilt Show* (The Daily Californian, 4/4/00)
 - *Writers to Raise Money for Berkeley Library* (SF Chronicle, 3/30/00)
 - *Leah Garcik Column, Features Page* (SF Chronicle, 4/3/00)
 - *“We Love The Library” Campaign opened by Library Foundation* (Berkeley Voice, 3/17/00)
 - *Library Foundation Kicks Off Fundraising Campaign* (Berkeley Voice, 3/31/00)

VIII. Addenda To Agenda

Ms. Bush distributed copies of the Goals and Objectives, and noted that management will now begin to put together workplans to achieve these goals and objectives.

Training is being planned for several projects: Gates computers, Millenium circulation system, customer service, “Difficult Situations”, and harassment (provided by the City).

The general staff meeting held on April 7, 2000, helped clarify for staff the many questions they had about the new building. Concerns centered on staffing, the building itself, security, ergonomics, collections, communications and training. The staff newsletter will include a regular column about these concerns.

IX. Agenda Building

Next Meeting: May 10, 2000, at South Branch Library.

Agenda Items: Management Pay Resolution, 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

R00-41 Moved by Trustee Shirek, seconded by Trustee Cross to adjourn the meeting at 9:15 p.m. Motion carried unanimously.