

Berkeley Public Library
Board of Library Trustees

Regular Meeting
June 14, 2000

Minutes
7:15 p.m.

Claremont Branch Library
2940 Benvenue Avenue

I. Call to Order

The regular meeting of June 14, 2000 was called to order at 7:15 p.m.

Present: Trustees Anderson, Cross, Garcia, James, Shirek (7:35 p.m.)

Absent: None

Also Present: Director of Library Services Adelia Lines, Deputy Director of Library Services Jody Bush, Reference Manager Diane Davenport, Departmental Administrative Officer Bob Derbin, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Administrative Secretary Yvette Gan, Deputy Director of Personnel Nicki Spillane.

II. Public Comments: None

III. Approval of Agenda

Trustee James proposed that the following agenda items be discussed first, to be followed by the remaining agenda items in order:

Consent Calendar
Management Salary Range
Donald Watts Trust
Reference Report

R00-50 Moved by Trustee Garcia, seconded by Trustee Cross, to approve the agenda as proposed by Trustee James. Motion carried unanimously.

IV. Consent Calendar

R00-51 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the Consent Calendar. Motion approved unanimously.

R00-52 Approved minutes of Regular Meeting – May 10, 2000.

R00-53 Accepted retirement of Nayiri Bouboussis, Automation Librarian, Technical Services

R00-54 Accepted resignation of Stewart Shaw, Librarian II, Claremont Branch

R00-55 Approved Library of California Membership Application

R00-56 Approved Internet and Public Access Computer Use Brochure (revised)

V. Reports for Action/Discussion

1. Management Salary Range

Deputy Director of Personnel Nicki Spillane referred to the written recommendation from Director of Personnel Ron Brown dated June 14, 2000. The Personnel staff are recommending that the salary ranges for Director and Deputy Director of the Library should be increased by 6% in order to stay parallel with the salary ranges of directors and deputy directors of other City departments. She noted that the Library Building Project Manager's salary range is a special classification that

is unique to the library, was designed to be aligned to the salary range of City Manager Assistant and should therefore have a similar 6% increase in order to maintain equity. Effective June 25, 2000, there is also a 4% cost of living adjustment increase for all unrepresented employees.

R00-57 Moved by Trustee Anderson, seconded by Trustee Cross, that the Board accept the recommendation of the Personnel Department to increase by 6% the salary ranges of the Director of Library Services, Deputy Director of Library Services, and Building Project Manager as part of the Confidential Executive and Management Pay Plan. Motion approved unanimously.

2. Donald Watts Trust

Trustee James provided the other Trustees with background information on the Watts Trust, of which the Library is a remainder beneficiary. The attorney for the Trust has informed the Library that his clients wish to reform the trust in order to maximize benefits to both the income beneficiaries and the remainder beneficiaries. The University of California, which is also a remainder beneficiary, has analyzed the reformation proposal and is in favor of it. Trustee James noted that any decision made by this Board will be forwarded to the City Council. After further discussion, the Board members agreed to consent to the reformation.

R00-58 Moved by Trustee Cross, seconded by Trustee James, that the Board recommend that the Berkeley City Council authorize the Board to consent to the reformation of the Donald G. Watts Trust. Motion approved unanimously.

VI. Staff Report - Reference

Reference Manager Diane Davenport reported on activities undertaken by Reference staff in preparation for the opening of the renovated Central Library. These involve: changes in the way the Reference staff handle incoming questions, both on the phone and with patrons in person; internet classes specific to reference searches, training for the Technicians at the branches, and an increase in staff meetings to two per month. She noted that BIN is rethinking the definition of "local" database and is now more of a "Berkeley" database. Teen services has been awarded a \$10,000 grant to add books-on-tape, and the teen advisory group is more involved than ever in library planning. Collection development is another important focus for the staff, as is the Berkeley History Room. The Trustees thanked Ms. Davenport for her report, and complimented the staff on their excellent service.

V. Reports for Action/Discussion (continued)

3. Recruitment for Deputy Director of Library Services

Deputy Director Jody Bush provided the Trustees with details of the recruitment search and the timetable. She explained that there would be two interview panels, one consisting of staff and the other of library directors from other public libraries. The top applicants will meet with the Director and possibly herself before a final selection is made.

4. Building Projects Update

Building Project Manager Elena Engel reported that the second floor slab and walls have been poured and columns are being formed. The builders are installing sheetrock in the Bancroft building. Despite the activity, there is much concern on the part of the Library staff and Library Project Managers. This month's schedule submitted by Arntz Builders revealed the loss of a month in the project timeline, and showed a completion date of mid-February. There will be meetings held to discuss this issue. In addition, the architects are concerned about the quality of work and it will be advisable to increase their presence on the site. Ms. Engel has asked the Library Project Managers to begin tracking the additional costs of the delay as the library has had to pay for additional management oversight.

Trustee James noted the Foundation Executive Director Glen Gilbert will be attending a future Board meeting to discuss donor recognition, the plaques for donors, and the proposed mural.

5. City Council Report on Construction Process

The library staff have requested the City Clerk to place the Library Report on the City Council agenda of July 11, 2000.

6. Branch ADA Renovation and Branch Building Projects

Branch Services Manager Audrey Powers expects to hold an Opening Celebration in late August after the exterior of the branch has been painted.

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

Ms. Powers will meet with Ann Singer, a member of the Friends of the Library, to provide more information about the upcoming elections and campaigns. Ms. Bush noted that the Friends are willing to contribute financially to the campaigns.

The Trustees reviewed the City Attorney's proposed Proposition 14 ballot text, analysis and financial implications.

R00-59 Moved by Trustee James, seconded by Trustee Cross, that Building Project Manager Elena Engel communicate to the City Attorney's office the amended language of the Proposition 14 ballot as follows:

In order to qualify for State of California or other library improvement matching funds and to ensure public safety by renovating branch libraries, shall the City of Berkeley issue general obligation bonds in an amount not to exceed \$5,000,000, at an interest rate not to exceed the legal limit; provided that said bonds shall be issued only if matching funds provide at least 65% of the cost of these improvements?

Motion carried unanimously.

8. Draft Computer Lab Policy

Library management recommended that the computer lab be closed to the public through August 2000 so that all library staff can be trained to meet a minimum level of computer competency. The trustees approved of the recommendation.

The trustees discussed the computer lab policy at length, and Trustee James requested that any changes to the draft policy be forwarded to Trustees Garcia and Cross. Any questions about the draft may be forwarded to Trustee James or Special Projects Manager Trarie Kottkamp.

9. Sale of Computer Disks at Library

R00-60 Moved by Trustee Cross, seconded by Trustee Shirek, that the library offer 3.5 inch formatted disks for sale to patrons for \$1.00 each. Motion carried unanimously.

VII. Reports for Information

1. BPL Press Releases:
 - Berkeley's Claremont Branch Library to Reopen Monday, May 15
 - Author Judy Sierra at the Berkeley Public Library
 - Build Our New Library! Summer Reading Game at the Berkeley Public Library
2. BPL Staff Newsletter, May 2000

3. BPL Calendar of Events, June 2000
4. Newspaper articles:
 - *Renovated Library to Reopen Monday* (Berkeley Daily Planet, 5/12/00)
 - *City Considers Array of New Assessments, Bond Measures* (Berkeley Voice, 5/12/00)
 - *Response to above article by Elena Engel*
 - *Fund Grows* (Berkeley Daily Planet, 5/13/00)
 - *City Wants Your Vote* (Berkeley Daily Planet, 5/30/00)
 - *Renovated, More Accessible Claremont Branch Reopens* (Berkeley Voice, 6/2/00)
 - *Supes Push Big Library Bond Measure* (SF Examiner, 6/6/00)
5. CALTAC Onsite Board Effectiveness Training Now Available

VIII. Addenda To Agenda

Director Lines noted that since Ms. Bouboussis has retired, the Automation projects will fall behind till a replacement is found.

She noted that a member of the Claremont staff, Nick Mastick, has an art exhibit on display at South Branch.

IX. Agenda Building

Next Meeting: July 12, 2000, at South Branch, 1901 Russell Street

Agenda Items: Building Projects Update, Branch ADA Renovation and Branch Building Projects, Bond Issue for Branch Renovation, Search for Deputy Director of Library Services, Library Administration.

At 9:45 p.m., the Board went into closed session and returned to open session at 10:05 p.m. Trustee James reported that the Board had taken no action.

X. Adjourn

The meeting was unanimously adjourned at 10:05 p.m.