

Berkeley Public Library
Board of Library Trustees

Regular Meeting
September 13, 2000

Minutes
7:05 p.m.

South Branch Library
1901 Russell Street

I Call to Order

The regular meeting of September 13, 2000 was called to order at 7:05 p.m.

Present: Trustees Anderson, Cross, Garcia, James

Absent: Trustee Shirek

Also Present: Director of Library Services Adelia Lines, Acting Deputy Director Linda Perkins, Branch Services Manager Audrey Powers, Building Project Manager Elena Engel, Departmental Administrative Officer Bob Derbin, Administrative Secretary Yvette Gan, BPL Foundation Executive Director Glen Gilbert

- II. Public Comments:** Branch Manager Audrey Powers introduced Jamie Turbak, a Library Aide from Claremont Branch. Ms. Turbak is undergoing an internship program under her guidance.

III. Approval of Agenda

- R00-81 Moved by Trustee Garcia, seconded by Trustee Cross, to approve the agenda as proposed by Trustee James.** Motion carried unanimously.

IV. Consent Calendar

- R00-82 Moved by Trustee Anderson, seconded by Trustee Cross, to approve the Consent Calendar.** Motion approved unanimously.

- R00-83 Approved Minutes of Regular Meeting of August 9, 2000, with the following corrections:**

Page 2, R00-76

Remove "Trustee Cross felt that she needed....budget needs." Replace with "Trustee Cross clarified her concerns about the nature of the issues addressed by the Board. She felt that the Board could be more helpful in addressing broad planning and policy issues. Specifically, she suggested that more time be devoted to a discussion of the Staff Reports. Instead of a description of current program activities with the intention of merely keeping the Board informed, she suggested a presentation that would involve the Board in thinking with staff about goals and how to achieve them."

Page 3, Item 3 "Branch ADA Renovation and Branch Building Projects
Replace the words "Proposition 14" in this paragraph with "Measure P".

Page 4, Item IX "Addenda to Agenda"

The bridge loan for the Foundation that has been approved by the City Council is an interest-free loan.

- R00-84 Accepted resignation of Jennifer Dlugosh, Library Aide, North Branch**

- R00-85 Accepted resignation of Raymond Turner, Library Aide, General Services**

- R00-86 Approved Leave Without Pay for Denise Fane, Library Aide, Technical Services**

- R00-87 Approved Request to Extend for One Year (for Calendar Year 2001) the Contract for Library Periodical Subscription Services with Ebsco Subscription Services**

V. Staff Report - South Branch

Acting branch supervisor Kay Finney presented her report on the South Branch Library. Since Supervising Librarian Jeri Ewart was temporarily assigned to Claremont Branch in January, Ms. Finney has taken over her role as branch head. In April, Ms. Finney was selected from a group of staff applicants to work on the Library's web site for 10 hours/week for a six-month period.

The South Branch has seen many changes in the last year. Children's Librarian Nora Hale has been responsible for the pre-school programs which have resulted in extremely high attendance rates. The Gates Foundation computers have been both beneficial and problematic. There is now an entirely new group of patrons who come in solely to use the computers. Staff also benefit since they now have internet access while on the reference desk. Many patrons have requested instruction for computer programs and staff are working very hard to do their normal jobs as well as help these patrons. Consequently, workload has increased exponentially and staff are beginning to ask, "What exactly is my job?"

Trustee Cross thought that, in a future meeting, the Board should discuss how the library should adapt to these changes as well as the library's role in providing instruction on computer programs for patrons. Ms. Powers informed the Board that the North Branch is recruiting community volunteers to provide computer classes. Eighteen people have signed up; they will be screened for suitability and trained. In addition, two library staff are already providing classes to the public at the computer lab located at West Branch.

Ms. Powers noted that YALSA (Young Adult Library Services Association) award for best Internet home page for Teens went to Ms. Finney.

Director Adelia Lines noted that Pete McElligott of the Tool Lending Library has announced his resignation. He has been with the Tool Lending Library since its inception. Ms. Finney provided a detailed report on the Tool Lending Library (TLL). TLL staff are very busy (circulation statistics for the last month numbered 5800) and they are often consulted by other libraries who want to set up their own TLLs. A discussion followed on the issue of liability since TLL staff need to give patrons instructions for the tools they borrow. Ms. Cross felt that this topic should be placed on a future Board agenda.

The Board thanked Ms. Finney for her report.

VI. Reports for Action/Discussion

1. Berkeley Public Library Foundation - Donor Mural

Foundation Executive Director Glen Gilbert asked that the item be tabled for a future meeting. The firm of Evans and Brown has provided a draft of the mural which has not yet been approved by the Foundation Board. Mr. Gilbert suggested that a committee be formed to review the mural design, and asked that a Trustee be included. Other members will be Foundation Board President Anna Rabkin, Director Lines, Building Project Manager Elena Engel, architect Cynthia Ripley and Mr. Gilbert. Trustees Cross and Garcia agreed to join the committee.

Trustee James stated that he would like to see the mural located in the stairwell since it will contain a list of donor names and will need to be placed where those names can be easily read.

Mr. Gilbert reported on the latest donations and noted that pledges have reached \$3.6 million.

Trustee James asked that Item VII.A.4 be moved forward in the agenda to allow Mr. Derbin to make his report.

VII. Reports For Information

4. Annual Financial Statement Ending June 30, 2000

Departmental Administrative Officer Bob Derbin was present to explain the items listed in the statement to the Trustees. He noted that part of the carryover was due to the building project, and that next year's budget has taken into account the extra expenses involved in operating a larger building.

VI. Reports for Action/Discussion (cont'd)

2. Building Projects Update

Building Project Manager Elena Engel provided a status report for both the Kittredge building and Bancroft wing. A new schedule provided by Arntz Builders last Monday showed substantial completion through March 2, 2001 and a final completion date of April 3, 2001. The last negotiation with Arntz settled on an official final date of January 2, 2001. The Trustees agreed with Ms. Engel that a meeting with the appropriate City staff would be needed now that another delay has arisen, and a closed session of the Board of Library Trustees would follow at a later date.

With regard to the proposed Library Gardens project, Ms. Engel has written a letter to the City's Planning department to document our concerns.

3. Building Leases

Ms. Engel noted that as the building project is now delayed by at least three months to January 2001, it is necessary to extend the leases of the various buildings occupied by the Library. Attachment VI.A.3 in the agenda packet included a list of the leases, their amounts and terms.

R00-88 Moved by Trustee James, seconded by Trustee Anderson, to authorize the extension of building leases as documented in Attachment VI.A.3. Motion carried unanimously.

Ms. Engel asked the Board to approve a proposal for extended services for Library Project Managers (LPM). Since the building schedule has now been delayed, it will be necessary for LPM to continue their services at least through January 2001. She noted that \$12,000 of the proposed amount is a cost that is directly caused by Arntz Builders for schedule review and analysis.

R00-89 Moved by Trustee Garcia, seconded by Trustee Anderson, to approve the proposal for extended services for Library Project Managers through January 2001 in the amount of \$161,247. Motion carried unanimously.

A memo from Director Lines was distributed to all present. Senior Librarian Sayre Van Young has requested that the Berkeley History Room be named the Shattuck and Kittredge Rooms.

R00-90 Moved by Trustee Anderson, seconded by Trustee Cross, to approve the naming of the History Rooms as the Shattuck & Kittredge rooms. Motion carried unanimously.

4. Branch ADA Renovation and Branch Building Projects

Ms. Powers noted that the painting of the Claremont Library exterior will be finished in about two weeks. After that, the back windows will be repaired and painted. The cost for the painting project will be approximately \$17,000. A celebration will be held on October 22nd, from 4-7 p.m. at Claremont Branch.

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

Ms. Powers distributed copies of election materials and reported on the various meetings she had attended. There are plans for a unified drop-piece which will list the measures for the City of Berkeley. Ms. Powers asked the Board for their endorsement of Library Measures P and V. She will also ask the Foundation and Friends Boards for their endorsement.

R00- 91 Moved by Trustee James and seconded by Trustee Cross that the Board of Library Trustees endorse, with enthusiasm, Measures P and V on the upcoming November ballot. Motion carried unanimously.

6. Board of Library Trustees Retreat with Library Staff

Trustee James noted that this retreat would be held after the new Deputy Director MaryLou Mull has joined the staff. The trustees requested that a copy of the new Deputy Director's resume and the announcement to staff be sent to them.

VII. Reports for Information

1. BPL Staff Newsletter, August 2000
2. BPL Calendar of Events, September 2000
3. Newspaper articles:
 - *Activists Say Public Lacks Information on Schools' Measure* (Berkeley Daily Planet, 8/22/00)
 - *Lengthy Ballots Await Berkeley* (Contra Costa Times, 9/5/00)

VIII. Addenda To Agenda

Director Lines thanked Ms. Perkins for having stepped in as Acting Deputy Director for the past few months and for doing the job so ably. She also thanked Ms. Powers for spearheading the work on the election campaign, which she had done on her own time.

IX. Agenda Building

Next Meeting: October 11, 2000, at South Branch, 1901 Russell Street
Agenda Items: Building Projects Update, Branch ADA Renovation and Branch Building Projects, Bond Issue for Branch Renovation, Computer Lab Policy, Public Art Display Policy, Board of Library Trustees Retreat, Library Administration

X. Adjourn

R00-92 Moved by Trustee Garcia, seconded by Trustee Anderson, to adjourn the meeting at 10:00 p.m. Motion carried unanimously.