

Berkeley Public Library
Board of Library Trustees

Regular Meeting
October 11, 2000

Minutes
7:08 p.m.

South Branch Library
1901 Russell Street

I Call to Order

The regular meeting of October 11, 2000 was called to order at 7:08 p.m.

Present: Trustees Cross, Garcia, James, Shirek

Absent: Trustee Anderson

Also Present: Director of Library Services Adelia Lines, Deputy Director of Library Services MaryLou Mull, Branch Services Manager Audrey Powers, Building Projects Manager Elena Engel, Reference Services Manager Diane Davenport, Senior Librarian Sayre Van Young.

II Public Comments: None

III Approval of Agenda

R00-93 Moved by Trustee Cross, seconded by Trustee Garcia, to approve the agenda as proposed by Trustee James. Motion carried unanimously.

IV Presentation - Berkeley Public Library Local History Room

Senior Librarian Sayre Van Young spoke to the Board about the Berkeley Public Library Local History Room. This will be a new service for the library, located in what used to be the magazine alcove. A group of staff has been working on this since the idea was first raised three years ago, and they are now looking at this in terms of an archive. People in the community are being asked to donate historical items, especially printed materials such as menus, business cards, flyers, etc. The Berkeley History Room will not be in competition with other local history groups but instead will complement their collections. Staff has met with those groups and visited other public libraries with History Rooms. In addition, Ms. Van Young is on the board of the Berkeley Historical Society and is familiar with their collection.

A fact sheet on the Local History Room was distributed, and Ms. Van Young displayed several examples of items from the collection. The Board thanked Ms. Van Young for her presentation.

V Staff Report - Branch Services

Branch Services Manager Audrey Powers distributed a chart detailing the circulation history of the branches for the last five years. West Branch's circulation statistics have skyrocketed since the video collection was moved to that location. The statistics for Claremont are down this year due to the two-month closure for renovations. North Branch's statistics are down, yet their patron count has increased, so Ms. Powers speculated that this was due to the number of patrons who come in to use computers.

She reported on the number of new staff at each level, and also noted that since the Gates technology grant provided 41 new computers to the library, all staff have been learning new technology, and becoming familiar with new equipment. The increased public demand for computer/internet use has further burdened the staff.

The Claremont branch library renovation was successful completed in Spring, and invitations have been sent out for the Open House celebration on Oct. 22nd.

Ms. Powers also distributed a first draft of a long-range plan created by the Foundation's Long-Range Planning Committee. This committee will have a retreat in January 2001 to discuss the Foundation's role vis-a-vis the branches.

The Board thanked Ms. Powers for her report.

VI. Consent Calendar

Trustee James said that he would remove Mr. Ginocchio's letter from the Consent Calendar as it was not clear that this is a letter of resignation.

R00-94 Moved by Trustee Cross, seconded by Trustee Shirek, to approve the Consent Calendar with the exception of Item VI. A. 3. Motion approved unanimously.

R00-95 Approved Minutes of Regular Meeting – September 13, 2000

R00-96 Accepted resignation of Brendan Dunham, Library Assistant, General Services

R00-97 Accepted resignation of Peter McElligott, Tool Lending Specialist, South Branch

R00-98 Approved One Year Extension of the Contract for Library Security Services with Sentinel Security and Patrol Services

R00-99 Approved proposed job description for Supervising Tool Lending Specialist

R00-100 Approved recommendation to rescind Library Video Rewind Fine of \$1.00

VII. Reports for Action/Discussion

1. Public Art Display Policy

Reference Services Manager Diane Davenport noted that she and Supervising Librarian Patricia Mullan had met with Mary Ann Merker-Benton, the City's Civic Arts Program Coordinator who had provided some suggested wording for a policy. They then contacted other public libraries in the Bay Area that have public art policies in operation. A draft policy was then created and forwarded to the City Attorney's office for review. Staff will place a draft policy on a future agenda for the approval of the Board when it has been returned by the City Attorney's office.

2. Building Projects Update

Building Project Manager Elena Engel provided an update on construction status. Arntz Builders had hoped to pour the 5th floor slab at Kittredge at the end of last week, but this has been delayed. Ms. Engel is particularly concerned that the roofing be completed before the rains arrive and cause damage to the historical areas of the Kittredge building. Progress on the Bancroft building is moving along and that wing could possibly be enclosed before rain comes. Arntz currently has 22 Contract Deficiency Notices (CDNs) against them and is about four months behind schedule.

Ms Engel reported that two more meetings have been held with Mr. John De Clercq. It appears that he is willing to make some changes to the project plans because of the library's concerns about his proposed building being right next to the library.

Trustee Cross attended the meeting of the sub-committee on the Foundation donor signage project. She felt that this committee worked well, especially since representatives from the staff, the Foundation, and the Board are all involved. There will be a visit to the studios of Evans and Brown on Monday, Oct. 16th, at 5 p.m. Ms. Engel will be putting together an RFQ for signs.

Trustee Cross said it would be helpful to have more cooperation between the Friends, the Foundation and the Board of Library Trustees, and asked that this be placed on a future agenda.

She asked that the Board express its appreciation to both the Friends and the Foundation for all their members have done, and continue to do, for the library. Ms. Lines will draft the resolutions for the next Board meeting and also write letters of thanks.

3. Branch ADA Renovation and Branch Building Projects

Ms. Powers has been meeting with Eric Dibner, the City's Disability Compliance Coordinator to review the State's criteria for branch renovation projects. They are not sure if it will be possible for more than one branch to qualify for State funds. She emphasized it was critical for the library to continue working with the Commission on Disabilities to move forward on ADA access plans.

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

Ms. Powers distributed copies of several election materials and explained to the Board what would be done with each of those items. She has spoken to 14 groups about Measures P and V, and also put together media information packets. The San Francisco Chronicle and the Bay Guardian have been asked to endorse both Measures. There have been arguments presented against Measure V, but not against Measure P.

Ms. Lines thanked Ms. Powers for all her hard work on the election measures, and added that Ms. Powers had done this on her own time.

5. Computer Lab Policy

The Trustees reviewed the policy and agreed to it, but asked for a few minor changes to the wording. Trustee James asked that the application form include a line asking if fees would be charged, and if so, what those fees would be. He also noted that previous wording on bonding insurance had been replaced by paragraph 4, which states that any group using the Lab would agree to be responsible for replacement of damaged equipment and furnishings.

6. Board of Library Trustees Retreat with Library Staff

A discussion ensued on the purpose of the retreat and what the agenda items would be. It was agreed by all present that this would wait till January 2001 for a number of reasons. Ms. Lines said she would send out a list of dates and times, and asked that Trustees indicate their availability. She will also send out copies of the Library's Goals and Objectives to the Board.

Trustee James reminded the Board that this meeting would have to be publicly noticed and an agenda posted for the public. Ms. Lines will draft an agenda for the retreat. Special Services Coordinator Alan Bern may be asked to facilitate the retreat, if he has experience in this area.

7. Library Administration

Ms. Lines introduced the Library's new Deputy of Library Services, MaryLou Mull, and provided some information on her background.

VIII. Reports for Information

1. BPL Staff Newsletter, September 2000
2. BPL Calendar of Events, October 2000
3. Newspaper articles:
 - *Opinion: Arab/Muslim Stereotypes Hurt* (Berkeley Daily Planet, 9/14/00)
 - *Library Announces New Services* (Berkeley Chamber of Commerce, 9/15/00)
 - *Democratic Club Backs Mostly Moderates* (Berkeley Daily Planet, 9/20/00)
 - *School Camera Bids On Board's Agenda* (Berkeley Daily Planet, 9/20/00)
 - *Libraries, Dot-coms Compete For Their Personnel* (Berkeley Daily Planet, 9/23/00)
 - *Candidates Court Gay/Lesbian Demos* (Berkeley Daily Planet, 9/23/00)
 - *School Board Details Bond Measure* (Berkeley Daily Planet, 9/23/00)

- *Voters Will Need To Do Their Homework* (Berkeley Voice, 9/29/00)
 - *Letter To the Editor: Library Behind The Time* (Berkeley Voice, 9/29/00)
4. ALA 2000 "The Nation's Top Programs: Excellence Library Services to Young Adults"
 5. State Library Press Release: "Planning Begins for Spending Library Bond Issue Funds"
 6. Project Impact Brochure - City of Berkeley
- Ms. Powers provided some background information on Project Impact which will aid Berkeley residents in retrofitting their homes. The Tool Lending Library (TLL) is mentioned in the brochure as a resource for tools. The City has assigned \$12,000 to buy more tools. Ms. Powers will work with the TLL staff and Ms. Carol Lopez (the head of Project Impact) on this project. Staff will keep statistics to see what effect this project will have on circulation, etc. Ms. Powers will contact the City Attorney's office about the issue of liability for the TLL.

IX. Addenda To Agenda

The California Library Association will hold its annual conference in Santa Clara this year, Nov. 10 - 13. Ms. Lines noted that the Library would pay attendance fees for the Trustees if they wished to attend.

The announcement of the Volunteer Coordinator position has been released to staff. The first few months after reopening will be hectic, and it would help a great deal if volunteers are available to do some simple tasks.

X. Agenda Building

Next Meeting: November 8, 2000, at South Branch, 1901 Russell Street
Agenda Items: Mr. Ginocchio's Resignation, Public Art Display Policy (if completed), Building Projects Update, Branch ADA Renovation and Branch Building Projects, Election Results, Computer Lab Policy, Board of Library Trustees Retreat with Library Staff, Library Administration, Resolutions for the Friends and the Foundation.

XI. Adjourn

R00-101 Moved by Trustee Garcia, seconded by Trustee Shirek, to adjourn the meeting at 9:18 p.m.
Motion carried unanimously.