

Berkeley Public Library
Board of Library Trustees

Regular Meeting
November 8, 2000

Minutes
7:35 p.m.

South Branch Library
1901 Russell Street

I. Call to Order

The regular meeting of November 8, 2000 was called to order at 7:35 p.m.

Present: Trustees Cross, Garcia, James, Shirek

Absent: Trustee Anderson

Also Present: Deputy Director of Library Services MaryLou Mull, Children's Services Manager Linda Perkins, Branch Services Manager Audrey Powers, Departmental Administrative Officer Robert Derbin, Special Services Coordinator Alan Bern, Administrative Secretary Yvette Gan

II. Public Comments: None

III. Approval of Agenda

R00-102 Moved by Trustee Shirek, seconded by Trustee Garcia, to approve the agenda as proposed by Trustee James. Motion carried unanimously.

IV. Staff Report - Special Services/Outreach

Special Services Coordinator Alan Bern introduced himself. He and Library Specialist Colleen Fawley staff this unit. The goals are to provide service to the underserved through Outreach and Extended Services, publicity for the library's services and programs, and staff training and development. He spoke of his and Ms. Fawley's work in detail, and touched upon future needs.

In response to a question from Trustee Cross, Mr. Bern said that it is likely that recent immigrants or people who do not speak any English would be underserved. In relation to future needs, Trustee James felt that budget priorities should be carefully set by the staff in consultation with the Board.

The Board thanked Mr. Bern for his report.

V. Consent Calendar

R00-103 Moved by Trustee Cross, seconded by Trustee Shirek, to approve the Consent Calendar. Motion approved unanimously.

R00-104 Approved Minutes of Regular Meeting – October 11, 2000

R00-105 Resignation of Stephen Ginocchio, Library Aide, General Services

R00-106 Resignation of Patrick Nilsson, Library Aide, North Branch

R00-107 Resignation of Dana Meredith, Library Aide, Central Children's Services

R00-108 Extend For One Year, Effective 12/1/2000, The Contract for Library Delivery Services with Consolidated Routing Inc.

VI. Reports for Information

Trustee James asked that item 5 (Quarterly Financial Statement of September 30, 2000) be addressed before any Reports for Action since Departmental Administrative Officer Robert Derbin

was present to answer questions. Mr. Derbin noted that revenue figures are always low in the first quarter of the fiscal year because tax installment payments are not due till November.

VII. Reports for Action/Discussion

1. Building Projects Update

Ms. Powers reported on behalf of Building Project Manager Ms. Elena Engel. There has been no agreement yet with Arntz Builders on contract issues. Ms. Engel has met with City of Berkeley staff and Library Project Managers to follow up on this situation. The latest schedule from Arntz shows a completion date that has been extended yet again.

Ms. Engel has been very concerned about rain getting into the building, and after having repeatedly brought up the issue at project meetings, has written to Arntz on this subject. Visquine was used to cover some areas but rain has still gotten in.

An RFQ has been released for graphic design services for donor signage on behalf of the Foundation. Bids are due on Thursday, Nov. 9th. The RFP for refurbishment of furniture has also gone out. There will be a pre-bid walkthrough on Nov. 6th; the bids are due Nov. 21st.

Update on projects/issues:

Millennium and thin client pilot: still in progress.

Task chair for staff: chair committee members are still testing various models.

Workstation design: close to completion.

Library Gardens: The next meeting with Mr. De Clercq will take place on Nov. 16th.

Donor Recognition: This sub-committee will be meeting again to discuss the possible sites and design of the mural.

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

Ms. Powers reported Measure P passed with a 83.4% “Yes” vote while Measure V garnered 86%. She thanked the many people who assisted with getting election materials out to the community.

Staff will be getting more information about what the State Library will require for applications for funding branch renovations. The Foundation is planning to hold a long-range retreat in January, and would like to have input from the Library about future needs.

3. Branch ADA Renovation and Branch Building Projects

Ms. Powers reported that the October 22nd celebration at Claremont had been well attended, and many favorable comments were made about the renovation of the interior.

The Friends of the Library gives \$1000 each year to each branch, to be used at their discretion. This year, South Branch staff decided to use those funds to paint the interior, and it has made the environment much more pleasant.

Ms. Powers has been meeting with Deputy Director MaryLou Mull and Maintenance Supervisor Bob Baty to discuss branch maintenance plans. It is hoped that West Branch’s interior can be painted, but this will require closing West for two to three weeks. This will have to be done before the Central Library is closed for the move back to 2090 Kittredge Street.

The Tool Lending Library staff have held a meeting with Ms. Powers and Supervising Librarian Jeri Ewart to talk about their working environment and need for more space. They have asked that the City’s Ergonomics Officer, Dave Sanborn, evaluate their work site.

4. Electronic Classroom Policy

The Trustees reviewed the draft of the Electronic Classroom Policy included in the agenda packet. Trustee James requested that a comma be added to the second line of paragraph 3 after the words,

“or in service provision” and that the “Note to Board of Library Trustees” be removed from the final version.

R00-109 Moved by Trustee James, seconded by Trustee Cross, to approve the Electronic Classroom Policy with two changes as requested by Trustee James. Motion approved unanimously.

5. Resolutions In Support of the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation

The Trustees reviewed the resolutions and made some changes. Ms. Mull will present these resolutions to the Friends and the Foundation when they have been finalized. Trustee James thought that the Board should find a way to thank all donors to the capital campaign.

R00-110 Moved by Trustee Cross, seconded by Trustee Garcia, to approve in principal the resolutions in support of the Friends of the Berkeley Public Library. Motion approved unanimously.

R00-111 Moved by Trustee Cross, seconded by Trustee Garcia, to approve in principal the resolutions in support of the Berkeley Public Library Foundation. Motion approved unanimously.

6. 2001 Holiday Schedule

R00-112 Moved by Trustee Garcia, seconded by Trustee Cross, to approve the list of 2001 holidays for Berkeley Public Library, including early closure of the library on Monday, December 31, 2001, at 6 p.m. Motion approved unanimously.

7. Library Administration

Ms. Mull provided copies of an announcement that had been distributed to other library organizations regarding the health status of Director of Library Services Adelia Lines. She conveyed a message from Ms. Lines to the Trustees in which Ms. Lines thanked them for their care and concern.

Ms. Mull will be on leave from Monday, Nov. 13 through Tuesday, Nov. 28. In her absence, the Acting Deputy Director will be Linda Perkins, the Children’s Services Manager.

8. Board of Library Trustees Retreat with Library Staff

The Trustees talked about the possible agenda items for the retreat. It was decided that it would be more useful to have input from the Friends and the Foundation, and Ms. Powers was asked to contact the Chairs of these organizations.

VI. Reports for Information (cont’d)

1. BPL Program Announcements: Roger Mara and the Snapdragon Puppets
2. Staff Newsletter, October 2000
3. BPL Calendar of Events, November 2000
4. Newspaper articles:
 - *City Libraries in Hands of Measures* (Daily Californian, 10/12/00)
 - *Library Bond Measures Try to Reel In State Matching Funds* (SF Chronicle, 10/17/00)
 - *Berkeley’s Liberal Faction At Risk in November’s Election* (SF Chronicle, 10/17/00)
 - *Yes on Library Measures P and V* (Berkeley Daily Planet, 10/24/00)
 - *In The Spirit of Things* (Berkeley Daily Planet, 10/27/00)
6. Circulation Statistics: Systemwide and Branches

VIII. Addenda To Agenda

Ms. Mull reported that the interviews for the Network Administrator position were held and that an offer had been made to the successful candidate.

She also reported on her follow-up of Trustee Garcia's query about books-on-tape. The loss rate is very low on these items, not just at Berkeley Public Library, but also at other public libraries in the Bay Area.

IX. Agenda Building

Next Meeting: December 13, 2000, at South Branch, 1901 Russell Street
Agenda Items: Public Art Display Policy, Building Projects Update, Branch ADA Renovation and Branch Building Projects, Board of Library Trustees Retreat with Library Staff, Library Administration

X. Adjourn

R00-113 Moved by Trustee Shirek, seconded by Trustee Garcia, to adjourn the meeting at 10:30 p.m.
Motion carried unanimously.