

Berkeley Public Library
Board of Library Trustees

Regular Meeting
June 13, 2001

Minutes
7:05 p.m.

South Branch
1901 Russell Street

I Call to Order

The regular meeting of June 13, 2001 was called to order at 7:05 p.m.

Present: Trustees Anderson, Cross, James, Garcia, Shirek (7:15 p.m.)

Absent: None

Also Present: Acting Director of Library Services MaryLou Mull, Acting Deputy Director of Library Services Linda Perkins, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Circulation Services Manager Dolores Wright, Administrative Secretary Yvette Gan.

II Public Comments: None

III Approval of Agenda

R01-45 Moved by Trustee Cross, seconded by Trustee Garcia to approve the agenda as proposed by Trustee James. Motion carried unanimously.

R01-46 Moved by Trustee James, seconded by Trustee Anderson to take the Staff Report item out of order and continue with other agenda items till the assigned staff member has arrived. Motion carried unanimously.

IV Consent Calendar

R01-47 Moved by Trustee Cross, seconded by Trustee Garcia, to approve the Consent Calendar. Motion approved unanimously.

R01-48 Approve minutes of Regular Meeting of May 9, 2001, with the following change:
Page 2, Item VI.1 "Building Projects Update", Paragraph 2, Line 3: Replace "He" with "Ms. Engel".

R01-49 Approved minutes of Special Meeting – June 1, 2001.

R01-50 Accepted resignation of Trinity Hodges, Library Aide, Claremont.

R01-51 Accepted resignation of Shani Leonards, Library Assistant, North Branch.

V Reports for Action/Discussion

1. Building Projects Update

Building Project Manager Elena Engel reported that Arntz Builders had signed the agreement stating that the substantial completion date would be June 25, 2001, and the final completion date July 25, 2001.

Ms. Engel, Acting Director MaryLou Mull, Dept. Admin. Officer Bob Derbin met with City Manager and his staff to discuss a new MOU for \$1,288,000 (this includes \$338,000 from the old loan and \$950,000 from a new loan). Staff will be making a report to City Council on July 10, 2001, about the status of the building project and to request a new MOU.

R01-52 Moved by Trustee James, seconded by Trustee Cross to approve the MOU for \$1,288,000 in view of the fact that it appears that substantial completion of the building will not occur by June 25, 2001, that completion will be substantially delayed, and that the Library will have to spend funds not in its budget due to the delay. Motion carried unanimously.

Library staff will be continuing discussions with City staff about the delay in the building project. Ms Powers noted that patrons complain every day to staff in every location that the building is not yet completed.

The contract for audio-visual (AV) equipment has been awarded for \$93,000. The first coordination meeting between the AV contractors and Arntz Builders has taken place, and the AV contractors will begin installation on site in about two weeks.

Two staff committees have been formed for the move: the Move Commandos and the Operations Committee.

VI. Staff Report - General Services

Circulation Services Manager Dolores Wright spoke about the achievements and challenges faced by the General Services department since her report to the Board last year in May. Among the highlights:

- ?? Ergonomic injury cases: None. Staff have worked very hard to eradicate these types of problems.
- ?? "How to Get a Job at the Berkeley Public Library" workshop. Several staff in the General Services (GS) department participated and as a result, the Library received many applications for Library Aide positions.
- ?? Completed rebarcoding all of the material that is in the temporary Central building.
- ?? GS is in the process of helping re-jacket material that is in storage, beginning with Fiction. This will continue after staff move back into "new" Central.
- ?? Completed a cross-training project with the Reference department over a period of six months. As one librarian said, "I didn't know checking out books all day was so tiring!"
- ?? Now in the process of training staff on the use of the new Millennium Circulation system.
- ?? Success story: A person who was interviewed for a Library Aide position did not speak English fluently, but staff took a chance and hired this person. After taking an English language course, this aide has now become much more confident and is proving to be an excellent employee.
- ?? Challenges: Patrons are becoming more difficult and unreasonable, especially when it concerns the use of the internet computers. The usual difficult situations, such as those caused by patrons who come in drunk or who start fights with other patrons, are as frequent as ever. The staff will be scheduled for more "Difficult Situations" training.
- ?? Ms. Wright is involved in figuring out new procedures for processing gold cards for donors. It is proving to be much more complicated than first envisioned.

The Board thanked Ms. Wright for her report.

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

2. Branch Projects

Branch Services Manager Audrey Powers informed the Trustees about a particularly difficult Claremont branch patron who comes in to use the Internet computers. He becomes abusive with staff whenever he is reminded that his time is up. He also frightens other patrons with his behavior. In one recent incident, he attempted to assault a staff member. The police have been called several times, but this patron always leaves before the police arrive. Ms. Powers and Ms. Mull have had many discussions with the City Attorney's staff about this patron. The City Attorney's staff requested that this be brought to the Board for input.

A discussion ensued on ways to resolve problems caused by this patron and procedures for reserving and managing the public computer system. The Board expressed its concern for staff safety and strongly emphasized the need for staff to be protected from such patrons. Trustees Cross and Anderson felt that time-out software should become a higher priority on the projects list for the Automation Department. The Board unanimously agreed that the City Attorney's staff should be informed that the Board do not want employees put in any danger, that a hostile work environment must not be allowed, and that the City Attorney's office should move quickly to resolve this issue.

A. ADA Renovation

Ms. Powers noted that ADA projects for the other branches are on hold pending the State bond process.

B. Building/Expansion

Ms. Powers and Ms. Engel will be attending the next in a series of workshops about the application process. It seems that the community input required for the project cannot be less than three years old.

The State Board is presently in the process of formulating the guidelines for applications for branch bonds. The rules would require candidates to have a computer lab or homework center or other service facility that involves cooperation between the school district and public library. Ms. Powers will put together a fact sheet about the branch bond process.

3. Tool Lending Library

The new shed that was installed to store equipment is working out very well for the Tool Lending Library (TLL) staff. Not all the renovations for TLL are complete yet. Ms. Powers will be meeting with Branch head Jeri Ewart and TLL staff tomorrow about an idea for painting a mural on the shed. Trustee James replied that this would have to be carefully handled as it might be considered public art.

Ms. Powers mentioned that the TLL have been thinking about conducting classes but these might be done through a local company such as Truitt and White. However, this is far from being settled.

4. Internet Filtering Bill

Ms. Mull reported that little action has taken place on this bill of late.

5. Approval of Cost-of-Living Increases for Library Employees in Rep. Unit Z-5

R01-53 Moved by Trustee James, seconded by Trustee Shirek to approve the 4% COLA effective 6/24/01 for employees in rep. unit Z-5: Library Building Project Manager and Library Network Administrator. Motion carried unanimously.

VII. Reports for Information

1. Staff Newsletter, May 2001
2. BPL Calendar of Events, June 2001
3. BPL Program Announcements/Press Releases: Graphic Novel Discussion Group
4. Newspaper articles:
 - ??Briefly... (Berkeley Tri-City Post, 5/2/01)
 - ??Quilt Show at North Branch (Berkeley Tri-City Post, 5/2/01)
 - ??Quilting Group Brings Parents Together to Talk School, Kids (Daily Planet, 5/12-13/01)
 - ??Library Goes Latin (Berkeley Tri-City Post, 5/16/01)
 - ??7 Days (East Bay Express, 5/18/01)

??*Green Party is all about saving Berkeley trees* (Daily Planet, 5/21/01)

??*Council Considering Reallocation of Sewer Funds* (Daily Planet, 5/22/01)

5. Quarterly Financial Statements – March 31, 2001 (FY 2000/2001)

VIII. Addenda To Agenda

Ms. Mull forwarded two items for the Board's feedback from Anna Rabkin, President of the Foundation:

1. The Foundation is considering giving major donors a gift, and there are three options: a book about public libraries, brass bookmarks, and the David Goines posters. The Board noted that the Friends of the Library sell the Goines posters through the bookstore, and felt that this should not be offered as a gift to those donors. Either of the other two choices would be welcomed.
2. Ms. Rabkin is requesting that meetings of the Board, Foundation, Friends and Staff be agendized, and minutes taken. Trustee James hoped that the Foundation would provide the support needed.

Ms. Mull reported that the City Attorney's office had been reviewing the display policy for art curated by the Berkeley Art Center. The attorney has recommended that the staff involve the City's Civic Arts Commission since a new municipal code has come into effect regarding public art. Library staff met today with the City's Civic Arts Commission staff and will continue to work together on this policy.

A memo was sent to all staff to remind them to conserve energy, especially since the City's contract with the Association of Bay Area Governments for cheaper energy ended six months prematurely. PG &E will be supplying energy to the City effective June 6, 2001.

The Library will be chairing the City-wide Community Charities Campaign this year.

IX. Agenda Building

Next Regular Meeting: July 11, 2001, at South Branch, 1901 Russell Street

Agenda Items: Display Policy for Art Curated by Berkeley Art Center (if completed), Building Projects Update, Branch Projects: ADA Renovation and Building/Expansion, Leases for Friends and Foundation (if completed), Library Bill of Rights, Vacation for Director and Deputy Director.

Trustee James noted that the Board will need to revisit the Display Window Policy at a future meeting in the Fall.

The Board returned to closed session at 9:40 p.m. and returned to open session at 9:45 p.m.

- R01-54 Moved by Trustee Cross, seconded by Trustee Anderson, to endorse Trustee James's offer of the position of Director of Library Services to Jackie Griffin, who has accepted.** Motion carried unanimously.

The Board returned to closed session at 9:46 p.m. and returned to open session at 10:13 p.m.

- R01-55 Moved by Trustee Shirek, seconded by Trustee James, to authorize the Acting Director to negotiate with the Union on the basis of the proposed paraprofessional reclassification plan that was dated June 2001 and to further authorize the Acting Director to take up with the Human Resources Department the possibility of an accelerated program of desk audits for employees who appear to be working out of classification.** Motion carried unanimously.

X. Adjourn

- R01-56 Moved by Trustee Garcia, seconded by Trustee Shirek to adjourn the meeting at 10:15 p.m.** Motion carried unanimously.