

Berkeley Public Library
Board of Library Trustees

Regular Meeting
July 11, 2001

Minutes
7:15 p.m.

South Branch
1901 Russell Street

I Call to Order

The regular meeting of July 11, 2001 was called to order at 7:15 p.m.

Present: Trustees Anderson, James, Garcia, Shirek

Absent: Trustee Cross

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, Reference Manager Diane Davenport, Administrative Secretary Yvette Gan.

II Public Comments: None

III Approval of Agenda

- R01-57 Moved by Trustee Garcia, seconded by Trustee Anderson to approve the agenda as proposed by Trustee James.** Motion carried unanimously.

IV. Staff Report - Reference

Reference Manager Diane Davenport greeted the Board and noted the Reference department is working on many projects, one of which is the Berkeley History Room (BHR). The BHR collection's focus is on printed materials about the people, businesses, community groups and architecture of Berkeley. Staff have met with all the local Berkeley history groups, the Alameda County Historical Society, and visited the History Rooms in the Oakland and San Francisco Public Libraries. The BHR collection has to be differentiated from Reference's, but there is some difficulty about deciding what items will go into each collection since the BHR will only be open for a limited number of hours per week.

The Reference Room in the renovated Central Library will not be the same as before: the physical location of the collection in relation to the Reference Desk will require staff to revise many practices. Reference interviews with patrons will need to be more detailed so that patrons are not inadvertently sent to another floor when the item they want is in Reference.

The staff have spent \$127,000 on new materials (books, books-on-CD, and DVDs), updated all of the BIN lists and added the InfoTrac One Search file to the list of databases. This is the first aggregated database from Gale Group which contains full text information. Many of the reference staff have taken classes on various software programs, computer trouble-shooting, searching the Internet, and e-book technology.

The Board thanked Ms. Davenport for her report.

V. Consent Calendar

- R01-58 Moved by Trustee James, seconded by Trustee Anderson, to approve the Consent Calendar.** Motion approved unanimously.
- R01-59 Minutes of Special Meeting – June 7, 2001.**
- R01-60 Minutes of Regular Meeting - June 13, 2001.**
- R01-61 Retirement of Madeline Gong, Library Assistant, General Services.**

R01-62 Resignation of Doreen Hinton, Library Aide, General Services.

R01-63 Resignation of Robin Fleischman-Indar, Library Aide, General Services.

R01-64 Resignation of Audrey Webb, Library Assistant, General Services.

VI. Reports for Action/Discussion

1. Display Policy for Art Curated by Berkeley Art Center

The Trustees reviewed the draft display policy. Trustee James felt that the final decision regarding the choice of art should be solely in the hands of the Library Director. Acting Director Mull will bring this issue back to the City Attorney for final clearance.

Trustee Garcia asked how the criteria had been defined. Ms. Davenport responded that many of the criteria were from the Berkeley Art Center, but the staff had added a few of their own.

R01-65 Moved by Trustee Anderson, seconded by Trustee Garcia, to take a ten-minute recess to celebrate Trustee Shirek's birthday, from 7:45 to 7:55 p.m.

The Board resumed its meeting at 7:55 p.m.

2. Building Projects Update

Trustee James reported on his presentation to the City Council last night. The Council had approved the Board's request for a loan of \$950,000, to be folded into a new MOU with the remaining money from the old loan of \$338,000. The total for this new MOU will be \$1,288,000.

A plasterers strike began on July 2nd against Rollie French, a subcontractor on the Library's building project. This strike is affecting four Bay Area counties. All work by union trades has stopped; the only ones not striking are the electricians, fire sprinkler installers and Arntz Builders.

Building Project Manager Elena Engel noted that as the substantial completion date of June 25th has passed, a letter was sent to Arntz Builders notifying them that the Library would begin to assess liquidated damages unless Arntz requested an extension in writing. Arntz Builders has not yet responded.

3. Branch Projects

A. ADA Renovation

There was no report.

B. Building/Expansion

Branch Services Manager Ms. Powers noted that the final regulations for the branch bond application process should be completed at the end of this year. She and Ms. Engel had attended another in the series of State Library workshops last month, and are planning to send staff to the one on needs assessment. Ms. Powers explained in detail the current requirements for the application, but noted that these are not yet finalized. The pre-application work will cost nearly \$250,000 per branch, and cannot be paid for with branch bond funding even if the Library's application is approved.

A great deal of work needs to be done to educate the public about the branch bond application process. Ms. Powers will bring drafts of a plan of action and publicity materials to the next Board meeting. Trustee Anderson suggested that we contact the various newspapers and request a reporter to write a series of articles on the public meetings that will be held at all the branches.

4. Adoption of the Library Bill of Rights

R01-66 Moved by Trustee Shirek, seconded by Trustee Garcia to adopt the most recent version of the American Library Association's (ALA) Bill of Rights, as included in the agenda packet under Item VI.A.3, including the reaffirmation of the inclusion of "age" on January 23, 1996 by the ALA Council. Motion approved unanimously.

5. Meeting Room Policy and Application Form

The Trustees reviewed the draft meeting room policy and application form. Trustee James asked whether an individual would be made responsible for any problems/damages if the meeting room is rented to an unincorporated group. This question will be brought back to staff for discussion, and the policy and form will be sent to the City Attorney's office for review.

6. Change in Vacation Benefits for Director and Deputy Director of Library Services

R01-67 Moved by Trustee James, seconded by Trustee Shirek to increase vacation benefits for Director of Library Services, Deputy Director of Library Services and the two employees in the Z5 classification (Building Project Manager and Network Administrator) as noted in the third vacation accrual chart at the bottom of the memo by MaryLou Mull dated June 26, 2001; and furthermore that the Acting Director prepare a recommendation on vacation benefits for unrepresented confidential non-managerial staff. Motion approved unanimously.

7. Welcome/Reception for Director of Library Services

There will be a reception for community leaders to meet the new Director of Library Services, Jackie Griffin. It will take place on Friday, Sept. 7th, 4:30 - 6:00 p.m. in the City Council Chambers. It was estimated that the cost would be approximately \$1000 - \$1500.

Staff will have their own welcome party for the Director of August 9th at the Central Library from 8:30 to 9:30 a.m. The Trustees are invited to attend.

VII. Reports for Information

1. BPL Calendar of Events, July 2001
2. Newspaper articles:
 - "Still Not Done Yet" (*Berkeley Daily Planet*, 6/25/01)
 - *Welcome To Berkeley And Its Taxes* (*Berkeley Voice*, 6/29/01)
 - *Thirty-Year Civic Leader Leaving Berkeley* (*Oakland Tribune*, 7/2/01)
3. American Library Association Resolution re: Adelia Lines

VIII. Addenda To Agenda

Ms. Mull reported on the Paraprofessional Classification Study. Management staff reviewed the job descriptions, not just the Library's but also those from other library jurisdictions. Some changes were made, then the study was given to the Local 535 union stewards to review before management meets with the union again next week.

The Automation staff have obtained a demonstration copy of Cybrarian, a time-out software which can be installed on the public internet computers. There is a 30-day trial period, and staff are busy configuring scenarios to try out on this software. If all goes well, patrons will have a few weeks' notice before it is installed. Trustee James thought it would be wise to inform the City Manager and City Councilmembers in advance. The City Attorney's office has already been informed, and has replied that they are in support of the Library installing such software.

The Foundation had recently asked if they could offer the David Goines poster to some donors as a thank-you gesture. As the Friends sell this poster at their bookstore, Ms. Mull had spoken to them of the Foundation's request, and the Friends are amenable to it. Library staff will count the number of posters remaining for sale, and report back to Ms. Mull.

IX. Agenda Building

Next Regular Meeting: August 8, 2001, at South Branch, 1901 Russell Street.

Agenda Items: Branch Projects, Building Project, Display Policy for Art Curated by Berkeley Art Center (if completed), Meeting Room Policy (if completed), Policy for Posting, Display and Distribution of Materials.

X. Adjourn

R01-68 Moved by Trustee Shirek, seconded by Trustee Anderson to adjourn the meeting at 10:05 p.m.
Motion carried unanimously.