

Berkeley Public Library
Board of Library Trustees

Regular Meeting
September 12, 2001

Minutes
7:05 p.m.

South Branch
1901 Russell Street

I Call to Order

The regular meeting of September 12, 2001 was called to order at 7:05 p.m.

Present: Trustees Anderson, Cross, James, Shirek (7:20 p.m.)

Absent: Trustee Garcia

Also Present: Director of Library Services Jackie Y. Griffin, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Senior Librarian Francisca Goldsmith, Administrative Secretary Yvette Gan, Berkeley Public Library Foundation Board member Judith Lubman.

II Public Comments: None

III Approval of Agenda

Trustee James suggested that the closed session be held when the parties involved in the disciplinary action arrive.

R01-79 Moved by Trustee Cross, seconded by Trustee Anderson to approve the amended agenda as proposed by Trustee James. Motion carried unanimously.

IV. Staff Report - Teen Services

Senior Librarian Francisca Goldsmith reported that circulation of teen materials had skyrocketed in the last six months, especially at the West Branch. She felt it was due to a combination of the materials in the collection as well as good displays.

Ms. Goldsmith reported on the activities of the North Branch Playreaders, and highlighted the upcoming event, "Sadako and the Thousand Cranes." She is involved in a sustained silent reading program for Berkeley High School and alternative high school students.

Library staff wrote and were awarded a grant to implement the English Language Learner project beginning in September. Ms. Goldsmith visited the participating middle and high school classes, and the students are enthusiastic about the program.

The library is now seeing its 10th generation of student workers. Each year, students apply for five teen worker positions. It's a one-year job, and like none other in the library as it comprises both clerical and outreach work. Flyers at each library site announce the opportunity, and staff review the applications and hold interviews. Student workers are also members of the Teen Advisory Group, and bring valuable input and ideas. Four previous teen workers have applied for and obtained regular library jobs.

[Shirek arrived at 7:20 p.m.]

When asked what her concerns might be, Ms. Goldsmith said that the BPL web site needs to be maintained and updated regularly. Many teen users are using the web site instead of physically coming to the library, and it's important to keep reaching out to them in any way possible.

Trustee James encouraged the Trustees to attend Teen Advisory meetings which are held on the third Thursday each month at 3:30 p.m. The Trustees thanked Ms. Goldsmith for her report.

V. Consent Calendar

R01-80 Moved by Trustee James, seconded by Trustee Anderson, to approve the Consent Calendar.
Motion carried unanimously.

R01-81 Minutes of Regular Meeting - August 8, 2001

R01-82 Resignation of John-Peter Etcheber, Library Aide, Children's Services

VI. Reports for Action/Discussion

1. Proposal for Donor Signage

Judith Lubman, Foundation Board member, reported that the Foundation has raised the targeted \$3.7 million, and has pledges for more donations. LaHue Associates from San Francisco has been hired by the Foundation to create the signage. Mock-ups and samples of designs in process were passed around. There will be 3 types of signage:

A. Wall panels.

The four panels will be placed on the 3rd floor of Bancroft, outside the Community Room. These will hold 220 inscribed squares, representing donors who gave amounts from \$1,000 to \$4,999; 160 squares will be for "Library Lovers" and the remaining 60 for the "Millenium Club" donors who gave \$2,000 or more.

B. Signs on bookshelf panels (stack-ends)

These are for the 51 donors who gave amounts from \$5,000 to \$24,000. Ms. Engel passed around maps of the Central Library with markings indicating the 91 spaces available. The designer has been given copies of the library's signs to ensure that the donor signs do not detract from those necessary for the functioning of the library.

C. Plaques

There are 22 donors in this category (\$25,000 and above) and 40 locations for plaques. Some donors have indicated where they want their plaques, others have not. Ms. Engel and the library's architect have ensured that the available plaque spaces will not be in any of the historic areas.

Ms. Lubman noted that the Friends of the Berkeley Public Library would be treated separately as a special donor. Trustee James asked that the taxpayers of Berkeley be acknowledged as well.

Ms. Engel will make copies of the maps for the Trustees. When the designs are closer to completion, the Foundation will return to obtain the approval of the Trustees.

2. Building Projects Update

The latest schedule from Arntz Builders reveals a completion date of December 10, 2001. It appears that damage has been done to the historic areas, especially water damage in the North-East corner. This is one of many issues that will need to be settled with Arntz Builders.

The library has negotiated with Arntz with regards to the time consumed by the plasterers' strike. It was agreed that three weeks would be allowed, bringing the agreed-upon completion date up to July 15, 2001. Beginning after that, the library began taking out liquidated damages from the payments to Arntz at the rate of \$3,000 per day.

Other news:

- Staff have been going on tours to view the building, especially their work areas.

- The compact shelving has been installed in the 1st floor of the Bancroft wing.
- PG&E will be installing a transformer this week so there will be power in the new building.
- The furniture vendors called to say that the cubicles will be moved into the Bancroft wing the third week of October.
- Compaq delivered several computers which are stored safely in secured areas. Library automation staff will be removing old computers to install these over the next few months.

3. Branch Projects: Building/Expansion

Ms. Powers reported on the last of the State Library's rule-making sessions for the branch bond application process. A new multiple locator was agreed on, making the cost per square foot now about \$5 short of current Bay Area estimates. This gap will be even wider by the time construction takes place, if the library's application is approved. She will be meeting next week with Director Griffin and Ms. Engel to discuss the process and needs assessments required.

The City's Landmarks Commission has begun the process of landmarking North Branch. Library staff received notice of a public hearing on Oct. 1, 2001. Staff agreed that it was best to have the landmark process occur before the branch bond application process begins so that any specific requirements could be incorporated into the plans.

R01-83 Moved by Trustee James, seconded by Trustee Cross, that Library Director Jackie Griffin write a letter to the Landmark Commission asking that they affirmatively landmark the North Branch Library. Motion carried unanimously.

4. Display Policy for Art Curated by Berkeley Art Center

There was no discussion.

5. Proposal to Charge Ten Cents Per Page for Copying and Printing As Of Oct. 1, 2001

Ms. Engel reported that a new vendor, Pinnacle Systems, will be providing both copying and printing services effective October 1, 2001. Current costs are 15 cents per page for copying and five cents for printing. Staff are recommending that the cost be ten cents for copying or printing.

R01-84 Moved by Trustee Cross, seconded by Trustee Shirek, that the Library charge ten cents per page for copying and printing as of October 1, 2001. Motion carried unanimously.

VII. Reports for Information

1. BPL Calendar of Events, September 2001
2. Staff Newsletter, August 2001
3. BPL Press Release: New Bilingual Book Discussion Series: Stories of Love, Life and Work
4. Newspaper articles:
 - *Library Staff, Patrons Await Reopening* (Berkeley Voice, 8/10/01)
 - *Warm Water Pools Design Under Way* (Berkeley Daily Planet, 8/13/01)
 - *Calendar: Partnerships for Change, The Reading Edge* (Berkeley Voice, 8/17/01)
 - *Cranna Discusses Opera At North Branch Library* (Berkeley Tri-City Post, 8/22/01)

VIII. Addenda To Agenda

Director Griffin informed the Board that the Library recently discovered that it would have to pay sales tax on profits made from the sale of computer disks (\$1 each). An option would be to lower the price to the actual cost, about \$0.50 each. Another would involve much staff time tracking the sales, making changes on the cash registers and to procedures, for profits that are very small.

R01-85 Moved by Trustee Cross, seconded by Trustee Anderson, that the Library lower the price of computer disks from \$1.00 to \$0.50 each effective immediately. Motion carried unanimously.

A revised organization chart for the library was distributed. Bob Derbin, the Departmental Administrative Officer, and Alan Bern, the Special Services Coordinator, now report to Director Griffin as their roles fit within her purview. Sayre Van Young, the BIN Coordinator, now reports to Deputy Director Mull. Ms. Griffin has oversight of the branches, Outreach, and is attending the meetings of the Friends and the Foundation, while Ms. Mull is responsible for the day-to-day operations. The Trustees asked that staff names be included on the chart.

Ms. Griffin was invited to a meeting of the City's Personnel Board to discuss the number of librarians of color working in the library. The Personnel Board asked if the requirement of an MLS degree was necessary. She had informed the Personnel Board that it was, and explained that there are few vacancies for the librarian position; most of the librarians have worked here for many years. She talked about the difficulties of attracting people to a profession that traditionally does not pay well. Also, the Library's staff includes many people of color in supervisory positions, not just librarians. Nationally, about 12 % of librarians are people of color; the Berkeley Public Library is slightly ahead of that average.

The webpage for the Tool Lending Library (TLL) has been revised to show the hours of operations, lists of tools, the library rules, and how to renew borrowed items. The procedure for reviewing pages before they are placed on the BPL website is being streamlined. Also, the job descriptions for TLL staff will be updated.

A discussion followed on the relationship of the library and the Foundation. Trustee Cross felt that there should be more recognition of the volunteer work done by the Foundation members and of the donors. Director Griffin said that, besides the various types of donor signage, a large thank-you party is being planned for the night before the opening. Trustee James added that he meets often with the Foundation President Anna Rabkin to discuss library matters, and also noted that a quarterly meeting of the Friends, Foundation, Trustees and staff takes place regularly to keep the lines of communication open.

IX. Agenda Building

Next Regular Meeting: October 10, 2001, at South Branch, 1901 Russell Street.

Agenda Items: Proposal for Donor Signage, Building Projects Update, Branch Projects: Building/Expansion, Policy for Art Curated by the Berkeley Art Center (if completed), Policy for Posting, Display and Distribution of Materials (if completed), Closed session: Disciplinary Hearing, Performance Review of Deputy Director, Paraprofessional Classification Study.

The Board went into closed session at 9:25 p.m. and returned to open session at 9:35p.m. without taking any action.

X. Adjourn

R01-86 Moved by Trustee Anderson, seconded by Trustee Cross to adjourn the meeting at 9:35 p.m. Motion carried unanimously.