

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
November 14, 2001

Minutes  
7:08 p.m.

South Branch  
1901 Russell Street

**I. Call to Order**

The regular meeting of November 14, 2001 was called to order at 7:08 p.m.

Present: Trustees Anderson, Garcia, James, Shirek (7:30 p.m.)

Absent: Trustee Cross

Also Present: Director of Library Services Jackie Y. Griffin, Deputy Director MaryLou Mull, Building Project Manager Elena Engel, Supervising Librarian Jeri Ewart, Administrative Secretary Yvette Gan

**II. Public Comments**

Fred Lupke spoke on the issue of Library Gardens.

**III. Approval of Agenda**

**R01-99 Moved by Trustee James, seconded by Trustee Anderson to approve the agenda as proposed by Trustee James.** Motion carried unanimously.

**IV. Staff Report - South Branch**

Supervising Librarian Jeri Ewart spoke to the Board about the various activities undertaken by the South Branch staff.

- Librarian K. Finney is a member of the library's Publicity and Web Committees, as well as the Bay Area Youth Association.
- Technician S. Clemons was awarded a grant from the Friends to begin a Chess Club. Forty-six people responded and some club members are going to a tournament next week.
- Children's Librarian N. Hale has had a very successful year holding four to six programs a week for 80-100 children and adults. In May, she transferred to the Central Library for a temporary stint as the Senior Librarian in Children's Services. Her position was temporarily filled by two part-time librarians, S. Dentan and M. McKenzie.
- Ms. Ewart is involved in several committees, and is also the staff liaison to the Friends of the Library, and acting archivist for the Shades of California Project. In addition, she has contributed to the book, "Berkeley 1900."

Library management is providing training and support for staff at the Tool Lending Library (TLL), and there should be some improvements within three to six months. One of the two TLL intermittents was recently hired to fill the fourth staff position.

The branch's biggest challenge is lack of space. The staff find it difficult to work in these crowded conditions. It's also a busy branch; the community meeting room is used about 40 times a month, with about 20 - 25 reservations taking place during the day.

The Board thanked Ms. Ewart for her report.

**V. Consent Calendar**

**R01-100 Moved by Trustee Shirek, seconded by Trustee Anderson, to approve the Consent Calendar.** Motion carried unanimously.

- R01-101 Approved minutes of regular meeting - October 11, 2001**
- R01-102 Resignation of Janice Kao, Library Aide, Shelving Unit, Central Library**
- R01-103 Request for Leave of Absence Without Pay for Charlene Agos, Library Assistant, North Branch, 12/26/01 - 6/24/02**
- R01-104 Extend for One Year (12/1/01 - 11/30/02) the Contract for Library Delivery Services with Consolidated Routing, Inc.**
- R01-105 Berkeley Public Library Holiday Schedule for 2002**
- R01-106 2002 Meeting Dates, Sites and Staff Presentations - Board of Library Trustees**

#### **VI. Reports for Action/Discussion**

##### 1. Building Projects Update

Building Project Manager Elena Engel asked the Trustees if they had any comments about the donor signage maps that had been sent last week. Trustee Garcia noted that he would like to go over the plans in detail with Ms. Engel soon.

Ms. Engel reported that:

- The books that have been in storage at BUSD's West Campus are being moved to the compact shelving installed in the Bancroft building.
- The re-jacking project volunteers started working yesterday. The library obtained use of the old Lee Frank Jewellers site on Shattuck for a minimal rent. Equipment was moved in, and the volunteers re-jacketed 200 books their first day. The Technical Services and General Services staff are leading the project.
- On Oct. 22<sup>nd</sup>, Pivot Interiors began installing the workstations in Bancroft.
- The office furniture will be delivered to the Kittredge building in December.
- National Library Relocations submitted the winning bid for the physical task of moving equipment and books back into the renovated Central Library.
- Computer and general library equipment (e.g. paperback racks) need to be purchased.

Artzn Builders' latest schedule shows the substantial completion date as Dec. 16, 2001, with the final completion date being January 16, 2002. Linoleum is going in on the 2<sup>nd</sup> floor of Kittredge, and stenciling is being done in the lobby and reference room. The next step is to hang the replicas of the historic fixtures. The pavers on the first floor are still not completed.

##### 2. Branch Projects Update

There has been little progress on the branch project as focus is now on the completion of Central Library renovations. It seems reasonable to attempt an application for Prop. 14 in the 3<sup>rd</sup> cycle which would begin in January 2004. The expensive and time-consuming groundwork has to be done before an application can be submitted, such as environmental reports.

##### 3. Meeting Room Policy

This item will be postponed to a future meeting.

##### 4. Policy for Posting, Display and Distribution of Materials

Trustee James asked for a change on page 2, under General Provisions, Item 2: To replace "The contents..." with "Any viewpoints or opinions..."

Trustee Garcia had made some minor changes which had been faxed to Deputy Director Mull.

Trustee James asked that the time periods referenced should be consistent, and to note that holidays are included.

**R01-107 Moved by Trustee Garcia, seconded by Trustee Anderson, to approve the Policy for Posting, Display and Distribution of Materials with changes as discussed.** Motion carried unanimously.

5. Report on the meeting of the Friends/Foundation/BOLT/Staff

Trustee Garcia reported on the meeting held on October 26, 2001, with the Foundation, Friends, Board and staff. The minutes of the previous meeting had been reviewed and discussion of upcoming events and activities had followed. The library plans to hire someone to work on the redesign of the web page.

6. Election of Chair and Vice-Chair

**R01-108 Moved by Trustee Garcia, seconded by Trustee Anderson, to extend Trustee Kevin James' term till 5/8/03 so that the full eight years of two terms can be completed.** (Motion passed. Ayes: Anderson, Garcia, Shirek. Abstain: James)

**R01-109 Moved by Trustee Anderson, seconded by Trustee James, to nominate Trustee Garcia as Chair, effective immediately.** (Motion carried. Ayes: Anderson, James, Shirek. Abstain: Garcia)

Trustee Garcia was elected chair by acclaim.

**R01-110 Moved by Trustee Garcia, seconded by Trustee Shirek, to nominate Trustee Anderson as Vice-chair, effective immediately.** (Motion carried. Ayes: Garcia, James, Shirek. Abstain: Anderson)

Trustee Anderson was elected Vice-chair by acclaim.

## **VII. Reports for Information**

1. BPL Calendar of Events, November 2001
2. Staff Newsletter, October 2001
3. BPL Program Announcements/Press Releases: Can You Relate?, Infosessions on World Crisis Issues, Parisian Cafe Music, MaryYoungblood, Word for Word
4. Newspaper articles:
  - *Zoning Board Approves Library Gardens Project* (Berkeley Daily Planet, 10/13-14/01)
  - *City Allows 176 New Apartments for Downtown: Berkeley Merchants Hope Project Will Help Businesses* (Daily Californian, 10/15/01)
  - *Net-porn Law Applies Deadline Pressure* (CNET News.com, 10/26/01)
  - *Berkeley Library to Reject Web Filter Software* (Daily Californian, 10/31/01)
  - *Letter to the Editor: Parking Needed* (Daily Planet, 11/1/01)
  - *Council Divided Over Solution to Parking Problem* (Daily Californian, 11/1/01)
  - *Letter to the Editor: The Grand Vision for Downtown Requires Parking* (Daily Planet, 11/3/01)
  - *Plan Looks at Downtown Growth* (Daily Planet, 11/6/01)
  - *Letter to the Editor: Try Transit Before Adding Parking* (Daily Planet, 11/6/01)
  - *Letter to the Editor: More Parking Unnecessary* (Daily Planet, 11/6/01)
  - *Hearing focuses on Parking, Parking, Parking* (Daily Planet, 11/8/01)
5. Letter to City Council dated 10/30/01 re: Downtown Parking
6. License Agreements for Friends and Foundation
7. Quarterly Financial Statements - September 30, 2001

### **VIII. Addenda to Agenda**

Trustee Garcia enquired if any of the patrons who had received letters banning them from using the library had returned. Director Griffin said that one patron had come in to return books but had left immediately. Another claimed that the letter had not been received and raised objections. Staff immediately provided a copy of the letter. The original letter was returned by the US Postal Service two days later, marked "Forwarding address expired."

A flyer promoting three information sessions about Islam, Afghanistan and civil liberties was highlighted. Two of the sessions have been attended by large crowds which overflowed the meeting room at South Branch. At each session, Director Griffin announced that the Friends had donated \$25,000 in the name of Adelia Lines to purchase materials related to these subjects. The third session will take place next week.

The Foundation will be interviewing candidates for the position of Executive Director. They have invited Director Griffin to sit on the interview panel.

A half-day training session took place for the Tool Lending Library staff recently. Reference Manager Diane Davenport talked about the reference question interview and ethical rights, and Circulation Manager Dolores Wright spoke of the protection of patron privacy. Deputy City Attorney Prasanna Rasiah informed the staff about liability issues.

The CybraryN time-out software test pilot at Claremont has not been working. The automation staff removed the computer and brought it back to the Central Library, where it worked successfully. They are working to find out the cause.

### **IX. Agenda Building**

Next regular meeting: December 12, 2001, at West Branch, 1125 University Avenue

Agenda Items: Building Projects Update, Branch Projects, Meeting Room Policy, Proposal for Donor Signage.

The Board went into closed session at 9:25 p.m. and returned to open session at 9:55 p.m.

Trustee Garcia reported that the Board reviewed the salary of the Deputy Director, taking into consideration additional information provided by the Director which the Board did not have before. The Board unanimously decided to withdraw the previous increase of 2% and substitute an increase of 4.5% effective 9/25/01. The Board felt that Ms. Mull had done an extraordinary job in stepping into the role of Acting Director for several months, and expressed their thanks.

The Board went into closed session at 9:57 p.m. and returned to open session at 10:25 p.m. without taking any action.

### **X. Adjourn**

**R01-111 Moved by Trustee Shirek, seconded by Trustee James, to adjourn the meeting at 10:25 p.m.**  
Motion carried unanimously.