

Berkeley Public Library
Board of Library Trustees

Regular Meeting
December 12, 2001

Minutes
7:00 p.m.

West Branch
1125 University Avenue

I. Call to Order

The regular meeting of December 12, 2001 was called to order at 7:00 p.m.

Present: Trustees Anderson, Cross, Garcia, James, Shirek

Absent: None

Also Present: Director of Library Services Jackie Y. Griffin, Deputy Director MaryLou Mull, Building Project Manager Elena Engel, Literacy Program Coordinator Amy Prevedel, Administrative Secretary Yvette Gan, Berkeley Public Library Foundation member Judith Lubman

II. Public Comments: None

III. Approval of Agenda

R01-112 Moved by Trustee James, seconded by Trustee Shirek to approve the agenda as proposed by Trustee Garcia. Motion carried unanimously.

IV. Staff Report - Literacy

Library Director Griffin introduced the Literacy Program Coordinator, Amy Prevedel. The Supervising Librarian for the West Branch was ill and therefore unable to give the Board a staff report about the West Branch; Ms. Prevedel had agreed to step in and talk about the Literacy program with little notice.

Ms. Prevedel distributed handouts and talked about the program's connection to the community. This is a place where people learn, change, and grow, and where their voices are important. The reasons students give for wanting to learn how to read are many, but they all reveal the critical role literacy plays in everyday life: to help their children with homework, to pass a driver's license test, to read a customer's name on an order, to write a letter to judge about a parking ticket, to take grandchildren to the library, etc.

Since the computer lab was established at West Branch, the Literacy staff have been using the lab for four hours a week to train students in computer use. There are specially trained volunteer tutors who teach basic reading, writing and spelling skills while providing basic computer literacy. Ms Prevedel also shared statistics about this program.

The literacy program depends heavily on its volunteers. A tutor must be prepared to commit to at least an hour a week for six months to a student. There are currently 90 active students, 75 active tutors, and out of those, 60 active pairs.

The Board thanked Ms. Prevedel for an excellent report.

V. Consent Calendar

R01-113 Moved by Trustee James, seconded by Trustee Shirek, to approve the Consent Calendar. Motion carried unanimously.

R01-114 Approved minutes of regular meeting - November 14, 2001

VI. Reports for Action/Discussion

1. Proposal for Donor Signage

Judith Lubman, Foundation board member, reported that the designs for donor signage were moving toward completion. She brought samples of wall tiles and plaques, and also had a full-size paper replica of a wall panel to show the Trustees. The goal is to have all the donor signage ready by the time the Central Library is open. The Foundation has been contacting the donors about plaque placement -- several donors still have not responded with their decisions.

On the wall panels outside the Community Room, there will be an extra-large tile thanking the citizens of Berkeley for voting to pass Measure S. There will be another thanking volunteers for the time and skill. Another tile will list the names of the Foundation's Board of Directors. A question was raised about the need for reinforcement of the walls since the weight of the glass tiles would be considerable; Ms. Lubman will check with the designer.

Trustee Garcia asked if the printing on the tiles could be raised to add textural richness, and if there would be an edging to the tiles. He asked that the Foundation provide a final prototype if any other changes are made.

R01-115 Moved by Trustee James, seconded by Trustee Shirek, to approve the prototypes for donor signage for the wall panels, tiles, and plaques in order that the Foundation move forward with their work.
Motion carried unanimously.

2. Building Projects Update

- a. Contract Extension for Ripley/BOORA
- b. Contract Extension for Library Project Managers

Building Project Manager Elena Engel noted that there are a number of contract extensions to be implemented as the project has moved beyond the completion date.

R01-116 Moved by Trustee Garcia, seconded by Trustee Anderson, to accept the following as included in the agenda packet under items VI.A.2.a and VI.A.2.b, respectively,

- a. **Extended Services for Ripley/BOORA Associated Architects in the amount of \$217,935.15;**
- b. **Extended Services for Library Project Managers in the amount of \$237,510.**

Motion carried unanimously.

- c. Approval of Mover's Contract

R01-117 Moved by Trustee James, seconded by Trustee Cross, to approve the contract for National Library Relocations in the amount of \$107,000. Motion carried unanimously.

Ms. Engel reported that the project is beginning to move along.

- ◆ The staff and a BOSS consortium worker have been moving books from storage on the school district's campus into the compact shelving in the Bancroft wing. This is about 60% completed.
- ◆ Office furniture will be delivered to the Kittredge wing on Dec. 18th. However, a leak on the 5th floor will delay installation there as the linoleum floor has to be replaced.

- d. Opening Date

R01-118 Moved by Trustee James, seconded by Trustee Cross, to set the opening day of the Central Library for Saturday, April 6, 2002. Motion carried unanimously.

R01-119 Moved by Trustee James, seconded by Trustee Garcia, to ask the Director of Library Services to evaluate the possibility of closing the branches on April 6, 2002. Motion carried unanimously.

3. Branch Projects Update

Director Griffin reported on an all-day workshop on library planning which she, Ms. Mull, Ms. Engel and Ms. Powers had attended. The workshop was based on the Public Library Association's planning standards which are oriented towards the community and staff. This will help greatly in planning for the long term, as well as for branch building projects.

Discussion followed on which of the branches would be the most successful applicant for the branch bond funding. Ms. Griffin will bring to the next Board meeting a list of community organizations to involve in library planning.

4. Meeting Room Policy

R01-120 Moved by Trustee Cross, seconded by Trustee James, to accept the Meeting Room Policy with the following change: remove Item 11.d "Food or drink may not be brought into meeting rooms." Motion carried unanimously.

VII. Reports for Information

1. BPL Calendar of Events, December 2001
2. Staff Newsletter, November 2001
3. BPL Program Announcements/Press Releases: *Jack and the Beanstalk, The Murder on the Midway, An Evening of Poetry, Lewis Mahlmann - Rapunzel Puppet Show*
4. Newspaper articles:
 - *American Indian Flute Player In Free Concert At Library* (Berkeley Tri-City Post, 11/14/01)
 - *Oakland Library Goes Wireless* (Daily Planet, 11/20/01)
 - *Activist Calls for US To End Its Involvement In Afghanistan* (Daily Planet, 11/22-23/01)

VIII. Addenda to Agenda

Ms. Griffin reported the following news:

- ◆ The library is now offering videos and CDs at branches, and patrons can also reserve them via the catalog and have them sent to their home branch.
- ◆ The Downtown Berkeley Association has approved the library's request to put up banners along Shattuck Avenue publicizing the opening of the renovated Central Library.
- ◆ The gold library cards for donors who gave \$500 or more will be arriving soon. These will have the donors' names printed on the front. When the library opens, there will be a new library card for new patrons. It will look similar to the donors' gold cards, but will not have patron names imprinted.
- ◆ Volunteers on the re-jacketing project will have re-jacketed 2200 books by end of this week.
- ◆ One of the library's maintenance trucks was stolen. It was found the next day in Richmond. Unfortunately, a set of keys was in the truck so the entire Central Library had to be rekeyed.
- ◆ Computers were stolen from the Automation department and the South Branch. A memo about the thefts was sent to all staff. The existing computers have been cable-locked, and will be stenciled with the library's name.
- ◆ Library and City staff involved with the building project were interviewed by the Daily Planet. An article should be out soon.
- ◆ The new Executive Director for the Foundation, Josie Gordon, will start work on Jan. 9th. Foundation President Anna Rabkin has agreed to a new two-year term.

- ◆ The City's Information Services department has offered to connect the library to the City's intranet and put the library on the Outlook e-mail system for no cost. They have also agreed to purchase a server, the required licenses and any other needed equipment. The library will need to consider this offer carefully as special needs, such as the firewall, still have to be maintained.

IX. Agenda Building

Next regular meeting: January 9, 2002, at South Branch, 1901 Russell Street.

Agenda Items: Building Projects Update, Branch Projects

The Board went into closed session at 9:05 p.m. and returned to open session at 10:00 p.m. without taking any action.

X. Adjourn

The meeting was adjourned at 10:00 p.m.