

Berkeley Public Library
Board of Library Trustees

Regular Meeting
January 9, 2002

Minutes
6:57 p.m.

South Branch
1901 Russell Street

I. Call to Order

The regular meeting of January 9, 2002 was called to order at 6:57 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, Branch Services Manager Audrey Powers, Special Services Coordinator Alan Bern, Administrative Secretary Yvette Gan, Berkeley Public Library Foundation Executive Director Josie Gordon

II. Public Comments

Director Griffin introduced the Executive Director for the Foundation, Josie Gordon. Ms. Gordon began work on Jan. 9, 2002

Trustee Garcia presented a plaque to Trustee James, thanking him for his leadership as Chair of the Board for the past five years, and for his dedicated service to the library. Library staff and Trustees expressed their appreciation with much enthusiasm

III. Approval of Agenda

It was agreed that Director Griffin would include an update of the paraprofessional classification study in her oral report, and that there would not be a closed session at the end of this meeting.

R02-01 Moved by Trustee Cross, seconded by Trustee James, to approve the amended agenda as proposed by Trustee Garcia. Motion carried unanimously.

IV. Staff Report – Special Services

Special Services Coordinator Alan Bern distributed packets of materials regarding the work of staff in this unit. Library Specialist Colleen Fawley provides library materials to people who are homebound and to senior centers. He read aloud a letter of thanks from a grateful patron. Anne Stakelon, the Volunteer Coordinator, has been working hard on the re-jacketing project. She has organized volunteers to work in teams replacing the jackets on books. It's been a very successful project, due to her hard work.

Inspired by a project taking place in New York called "Poetry in the Branches", Mr. Bern and Ms. Fawley have pulled together a group of library staff who are interested in doing poetry outreach. Their first trial run will take place at a senior center.

Part of Mr. Bern's job is making sure that the library has services for the disabled. There is adaptive technology which assist those patrons with accessing the library catalog, and reading books and magazines. The library's ADA computer is located at South Branch, and disabled patrons can make appointments to use it. At West Branch, there is equipment which scans words on a page and reads aloud.

A group of library staff, including Mr. Bern, is working on the library's web page to bring it up-to-date.

An orientation day for all staff at the Central Library is being planned. There will be so much that is new in the renovated Central Library that staff will need training for all the equipment and procedures.

The Board thanked Mr. Bern for his report.

V. Consent Calendar

R02-02 Moved by Trustee James, seconded by Trustee Anderson, to approve the Consent Calendar.

Motion carried unanimously.

R02-03 Minutes of Regular Meeting – December 12, 2001

Trustee Garcia requested that a list of open action items be maintained for the Board. Director Griffin said that she would bring the designs for the street banners and Opening Day logo to the Trustees when they are ready.

R02-04 Standard Charges for Damaged/Mutilated Materials

VI. Reports for Action/Discussion

1. Building Projects Update/Move

Building Projects Manager Elena Engel reported that items that have been stored in the Berkeley Unified School District's West Campus have been taken out and placed on compact shelving in the Bancroft wing. Reference and general services staff are to be commended for completing this project.

A new telephone system for the branches has been installed since the last Board meeting. Unfortunately, the T-1 line service provided by Pacific Bell went down for two days, so the branches were without phone use.

Ms. Engel also provided a status report on the building project: the historic marble is being replaced; railings are being installed; art gates for the Berkeley History Room will be delivered and installed tomorrow; service desks for the second, third and fourth floors of Kittredge are in; and work on the plaza has also begun. Furniture for the offices in the Kittredge wing has been delivered but because the rooms are not yet ready, they cannot be installed. The mechanical sub-contractor has been asked to attend several meetings, but has declined to attend, stating pressure of work as the reason. The elevators have not been signed off yet. Trustee Garcia said that, in his experience, it had taken as long as 3 months to get an appointment for the state inspectors to check and certify the elevators.

The lights in the main library are on all the time, and library staff have received many compliments on how wonderful the building looks.

Library supervisors attended a meeting last Thursday to discuss the many, many items that must be completed before the move back into Central can take place. The temporary Central library will be closed on Feb. 28th, and the Grand Opening is slated for April 6th.

2. Branch Projects: Building/Expansion

Branch Services Manager Audrey Powers thanked Ms. Engel and the Automation staff for putting together the phone system for the branches, and also making the switchover with the required software and hardware.

Branch staff are planning for increased workload when the Central Library is closed for five weeks. The videos will stay at West Branch as long as possible to avoid inconvenience to patrons. The computers in the lab at West Branch will be moved to the Central Library as planned. The Literacy unit, which has come to depend on those computers, will be looking to obtain replacements through grants. North branch staff are creating a staff area, which means that parts of the collection have to be moved.

The State Library has finalized the application rules for the Library Construction and Branch Bond Act projects. Discussion followed on the final rules and the various tiers of application possible. It would appear that West Branch meets the application requirements most closely. Trustee Cross requested that a list of arguments for each branch be brought to the next meeting for discussion.

The Trustees also spoke of individuals and/or organizations to be invited to participate in community focus groups. The focus groups would meet for two days; each meeting would take about five hours. She outlined the process for the Trustees. Rhea Rubin, a library consultant and co-author, will meet with Director Griffin on Jan. 25th to flesh out the plans for the focus groups.

3. Grand Opening Plans

The Grand Opening for the Library will take place on Saturday, April 6, 2002 at 1 p.m. The plans call for a short ceremony to be held outside the building, followed by a ribbon-cutting. Everyone will then move inside where there will be various activities and entertainments on every floor. It was agreed that the Mayor would be invited to give a short speech, and that Trustee James would represent the Board at the ceremony.

VII. Reports for Information

1. BPL Calendar of Events, January 2002
2. Staff Newsletter, December 2001
3. BPL Press Release: *Storyteller Marijo Brings Kwanzaa Celebration to the Berkeley Public Library*
4. Newspaper articles:
 - *Briefly... (Berkeley Tri-City Post, 12/26/01)*
 - *Read-Aloud Books Honor Kwanzaa (West County Times, 12/27/01)*
 - *New Central Library Is Stunning, Expensive And Late (Daily Planet, 12/28/01)*
 - *On the Fourth Day of Kwanzaa (Daily Planet, 12/31/01)*
 - *Berkeley's Main Library To Reopen In April (Oakland Tribune, 1/1/02)*

VIII. Addenda To Agenda

Director Griffin informed the Board that the Deputy City Attorney had called her the day before. Apparently, the Brown Act is being reinterpreted: a closed session cannot be held unless it involves litigation issues and an attorney is present.

Items of note:

- There have been two meetings scheduled regarding the paraprofessional classification study. One staff member attended Friday's meeting, and five at yesterday's meeting. Three of those may request desk audits in order to be upgraded.

R02-05 Moved by Trustee Anderson, seconded by Trustee Cross, to approve the proposed paraprofessional classification study as presented by Deputy Director MaryLou Mull in her memo dated December 27, 2001. Motion carried unanimously.

- Director Griffin is working with a small group of staff to create a mentoring program. She will follow-up with the City's Human Resources department to ensure that all is legal and above board.
- The library held a Kwanzaa program at the South Branch on December 29th.
- North Branch had 200 children participate in a Harry Potter program yesterday.

- The Foundation will distribute a large newsletter at the end of January which will list all 4500 donors.

IX. Agenda Building

Next Regular Meeting: February 13, 2002, Claremont Branch, 2940 Benvenue Avenue.

Agenda Items: Building Projects Update/Move, Branch Projects: Building/Expansion/Plan for Community Focus Groups, Report from BOLT/Friends/Foundation/Staff meeting to be held on Jan. 25th.

Trustee Cross asked that the Staff report be expanded to 15 minutes. She would like to hear of achievements and challenges faced by staff.

X. Adjourn

R02-06 Moved by Trustee Anderson, seconded by Trustee Cross, to adjourn the meeting at 9:33 p.m.
Motion carried unanimously.