

Berkeley Public Library
Board of Library Trustees

Regular Meeting
February 13, 2002

Minutes
7:05 p.m.

South Branch
1901 Russell Street

I. Call to Order

The regular meeting of February 13, 2002 was called to order at 7:05 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, Dept. Administrative Officer Robert Derbin, Administrative Secretary Yvette Gan

II. Public Comments

Trustee Shirek recused herself from the meeting. Mr. Fred Lupke spoke briefly to the remaining Trustees about his pending appeal to the City Council with regard to Library Gardens.

Trustee Shirek returned to the meeting at 7:10 p.m.

III. Approval of Agenda

R02-07 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the agenda as proposed by Trustee Garcia. Motion carried unanimously.

The Board went into closed session at 7:13 p.m. and returned to open session at 8:45 p.m. without taking any action.

IV. Reports for Information

1. Quarterly Financial Statements for period ending December 31, 2001

Dept. Administrative Officer Robert Derbin reviewed the second quarter financial report with the Trustees. About half of the tax revenue has been received at this point. Trustee Garcia asked if the Library would be affected by the deficit in the State budget. Mr. Derbin replied that the City had planned for the economic downturn as City staff are very conservative in their financial planning.

V. Staff Report - Claremont

The Staff Report for Claremont was postponed to a future meeting, to be determined by the Director.

VI. Consent Calendar

R02-08 Moved by Trustee James, seconded by Trustee Garcia, to approve the Consent Calendar. Motion carried unanimously.

R02-09 Minutes of Regular Meeting - January 9, 2002 were approved with the following changes:

Page 2, Item V.: Trustee James referred to Resolution R02-04 "Standard Charges for Damaged/Mutilated Materials", and asked that items such as these be attached to the minutes with a note that reads "Please see attached."

Page 3, Item VIII: To change "...a closed session cannot be held unless it involves litigation issues and an attorney is present." to "...a closed session cannot be held for the purpose of discussing potential litigation unless an attorney is present."

R02-10 Resignation of Richard Serrato, Supervising Librarian, West Branch

R02-11 Resignation of Beth Benjamine, Reference Specialist, Reference Department

R02-12 Request to Close Tool Lending Library for Two Weeks (March 5 - 18, 2002)

R02-13 Approval of Authors Dinner on October 5, 2002, sponsored by the BPL Foundation

Director Griffin explained that the Foundation is planning to hold an Authors Dinner event. About 20 authors will be present and tickets to the event will raise funds for the library.

VII. Reports for Action/Discussion

1. Naming Opportunities

A short discussion followed on naming opportunities.

R02-14 Moved by Trustee James, seconded by Trustee Anderson, that

- A. There will be no recognition plaques in places other than where the Trustees had previously approved them, and the size and locations will be in keeping with those previously approved;**
- B. All of the plaques that will be placed in various locations will recognize gifts but will not name library facilities after donors;**
- C. The Director is the authority who approves recognition of individuals and foundations and the Board of Library Trustees will approve recognition of corporations and corporate foundations.**

Motion carried unanimously.

Director Griffin informed the Board that the question of naming the new Community Meeting Room after past Director Adelia Lines had been raised. Trustees felt that since Ms. Lines had championed having a meeting room that would be used by the community, and had contributed greatly to the building of the library, that a plaque should be placed to recognize Ms. Lines. Trustees Cross and James agreed to draft wording for the plaque.

R02-15 Moved by Trustee James, seconded by Trustee Cross, to have a plaque recognizing contributions made by past Director Adelia Lines in the new Community Meeting Room. Motion carried unanimously.

2. Building Projects Update/Move

Building Project Manager Elena Engel said that the Administration and Special Services staff located at 2150 Kittredge would move to the Bancroft wing on Friday, Feb. 15th. The Fire Marshall requires that a fire watch be implemented in order for the move to occur. Arrangements have been made for security guards to be on duty 24 hours a day at the Central Library. The rest of the Library will begin moving into Central on March 1st.

Library managers were notified of a new issue yesterday. Engineers will conduct a load test tomorrow to ensure that the floor will withstand the weight of books and shelves. If it is not sufficiently strong, the shelving may have to be removed and the floor strengthened. This will delay the opening of the Library. Trustee Jorge asked that Director Griffin inform him of the

test results as soon as they are completed. The trustees agreed that it would be best to resolve this problem while the building is still empty, even if it affected the opening date.

3. Branch Projects: Building/Expansion/Planning Process

Director Griffin voiced her concern about our approach to the branch building project. She asked leave of the Board to put the topic on hold until a month after the Library opens in order to step back and reconsider plans.

Trustee James felt that the Board had made a commitment to try to obtain State branch bond monies if possible, and hoped that it would be possible. Trustee Cross felt strongly that a long-range branch program was needed. Discussion then followed on patron needs in various neighborhoods.

4. Grand Opening Plans

Director Griffin described the plans for Opening Day, including the many entertainments happening in different parts of the building. John De Clercq has promised to put aside 50 parking spaces in the Hinks lot for the Library's use that day.

5. Closing of Library Facilities

R02-16 Moved by Trustee James, seconded by Trustee Anderson, to approve the following closures:

- A. All branches for Opening Day - April 6, 2002**
- B. All branches for Staff Orientation Day - April 1, 2002**
- C. West Branch only to move video collection - March 30, 2002**

Motion carried unanimously.

IV. Reports for Information (cont'd)

- 2. BPL Calendar of Events, February 2002
- 3. Staff Newsletter, January 2002
- 4. BPL Press Releases/Flyers:
 - *Jamie Myrick Brings History To Life At The Berkeley Public Library*
 - *Koto Music And Storytelling At The Berkeley Public Library*
 - *Bonnie Lockhart At The Berkeley Public Library*
 - *Lecture Series By Archeologist Paris Williams: Africans In The Ancient World, Black Women In Antiquity, The African Influence In The African-American Church*
- 5. Newspaper articles:
 - *Experts Give Holistic Advice On Sibling Rivalry* (Daily Planet, 1/12-13/02)
 - *Police Blotter: Library Construction Crew Burglarized* (Daily Planet, 1/30/02)
 - *Delayed Project At Berkeley High On Track To Complete By Next Year* (Daily Californian, 1/31/02)
 - *Next Chapter For Downtown Library* (Berkeley Voice, 2/1/02)
- 6. Letter from State Librarian, dated 1/9/02, re: CALTAC
- 7. Letter from Stephen Swanson, dated 1/10/02, re: library services in South-West Berkeley
- 8. Memo from City Clerk, dated 1/23/02, re: 2001 Statements of Economic Interests
- 9. Correspondence with patron Andrea Monaghan re: donation

VIII. Addenda To Agenda

- As the computer lab at West has to be moved to Central, literacy tutors and students will be impacted. The library staff have therefore decided to purchase computers for the Literacy Unit at West Branch.

- The library paraprofessional classification study was reviewed by the City's Personnel Board last Monday. They approved of the study, and will send it to City Council for approval.
- The Quilt show at North Branch will be held in May this year. It takes the Maintenance staff almost two days to hang the quilts, and since their help is crucial for the Grand Opening of the Library in April, it was decided to postpone the Quilt show to May.

IX. Agenda Building

Next Regular Meeting: March 13, 2002, South Branch, 1901 Russell Street

Agenda Items: Building Projects Update/Move, Branch Projects: Building/Expansion/Plan, Grand Opening.

X. Adjourn

R02-17 Moved by Trustee Cross, seconded by Trustee Anderson, to adjourn the meeting at 10:10 p.m.
Motion carried unanimously.