

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
March 13, 2002

Minutes  
7:00 p.m.

South Branch  
1901 Russell Street

**I. Call to Order**

The regular meeting of March 13, 2002 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, Administrative Secretary Yvette Gan

**II. Public Comments:** None

**III. Approval of Agenda**

**R02-18 Moved by Trustee James, seconded by Trustee Anderson, to approve the agenda as proposed by Trustee Garcia.** Motion carried unanimously.

**IV. Consent Calendar**

**R02-19 Moved by Trustee Shirek, seconded by Trustee James, to approve the Consent Calendar.** Motion carried unanimously.

**R02-20 Approved minutes of Regular Meeting - February 13, 2002**

**R02-21 Approved request for Parental Leave for T. Danaan Smith, Library Technician, Children's Services (from April 20 through October 20, 2002)**

**R02-22 Accepted resignation of Susan Anderson, Library Assistant, General Services**

**R02-23 Accepted resignation of Keita Powlis, Library Aide, General Services**

**V. Reports for Action/Discussion**

1. Naming Opportunities/Donor Signage Revision

Building Project Manager Elena Engel reported that the Foundation has arrived at an idea for donor plaques: to put the plaques for those who donated between \$5,000 - 24,999 on the stack-ends of panels on the second floor. It would keep the plaques outside the historic rooms, but they would be more centralized. The negative side of this would be that it might look too concentrated to have all the donor plaques in one area.

**R02-24 Moved by Trustee James, seconded by Trustee Shirek, to accept the suggestion by the Berkeley Public Library Foundation to place plaques for donors who gave between \$5,000 - 24,999 on the stack-end panels on the second floor.**

Motion carried unanimously.

2. Building Projects Update/Move

Ms. Engel reported that the Library was granted a temporary occupancy permit as of last night which allowed the remaining staff to move in today.

The moving of books is almost complete, except in the Reading Room where shelving and electricity need to be hooked up now that the floor has been strengthened. When staff discovered it would cost as much to do a load-test of that floor as it would have to strengthen it, Director Griffin felt that it would be best to strengthen it so that if in future we needed to add shelving or books, it would not be an issue. The architect had suggested that rather than strengthening the floor we move the shelves and books up to the third floor, but Director Griffin explained that this would mean a total reworking of workflow and require additional staffing with just a few weeks to go before the Library opens. The architect's solution would require an additional cost every year, while strengthening the floor would be a one-time expense. Trustee Garcia asked that this be documented.

Trustee Garcia asked about the status of the building project. Ms. Engel replied that while progress is visible, there are still lots of items on the punchlist that need to be completed. The Fire Department has also provided a list of items that must be attended to. Also, as staff move in, they are finding various items that are not working right.

Director Jackie Griffin noted that there will be some changes to the building:

- The 3<sup>rd</sup> floor was supposed to be sandblasted as part of its finishing. However, by the time it was ready to be sandblasted, the Fire Department wanted to do its testing of the building, and the particles from sandblasting would have interfered with the tests. It was decided to cover that floor with linoleum.
- The railing on the 3<sup>rd</sup> floor around the opening is a wonderful feature but all staff as well as the City's inspection committee have remarked that it is too dangerous to have such a large gap between the floor and the railing. While it is technically in accordance with building code, there will have to be something done to close the gap, and staff are working on it.

Director Griffin reported that there had been a computer system crash and about 1,500 out of over 149,000 patron records were lost. It will not be possible to replace those records. Some patrons will experience inconvenience but staff will certainly reissue holds, etc, as asked.

Deputy Director Mull noted that there are two staff on duty every hour at the front door of 2121 Allston to provide tax forms and basic information to patrons who don't know that the Central Library is closed. The bookdrop there will be shut down on March 27<sup>th</sup> in order to be removed so that the building can be readied for return to the Judah Magnes Museum.

3. Contract Amendments for Library Project Managers

**R02-25 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the contract amendments for extended services for Library Project Managers through March 31, 2002, in the amount of \$131,876. Motion carried unanimously.**

4. Contract Amendment for Ripley/BOORA

**R02-26 Moved by Trustee Shirek, seconded by Trustee Anderson, to approve the contract amendment for extended services for Ripley/BOORA Associated Architects through February 28, 2002, in the amount of \$43,785.86. Motion carried unanimously**

5. Grand Opening Plans

Director Griffin informed the Board that the Grand Opening ceremony will begin at 1:00 p.m. on Saturday, April 6, 2002, with speeches by the Mayor and Trustee James. Then the doors will be

opened by Regina Minudri (past Director), Jodie Lines and a child patron named Philip Johnson. Between 1:30 and 2:00 p.m., there will be speeches by the President of the Foundation and various City Councilmembers. City Manager Weldon Rucker will introduce Alice Walker at 2 p.m. There will be many other entertainments during that day on various floors of the building.

6. Dedication of Wooden Art Gates

The Civic Arts Commission has asked if they can dedicate the wooden art gates that are in the Berkeley History Room to past Director Adelia Lines. If approved by the Board, this would most likely take place in May 2002. The Trustees unanimously agreed to the request.

**R02-27 Moved by Trustee James, seconded by Trustee Garcia, to approve the request of the Civic Arts Commission to dedicate the wooden art gates in the Berkeley History Room to the memory of Adelia Lines at a date to be determined.** Motion carried unanimously

**VI. Reports for Information**

1. BPL Calendar of Events, March 2002
2. Staff Newsletter, February 2002
3. BPL Press Releases/Flyers: *Two Big Events for Local Library Lovers*
4. Newspaper articles:
  - *Letter to Editor: Shelf Talks of Cutting Library Funds* (Daily Planet, 2/15/02)
  - *Wanted: Berkeley Library Old-Timers* (Daily Planet, 2/23-24/02)
  - *Berkeley Library Re-Opens* (Berkeley High School PTSA Newsletter, Feb/March 2002)
  - *The Library Switch-Over* (Daily Planet, 3/1/02)
  - *Letter to Editor: Library Tales Sought* (Berkeley Voice, 3/1/02)
  - *Calendar of Events - Library Re-Opening* (BAHA Newsletter, Fall 2001 - Winter 2002)
5. Statewide Trustees Conference - May 31 and June 1, 2002  
Trustee Garcia will be attending this conference.

**VIII. Addenda To Agenda**

Director Griffin invited Trustees Shirek, Cross and Anderson to take a tour of the Library with her before it opens to the public. Trustees James and Garcia have already taken their tour.

Trustee Cross suggested that there be a permanent representative from the Board of Trustees to the Foundation and Friends organization. Director Griffin said she would follow up with the Foundation. Discussion followed on how the Board of Library Trustees would encourage more public input and attendance at their meetings.

**IX. Agenda Building**

Next Regular Meeting: April 10, 2002, Central Library, 2090 Kittredge

Agenda Items: Building Projects Update/Move, Branch Projects: Building/Expansion/Plan with consultant Rhea Rubin.

**X. Adjourn**

**R02-28 Moved by Trustee Shirek, seconded by Trustee Anderson, to adjourn the meeting at 9:05 p.m.** Motion carried unanimously.