

Berkeley Public Library
Board of Library Trustees

Regular Meeting
April 10, 2002

Minutes
7:05 p.m.

Central Library
2090 Kittredge

I. Call to Order

The regular meeting of April 10, 2002 was called to order at 7:05 p.m.

Present: Trustees Cross, Garcia, Shirek

Absent: Trustees Anderson, James

Also Present: Director of Library Services Jackie Y. Griffin, Building Project Manager Elena Engel,
Technical Services Manager Trarie Kottkamp, Administrative Secretary Yvette Gan

II. Public Comments

Mr. Arthur Stopes III made a formal complaint about having been asked to leave the Library on April 6, 2002.

III. Approval of Agenda

R02-29 Moved by Trustee Cross, seconded by Trustee Shirek, to approve the agenda as proposed by Trustee Garcia. Motion carried unanimously.

IV. Staff Report - Technical Services

Technical Services (TS) Manager Trarie Kottkamp reported on the work of her department staff for the last year. This department has 18 staff and many of them work part-time. Each staff works one hour a week at the Information Desk, and also works a Sunday schedule at either the Information or Circulation Desks.

The database for the library's catalog is housed in TS. The Cataloging unit catalogs books, videos, DVDs, audio-books (on tape and CD), and tools for the Tool Lending Library. Videos get cataloged with a brief paragraph describing the video. Trade paperbacks are sent to a bindery to have hard covers put on them, which lengthens their shelf-life. The Order unit started using electronic ordering systems with various book vendors last year, and this has speeded up the process greatly. Processing staff do some repairs to damaged books, but send the more difficult repairs to a bindery.

The entire department was involved in ordering, processing and cataloging materials for Opening Day. Over 1,000 videos alone were ordered. The re-jacketing project, in which volunteers successfully re-covered over 8,500 books, also took a significant amount of TS staff time in terms of organizing materials and workflow and training the volunteers. There are still 32,000 books to be re-jacketed.

In the new Central Library, every department, including TS, is feeling some anxiety about the staffing needs in a much bigger building, and also the consequences of a much greater circulation rate. Ms. Kottkamp is also concerned about having enough variety of projects so that staff are not subjected to repetitive motion injuries. To alleviate this, TS has cross-trained staff with the General Services and Reference departments so that TS staff can work at different tasks.

The Board thanked Ms. Kottkamp for her report.

V. Reports for Action/Discussion

1. Branch Building Projects

Library consultant Rhea Rubin was introduced. She was part of the team which put together the new Public Library Association's planning tools for libraries. Ms. Rubin informed the Board that there are two major differences between the old and new planning processes.

- (1). The old process required libraries to evaluate their past performance to see what they had done well or not so well, and plan for the future accordingly. Now, the library has to work with the community to find out what vision the community has for itself, and how the library can fit in with that vision.
- (2). This new process involves a carefully selected focus group, which is representative of every segment of the community, and only a couple of staff.

She briefly described the planning process, and answered questions from the Board. There is a list of structured exercises that has to be done by the focus group, and it will require a commitment of about two days. Trustee Garcia thought it would be good to have focus groups from all the library locations meet to discuss their needs and ideas. The Trustees agreed that this sounded like an excellent planning process.

VI. Consent Calendar

R02-30 Moved by Trustee Cross, seconded by Trustee Shirek,, to approve the Consent Calendar. Motion carried unanimously.

V. Reports for Action/Discussion (cont'd)

2. Building Projects Update/Move

Ms. Engel reported that the project was 98.5% completed by Opening Day. There are still some systems, such as security and the HVAC (heating, ventilation and air conditioning) that are of concern. The building maintenance staff have not received all their training yet and everyone is learning about the building's many features. Some signage still needs to be installed. There is a punchlist which is 250 pages long.

Staff have been given forms to fill out whenever they observe a building defect. One staff concern is that there is not enough lighting to read the lower shelves, and managers did a walk-through with the lighting consultant to determine where additional lights would be needed.

Trustee Garcia asked if the building warranty had yet begun, and Ms. Engel replied that it began when the building was occupied. There was a leak on the 5th floor (Art & Music department), and several shelves had to be covered with plastic. Director Griffin has asked the staff to inspect the books on those shelves for any signs of damage.

Arntz Builders has now set the final completion date as April 15, 2002.

3. Grand Opening Report

Over 7000 patrons came on Opening Day. There was a great deal of positive media attention, and Director Griffin praised all the staff for their hard work in making everything run so smoothly. Over 4500 items were borrowed in those 4 hours. Staff were overwhelmed but also thrilled to see so many patrons. Patrons, too, seemed excited to be back in the building, and had only compliments for their new library.

4. Agenda Items for next BOLT/Friends/Foundation/Staff Meeting

Trustee Jorge asked if anyone had agenda items for the next meeting of the Board, Friends, Foundation and Staff on April 26th. Administrative Secretary Yvette Gan will contact Trustee Anderson about her availability for that meeting.

VII. Reports for Information

1. BPL Calendar of Events, April 2002
2. Staff Newsletter, March 2002
3. BPL Press Releases/Flyers: *Two Big Events for Local Library Lovers; Let the Wild Rumpus Begin!*
4. Newspaper articles:
 - *Teachers, Music, Libraries In Peril As Schools Retrench (SF Chronicle, 3/18/02)*
 - *Car-free Downtown Could Be A Reality For Berkeley (Daily Planet, 3/19/02)*
 - *Library Gardens Not Insync With Neighborhood (Daily Planet, 3/19/02)*
 - *Downtown Berkeley Welcomes Back the Berkeley Public Library (East Bay Express, 3/20-26/02)*
 - *Wait Is Almost Over: Library To Reopen (Berkeley Historical Society, Vol. 21, No. 1)*
 - *Library Gardens Is Designed Safe (Daily Planet, 3/28/02)*
 - *New Chapter For Berkeley's Public Library (SF Chronicle, 4/4/02)*
 - *The Full Berkeley (East Bay Express, 4/3-9/02)*

VIII. Addenda To Agenda

Director Griffin reported on the video being created by staff, which will be used for publicity and fund-raising purposes. One of the staff was to edit the video, but he left to take another job. The library had to hire a video editor in his place. The library will approach the Foundation for funds for the video editor.

Director Griffin is looking into an automated system which checks in books, sorts them, and puts them on book-carts without having a person handle them. This will save staff from repetitive motion injuries.

Trustee Garcia talked about the CALTAC (California Association of Library Trustees and Commissioners) workshop which he had attended on March 16th in Redwood City. The focus was on building partnerships with elected officials, the community, and with Friends and Foundations.

IX. Agenda Building

Next Regular Meeting: May 8, 2002, North Branch, 1170 The Alameda

Agenda Items: Building Projects Update, Branch Building Projects

X. Adjourn

R02-31 Moved by Trustee Shirek, seconded by Trustee Garcia, to adjourn the meeting at 9:00 p.m. Motion carried unanimously.