

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
May 8, 2002

Minutes  
7:04 p.m.

North Branch  
1170 The Alameda

**I. Call to Order**

The regular meeting of May 8, 2002 was called to order at 7:04 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, Supervising Librarian Barbara Alesandrini, Administrative Secretary Yvette Gan

**II. Public Comments - None**

**III. Approval of Agenda**

**R02-32 Moved by Trustee James, seconded by Trustee Anderson, to approve the agenda as proposed by Trustee Garcia.** Motion carried unanimously.

**IV. Staff Report – North Branch**

Supervising Librarian Barbara Alesandrini greeted those present and distributed copies of the North Branch Annual Report and the 24<sup>th</sup> Annual Quilt Show Report. She displayed a bag of pennies which weighted 2.5 pounds – a donation from a six-year-old. The following were highlights of her report.

- The annual Quilt Show breakfast was held this morning. For the first time, the Quilt Show booklet is available in large-print format. A full-color version will be made for the records and a copy provided to the Berkeley History Room.
- The past three months, while Central was closed, have been very intense. Over 31,000 patrons visited the branch in March. Both the circulation and reference desks had to be double-staffed.
- The Teen Librarian, Debbie Carton, has organized many programs this past year. Teens presented “Bizarre Shorts” last August, had a poetry reading, and together with Children’s Librarians, held a “Harry Potter Day.”
- The Partnerships for Change Grant was completed this past year. A focus group met to explore what seniors would like to see in terms of library services. Consequently, the staff added more books-on-tape add to the health collection and presented programs, e.g. how to start a reading group.
- Ms. Alesandrini attended the week-long Stanford Institute on Librarianship. It was an excellent opportunity to look at the profession in new and creative ways.
- The adult collection was re-located to the entrance of the reading area in order to make space for a separate work area for staff. This has helped the staff enormously.
- While the number of patrons in the branch has increased, circulation numbers have not increased correspondingly. Patrons come in, not to borrow materials but to use the internet, or to sign up with the “Lawyers In The Library” or to vote during elections.
- North offers docents for patrons who need a training session on how to use the internet. There are about 20 to 30 sessions a month.

The Board thanked Ms. Alesandrini for her report.

**V. Consent Calendar**

**R02-33 Moved by Trustee James, seconded by Trustee Shirek, to approve the Consent Calendar.** Motion carried unanimously.

**R02-34 Minutes of Regular Meeting – April 10, 2002**

Trustee Garcia noted that he had asked if the Library's Mission Statement would be updated. Director Griffin replied that it would be advisable to wait till after the public input meetings had taken place, at which time it would be reconsidered by the Board.

**R02-35 Retirement of Ann Lynn, Reference Librarian, Reference Department**

**R02-36 License Agreement for Berkeley Public Library Foundation for Lease of office space, at \$1.00 per year, effective 2/15/02, for 3 years.**

**VI. Reports for Action/Discussion**

1. Building Projects Update

Ms. Engel reported that the project is being closed out. There is a punchlist of items that have still to be completed. If Arntz Builders cannot complete these items on time, the Library may have to find other vendors.

The public seems to be very pleased about the building. Library staff have received complaints that there are not enough bike racks available outside the Library. The New Books and Videos aisles are not wide enough, even though they conform to the required specifications. There needs to be more signs in Braille on the ends of the shelves. Staff receive about 200 suggestions a week.

The staff who work on the ground floor have been experiencing problems as they have to stand on a concrete floor for many hours at a time. The City's safety officer and a flooring specialist have been asked to look at the issue and come up with a solution. The safety officer was also asked to look at the service desk on the fourth floor, as staff there were having difficulties, and he provided excellent suggestions for changes.

Trustee Anderson asked if parking would be a problem when the parking lot next door closes for construction. Director Griffin is on a committee of the Downtown Berkeley Association which is focusing on transportation issues downtown. She is also talking to City officials about a program called City Carshare which is becoming popular in San Francisco and the East Bay.

The lighting consultant was asked to re-examine the lighting for the lower ends of the stacks, and staff are awaiting his recommendations.

Two books were damaged due to the leak on the fifth floor in the Art & Music department.

2. Branch Building Projects

Director Griffin reported that management will be meeting with consultant Rhea Rubin before Ms. Engel goes on vacation in June. At this time, there is no news to report on this project.

3. Report on BOLT/Friends/Foundation/Staff Meeting on 4/26/02

Trustee Anderson asked Trustee Garcia to report on the plans for Library Gardens, the development that will be built on the site of the parking lot next door. He will ask the developer what the plans are for the retail space, and will also follow-up with the City's Planning Department on the project status.

Trustee Anderson noted that the Foundation has requested key cards for all the Board members. This request will impact security and a solution was found: the Foundation will be listed on the call system at the back door so that visitors can contact the Foundation staff as needed.

The Foundation and Friends have been discussing the creation of a Planned Giving Program.

Ms. Mull reported on a meeting she had attended with Foundation representatives recently. Directors of public libraries and foundations had come together to discuss common problems, such as funding priorities.

A discussion about the need to hire an architectural photographer to take photos of the building had taken place. Such photos would be useful to the Foundation, but the cost is high. No decision has yet been made.

The Foundation will postpone its Authors Dinner to February or March 2003, as many authors are not available in October.

Trustee Anderson reported that the group had also discussed the branch planning project and its timeline.

#### **VII. Reports for Information**

1. BPL Calendar of Events, May 2002
2. Staff Newsletter, April 2002
3. BPL Press Releases/Flyers: *Book Discussion Group at Claremont; The Library Gates: Miles Karpilow, Artist-Craftsman, On His Work; An Evening with Aidan Thompson*
4. Newspaper articles: *Library Reopens At Last* (Berkeley Voice, 4/12/02), *What About The Books?* (Berkeley Voice, 4/19/02)

#### **VIII. Addenda To Agenda**

Director Griffin reported on the following items:

- Since Opening Day on April 6th, the staff have given out 5000 new library cards. The first Sunday after the opening, 3000 patrons came in. After the first week, phone calls just to the 981-6100 phone line numbered about 400 an hour. Five hundred copies of the Meeting Room Policy and Application Form were handed out in the first week.
- Processing staff have a ten-week backlog on audio-visual materials.
- Circulation has increased exponentially – it now takes about a week for Shelving staff to return books to the shelves.
- Staff are busy trying to fill current vacancies. No new positions have been created.
- The Union has agreed to the Library's using volunteers till September.
- BALIS has offered to pay the fee for the Library to join Link+, a resource for patrons which provides links to several academic and public library catalogs. Unfortunately, the monthly fees would still have to be paid by the Library, and it is beyond the budget at this time.
- Ms. Griffin has been invited to join the California Library Association's Intellectual Freedom Committee, and also to join the American Library Association's Council.
- An architectural photographer who was hired by the lighting firm called to say he wished to do a shoot "in the wee hours of the morning." This would involve paying overtime for staff and security to be present. Ms. Mull will contact the City Manager's office to find out if the City has a policy for such requests. Discussion followed on whether the photographs would be used in a commercial enterprise, and the implications thereof.

#### **IX. Agenda Building**

Next Regular Meeting: June 12, 2002, Central Library, 2090 Kittredge Street  
Agenda Items: Building Projects Update, Branch Building Projects

Trustee Garcia will be attending a state-wide Trustees Conference in Sacramento on May 31<sup>st</sup>.

**X. Adjourn**

**R02-37** Moved by Trustee James, seconded by Trustee Cross, to adjourn the meeting at 9:00 p.m. Motion carried unanimously.