

Berkeley Public Library
Board of Library Trustees

Regular Meeting
June 12, 2002

Minutes
7:05 p.m.

Central Library
2090 Kittredge

I. Call to Order

The regular meeting of June 12, 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, Network Administrator Rahime Butcher, Dept. Administrative Officer Robert Derbin, Administrative Secretary Yvette Gan

II. Public Comments – Mr. Stephen Swanson and Ms. Cherene Fillingim-Selk spoke about the need for library services in the San Pablo Park neighborhood. Their neighborhood group is working with the Parks department on having a small building erected in that park.

III. Approval of Agenda

R02-38 Moved by Trustee James, seconded by Trustee Anderson, to approve the agenda as proposed by Trustee Garcia. Motion carried unanimously.

IV. Staff Report – Automation

Network Administrator Rahime Butcher was introduced. He noted that Automation staff have tuned up the computer networks and done an overhaul at the branches. The network speed at the branches has been increased tremendously and staff are finding it easier to connect to the network as well as the library catalog.

The Central Library had fiber-optic network installed as part of its renovation, which has been a tremendous boon to staff. However, Automation staff are still running into problems connecting with the internet. During busy times, the patrons on the public machines find that the computers slow down.

A crucial piece of hardware, the Cisco router, which routes information to other networks, has not been working well. A consulting firm was brought in, and spent two days testing the equipment. The solution arrived at by both staff and consultants was successfully implemented. It will be documented and distributed worldwide, and the Library will be credited for its part in resolving this unusually difficult problem.

Library staff have been aware that network security has been breached on occasion. Automation staff are closing up all the loopholes that will allow hackers to interfere with our systems. This can be somewhat difficult as our network is made up of many different components which were purchased at different times, and are sometimes incompatible with each other.

Staff have been working with the CybraryN vendor to adapt the software for the Library's use. The software password field has been changed so that it will only accept a patron's 14-digit library card number. A new program called RSVP is being tested to see how useful it will be as a reservation system for computer use.

The Automation department has only 3.5 FTE staff, which is very small for a library with 180 computers and five locations. The staff have been dealing with the stresses of the move and setting up the Central Library, while overhauling the branches at the same time.

Trustee James commented that the Web OPAC system is very cumbersome to use. Director Griffin noted that Innovative Interfaces has discarded the old text-based OPAC and will only support the Web-based version now. The library is planning to provide basic training to patrons who need help with using the new OPAC.

The Board thanked Mr. Butcher for his report.

V. Reports for Information

1. Quarterly Financial Statement – March 31, 2002

Dept. Administrative Officer Robert Derbin walked through the quarterly financial report with the Trustees. He noted that since the report was published, the library has received \$4 million in tax revenue. The library receives funding from the State for loaning more materials to other libraries than it borrows. This has fallen short by about \$40,000, due in part to the library having been closed during the sampling period. The Baker & Taylor class action lawsuit resulted in a settlement for California public libraries and schools which had been overcharged for certain “trade” books from 1985-89. The library received \$36,500 as its share of the settlement.

The first electricity bill for the Central Library has come in and it’s very high. If the bills for the rest of year are similar, we will have spent the amount budgeted for electricity for all five library locations on Central alone. Director Griffin added that it has been difficult obtaining manual and instructions from contractors for timing programs for the lighting system. However, these have finally been provided and the lights now turn off automatically at night.

The budget for next year was approved by the City Council with an increase of six percent. However, the Consumer’s Price Index came in about one percent lower, which will affect the library’s budget negatively. There will have to be some cost-cutting to the tune of \$76,000. Director Griffin would like to go back to the voters to ask for an increase in the library’s base tax.

With regard to staffing, Director Griffin reported that all departments are facing high workloads, and there is simply not enough staff to run such a huge building. The Automation and General Services departments are particularly stressed. The library is working on filling vacancies but has not created any new positions.

The Board thanked Mr. Derbin for his report.

VI. Consent Calendar

R02-39 Moved by Trustee James, seconded by Trustee Cross, to approve the Consent Calendar. Motion carried unanimously.

R02-40 Minutes of Regular Meeting – May 8, 2002

R02-41 Resignation of Marianna Lyulchenko, Library Aide, General Services

R02-42 Approval to Extend Interim Library Janitorial Maintenance with Universal Building Services for Three Months, through approximately September 30, 2002.

VII. Reports for Action/Discussion

1. Building Project Update

Director Griffin mentioned that Building Project Manager Elena Engel is currently on vacation and will return on July 15th. Deputy Director MaryLou Mull reported that maintenance staff are still working on becoming familiar with all the systems that are used to run a large building, especially the HVAC (heating, ventilation, air conditioning). An intrusion alarm is being installed this week. Arntz Builders is far from being done with the jobs listed on the punch list.

2. Branch Building Projects

Library consultant Rhea Rubin came to a meeting with library staff to discuss the process for the branch campaign. Director Griffin had asked Ms. Rubin to submit an estimate of her fees with the request that she include some pro bono hours as it will increase the likelihood of getting grants for the campaign. She has obligingly given us a rate lower than anticipated. Staff members are working to compile a list of community members for the branch campaign focus group.

The Foundation has agreed to raise \$500,000 for the campaign. Their Executive Director has just resigned, and the Foundation Board is considering not hiring a replacement till after the branch campaign. The Trustees unanimously agreed that an Executive Director for the Foundation is needed as soon as possible – it is a crucial position that is responsible for bringing in funding.

3. Discussion of Staffing and Funding for the Central Library

Director Griffin noted that these issues had been addressed earlier in the meeting.

V. Reports for Information (continued)

2. BPL Calendar of Events, June 2002
3. BPL Staff Newsletter, May 2002
4. BPL Press Releases/Flyers: Chu Ko – Painter, Poet, Sculptor, Berkeley Public Library has Summer Reading Game, Get Carried Away... with Books.
5. Newspaper articles:
 - *Berkeley's Landmark Public Library Reopens* (California Libraries, May 2002)
 - *Berkeley PL Reopens* (American Libraries, May 2002)
 - *What's Happening In...* (Library Journal, May 1, 2002)
 - *7 Days Column* (East Bay Express, May 15 – 21, 2002)
 - *Developer of Library Gardens Pulls Project* (Daily Planet, May 21, 2002)
 - *Berkeley Museum's Future In Doubt* (SF Chronicle, May 28, 2002)
 - *ALA Applauds Federal Court Ruling on the Children's Internet Protection Act* (ALA News Release, 5/31/02)
 - *Appeals Court Overturns Law Blocking Sex-Site Access* (New York Times, 5/31/02)
 - *When Shush Comes to Shove* (New York Magazine, 5/13/02)
6. State of California, Office of the Attorney General's Citizen Award for Trustee Kevin James
Trustee James was congratulated by all present on having received this award.
7. Decision Minutes of the April 26th meeting of BOLT/Friends/Foundation/Staff
8. Deposition Subpoena (Len Holt v. L.S. Claremonte Moore)
Director Griffin reported that the subpoena had been forwarded to the City Attorney's Office, and upon advice of the Deputy City Attorney, she had submitted the information as subpoenaed. Trustee James felt that the incorrect type of subpoena had been issued, and consequently should not have been responded to, and also that certain information should have been redacted.
9. Settlement Proceeds of Baker & Taylor Lawsuit

VIII. Addenda To Agenda

The following items were raised:

- Director Griffin commented on the issue raised by Mr. Stephen Swanson at the beginning of the meeting. She thought that this would be a possible Proposition 14 project. She has been asking branch staff to do more outreach. Trustee Anderson felt this would be a good opportunity for the community, the library and the Parks department to work together.
- Trustee Garcia noted that the Library Gardens project seems to be at a standstill now that the investors have pulled out. Director Griffin noted that the developer had informed the City's Planning Department that a toxic leak from the library's old elevator was contaminating his site. However, the library has documentation from the City that the leak was cleaned up many months ago and the site did pass inspection.
- Trustee James reported on the meeting that he, Trustee Garcia and Ms. Mull had with Councilmember Kriss Worthington on June 7th. Mr. Worthington had many questions about library operations, including the building project, and his interest is appreciated.
- Trustee Garcia noted that he was not able to attend the May 31st Trustees Conference in Sacramento due to family illness.
- Ms. Mull distributed copies of a draft policy about reproduction of materials in the Berkeley History Room, and noted that this will be on the agenda for the next Board meeting.
- Director Griffin reported that the library is not moving forward with any plans for architectural photography because of the expense involved.
- The editing costs for the video shown at the Grand Opening have been paid with funds from the Grand Opening budget.
- The library has put the Link+ Project on hold due to current workload stresses on staff, and budget limitations.
- The Foundation's Authors Dinner will be held on Jan. 25th, 2003. Isabel Allende has confirmed she will be there.
- Trustee Garcia reported that Oakland Public Library has issued an RFP for an architectural team for their Proposition 14 project.
- Director Griffin informed the Board that 3 main complaints about the library are the lack of bike parking, the crowded New Books & Videos aisles, and the long lines at circulation.
- A staff member was bitten by a service dog which has been displaying aggressive behavior, such as growling, at other patrons and staff. The owner has been sent a letter saying that the dog must be muzzled from now on whenever it is in the library.
- Interviews for a Supervising Librarian at West Branch were held, and the successful candidate is Jane Gonzalez. She is currently working at the Melrose Branch of Oakland Public Library.

IX. Agenda Building

Next Regular Meeting: July 10, 2002, Claremont Branch, 2940 Benvenue Avenue
Agenda Items: Building Project Update, Branch Building Projects

X. Adjourn

R02-43 Moved by Trustee James, seconded by Trustee Cross, to adjourn the meeting at 9:13 p.m. Motion carried unanimously.