

Berkeley Public Library
Board of Library Trustees

Regular Meeting
July 10, 2002

Minutes
7:05 p.m.

Claremont Branch
2940 Benvenue

I Call to Order

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

Present: Trustees Anderson, Cross, Garcia, James, Shirek (7:30 p.m.)

Absent: None

Also Present: Director of Library Services Jackie Y. Griffin, Deputy Director MaryLou Mull, Senior Librarian Sayre Van Young, Supervising Librarian Karen Joseph-Smith, Administrative Secretary Yvette Gan, Berkeley Public Library Foundation President Anna Rabkin

II Public Comments – None

III Approval of Agenda

The agenda was unanimously approved by the Board.

IV. Resolution: That the Berkeley Public Library Foundation undertake to raise \$3,500,000 by December 2007 to complete the pre-construction planning and the furnishing and equipping of all of the branch libraries.

On behalf of the Berkeley Public Library Foundation, President Anna Rabkin expressed gratitude to the members of the Board of Library Trustees for their work and active participation in the Central Library's renovation project. She gave each Trustee a sweatshirt from the Foundation.

She provided background on the creation of the Foundation, and its successful first capital campaign. After the first Executive Director resigned, the Foundation members realized that an enormous amount of administrative housekeeping had to be done. In January 2002, the Foundation hired Josie Gordon to be the next Executive Director. She came on board in time for the move back to 2090 Kittredge, and the Grand Opening on April 6, 2002. Since then, the Board has been trying to develop ideas for how to continue functioning as a fund-raising organization. Many of the Board members had planned to leave once the capital campaign was completed, and there are now new members who have not yet become familiar with the organization's history. Ms. Gordon has resigned to take a post in Africa in mid-August.

The budget for the Foundation is about \$250,000 this year, including salaries for an Executive Director and support staff. This year, the budget included the expenses for an Authors Dinner in January, which is anticipated to raise \$100,000. Without the Authors Dinner, the budget would be about \$200,000.

Trustee James noted that library staff had estimated \$3.5 million would be needed for the branch campaign. Ms. Rabkin said the Foundation would like to have an Executive Director in place by December or January. The salaries in the non-profit sector are now as high as those in the for-profit companies so it may be difficult to attract good candidates. It will take about five years to raise \$3.5 million, and the Foundation's expenses would total about \$1 million during those five years.

R02-44 Moved by Trustee James, seconded by Trustee Cross, to approve the following resolution: That the Board of Library Trustees ask the Berkeley Public Library Foundation to undertake to raise \$3,500,000 by December 2007 to complete the pre-construction planning and the furnishing and equipping of all of the branch libraries. Motion approved unanimously.

V. Staff Report – Claremont

Supervising Librarian Karen Joseph-Smith noted that two new Library Aides had been added to the staff at Claremont branch. There have been several programs in the last few months. Claremont staff began the branch's first book-discussion group in May, headed by Thomas Lynch. It was attended by 20 people, and seems to be popular.

The Elmwood-Claremont Neighborhood Association had an article in its newsletter about the branch but many details were incorrect. Ms. Joseph-Smith reported on the programs held at Claremont and described her work with the Library's Outreach Committee, members of which visit nursing homes.

The video collection is very popular. Most of the videos are PBS and A&E offerings. A jazz CD collection was started last year, and staff will focus on world music next year. Staff are beefing up the Mystery book collection, as well as Gardening and Consumer Medicine. This year, a summer reading suggestion bulletin board will be placed in the branch. Patrons are asked to include their reading recommendations on 3 x 5 cards to be posted on the board.

Claremont branch was the first to experiment with the CybraryN software which controls the amount of time a patron spends on the internet. While it has been effective, it has also created a new set of problems. For instance, a patron cannot open multiple windows and cut and paste from the internet to Word, and the software can suddenly cut the user off before the allotted time is up.

A recent article in the San Francisco Chronicle about the Elmwood district highlighted the fact that the Claremont neighborhood had the highest percentage of Caucasian residents in Alameda County (86%).

The most pressing issue is the lack of parking. There needs to be a short-term parking spot in front of the branch for patrons who are just dropping off or picking up books. Since the entire neighborhood is rated for 2-hour only parking, it forces staff to leave their posts frequently in order to move their cars. It is especially difficult when staff have to attend meetings at other library sites during the course of the workday. Management has brought up the issue of patron and staff parking to other City departments as well as the Parking Commission several times but no solution has been found.

The Board thanked Ms. Joseph-Smith for her report.

VI. Consent Calendar

R02-45 Moved by Trustee James, seconded by Trustee Anderson, to approve items VI.A.1 through VI.A.3 (see below) of the Consent Calendar, and to discuss Item VI.A.4 (Resignation of Michael Dakota, Tool Lending Specialist) as a separate item. Motion carried unanimously.

R02-46 Minutes of Regular Meeting – June 12, 2002

R02-47 Approval of Contract for Library Security Services for One Year, Beginning Approximately August 1, 2002, to ABC Security Service, Inc.

R02-48 Revised 2002 Meeting Dates, Sites and Staff Presentations

VII. Reports for Action/Discussion

1. Policy for Reproduction of Materials from Berkeley History Room

Senior Librarian Sayre Van Young explained that staff are beginning to discover that the History Room contains some very fragile and light-sensitive materials which are irreplaceable. She brought samples of these materials for the Trustees to view. After discussion with other local libraries, staff have drafted a policy about the reproduction of materials in the Berkeley History Room.

The trustees discussed the rate schedules for both photo and photocopy reproduction. It was agreed that staff would determine which materials could and could not be handled by patrons. If photo reproductions have to be done by Ziba Photographics, staff will bring the materials to the firm. Ziba will make a negative and a copy of the material, and the negative can be used for further copies, rather than the original. The photo reproduction rate schedule reflects Ziba's charges exactly. Patrons will not be allowed to bring their own scanners and use them in the library to make copies.

Discussion followed on the fee schedule. The handling fee for photo reproduction would be \$5.00 whether a patron ordered one photo or many photos. It was felt that because this is a specialized service for which the Library does not have adequate staffing, it is legitimate to charge a fee. If the Library has enough funds in the future to adequately staff the History Room, it is conceivable that the fee schedule could be changed. It is anticipated that there will be few requests for this service.

Ms. Mull suggested that the staff apply to the Friends of the Library for a grant to make negatives of the 150 photos in the collection. These could be used to make copies for patrons, who would only have to pay for the actual cost of photo reproduction.

Trustee Garcia suggested that there be a sort of "preamble" to the policy, which would explain that while the library generally makes most materials available for free to the public, this service is a specialized service for patrons who have specialized needs, and for which regular library funding is not available. Trustee Cross felt that this should not be integrated into the document but kept separately in the Berkeley History Room and made available to patrons if needed. Trustee James said that if the Friends approved the grant, the Library could go ahead and make negatives of all the photos in the collection.

R02-49 Moved by Trustee James, seconded by Trustee Anderson, to approve the Policy on Reproduction of Materials in the Berkeley History Room on a permanent basis, and to approve to Photo and Photocopy Rate Schedules on a temporary basis. Motion carried unanimously.

2. Building Project Update

Director Griffin reported that Building Project Manager will return from vacation on July 15th. Trustee James asked if patronage levels had dropped since the opening. Ms. Mull replied that summer months are usually slower but that hasn't been the case this year. About 2000 patrons visit the library daily, and 2400 registrations were received last month. The branches are seeing a decrease, especially at West since the video collection was moved back to Central.

3. Branch Building Projects

Branch Services Manager Audrey Powers and Special Services/Outreach Librarian Alan Bern are working hard to find people in the community who are interested in participating in the branch planning process. There are plans to invite Mayor Shirley Dean to do the opening speech and to have City Manager Weldon Rucker play a part in the meetings. They are also connecting with City Council members as well as neighborhood associations, and social service organizations. Trustee Anderson agreed to participate in the planning process.

Staff will provide the Trustees with packets for the branch planning process at next month's meeting.

4. Repayment of Loan to the City of Berkeley

Director Griffin and Dept. Admin. Officer Bob Derbin met with Deputy City Manager Phil Kamlarz last week to discuss the repayment of the \$1.288 million loan to the City. The Library is facing some serious budget issues: expenses for the new building are high and the Library will lose about \$60,000 in federal money due to the cuts in the Public Library Fund. Mr. Kamlarz will bring the library's proposed repayment schedule to the City Council for approval.

VI. Consent Calendar Items (cont'd)

Director Griffin reported that Ms. Powers had investigated the allegations made by a staff member in his resignation letter. This matter was then forwarded to the City's Labor Relations Coordinating Committee, who recommended that the resignation letter be accepted.

R 02-50 Moved by Trustee James, seconded by Trustee Cross, to accept the resignation of Michael Dakota, Tool Lending Specialist, on the basis of the recommendation of the City's Labor Relations Coordinating Committee, and that acceptance does not signify that the Board accepts any factual statement made in his letter of resignation. Motion carried unanimously.

VIII. Reports for Information

1. BPL Calendar of Events, July 2002
2. BPL Press Releases/Flyers:
 - *Steve Chaney, Ventriloquist, Performs at the Berkeley Public Library*
 - *Illona Sturm Presents Summer Arts Workshop at the Berkeley Public Library*
 - *Storytelling at the Berkeley Public Library*
 - *Magical Summer at the Berkeley Public Library*
 - *Introduction to Accessible Software and Hardware at the Berkeley Public Library*
 - *Free Books for Berkeley-Wide "Invisible Man" Reading Project Via Library & Arts Festival*
3. Newspaper articles:
 - *Central Library Opens In Style (Downtown Berkeley Association, Spring 2002)*
 - *Introduction to Accessible Software (Daily Planet Advertisement, 7/3/02)*
4. Memo dated 6/20/02 from State Librarian re: Collection Provided as Part of the Statewide Trustees Conference

IX. Addenda To Agenda

The following items were reported:

- The Friends of the Library are sponsoring the "Invisible Man" project. Five hundred copies of these books will be provided free to the public on Friday, July 12th, as part of a community reading project.
- The City Clerk has sent a reminder the Trustee Pat Cross's term will end on Sept. 21, 2002.
- Things are coming together rather well in the Central Library building.
- Several library staff have joined City Carshare. It's a program run by a non-profit organization that allows people to reserve a car as needed. The library will pay application fees, and will be charge \$3.50 an hour per use and \$0.37 per mile, including gas and all other costs.
- Deputy Director Mull and Director Griffin are working on a suspension policy and procedures. They have a prototype from San Jose Public Library and have also spoken with Marin County Library. A draft will be included in the August agenda packet
- The State Library sent a small collection of materials from the Statewide Trustees Conference. These were made available at the meeting for the Trustees' use.
- All career library staff are required to attend City workshops on Effective Communications, Conflict Resolution, Customer Service and Creating Effective Teams.

X. Agenda Building

Next Regular Meeting: August 14, 2002, Central Library, 2090 Kittredge Street, Berkeley
Agenda Items: Building Project Update, Branch Building Projects

XI. Adjourn

R02-51 Moved by Trustee Garcia, seconded by Trustee Cross, to adjourn the meeting at 9:10 p.m. Motion carried unanimously.