

Berkeley Public Library
Board of Library Trustees

Regular Meeting
August 14, 2002

Minutes
7:00 p.m.

Central Library
2090 Kittredge

I Call to Order

The regular meeting of August 14, 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, Branch Services Manager Audrey Powers, Administrative Secretary Yvette Gan

II Public Comments – None

III Approval of Agenda

R02-52 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the agenda as proposed by Trustee Garcia. Motion carried unanimously.

IV Consent Calendar

R02-53 Moved by Trustee Anderson, seconded by Trustee James, to approve the Consent Calendar. Motion carried unanimously.

R02-54 Minutes of Regular Meeting – July 10, 2002

R02-55 Approval of Contract for Library Periodical Subscription Services with EBSCO Subscription Services for Calendar Year 2003

R02-56 Resignation of Kim Franklin, Library Aide, West Branch

R02-57 Resignation of Joel Reader, Library Aide, Technical Services

V Action Items

1. Wulfsberg, Reese & Sykes Contract

R02-58 Moved by Trustee Garcia, seconded by Trustee James, to approve an additional amount of \$50,000.00 for the Wulfsberg, Reese and Sykes contract for legal services. Motion carried unanimously.

2. Volunteer Coordinator – Permanent Position

Director Griffin explained that the library had hired a temporary volunteer coordinator for six months. The coordinator has been responsible for overseeing volunteer technology helpers and greeters in the Central Library since it opened. Staff have come to rely on these volunteers. This proposal also needs to be placed before the union representatives on a City-wide basis. If all agree, this would become a 20-hour/week benefited position. Director Griffin reported that funding is available for this position.

- R02-59 Moved by Trustee James, seconded by Trustee Cross, to authorize the Director of Library Services to take the necessary steps to establish a permanent part-time Volunteer Coordinator position.**
Motion carried unanimously.

3. Supervising Librarian Classification

Director Griffin reported that the offer of the West Branch Supervising Librarian position had been made and accepted. However, the candidate then withdrew her acceptance. Library management will begin another search, but this time on a nation-wide basis, to fill that position. In the meantime, managers felt that one of the minimum qualifications needed to be changed. Rather than require four years of experience as a professional librarian, the library would ask for three. This would be in keeping with requirements of other library jurisdictions. This proposed change will have to be approved by the City's Personnel Board.

In response to a question by Trustee Anderson, Director Griffin replied that there were other staff in that classification, but no salary adjustments needed to be made. Ms. Mull reported that this classification is being closely reviewed as it appears to be paying below median for the Bay Area.

- R02-60 Moved by Trustee Garcia, seconded by Trustee Anderson, to approve the changes to the Supervising Librarian job description as indicated in the attachment VI.A.3 of the agenda packet.**
Motion carried unanimously.

VI. Staff Report – General Services

General Services (GS) Manager Dolores Wright noted that her department had undergone many and extensive changes since her last report to the Board. The GS staff had to adjust very quickly to a much bigger building, and change their procedures in order to keep books and materials in circulation. Library Aides from the Shelving unit are now assigned to one of the five floors on a daily basis. Each floor has a staff person who is the Aide's supervisor.

GS staff were also involved in the all-day staff workshop that was designed to introduce staff to the building and its many features. Ms. Wright was also responsible for organizing the staff family night event.

Ms. Wright, together with Deputy Director MaryLou Mull, is also responsible for oversight of the security guards. Procedures have been set up so that the guards know what has to be done in terms of opening and closing the building as well as dealing with any problems caused by patrons. Ms. Wright will meet with the security company's supervisor each month to review the performance of their guards. Trustee Garcia asked that staff monitor the turnover rate of the guards.

GS staff have concerns about the cement floor on the first floor, which is affecting them physically. Anti-fatigue mats were ordered immediately and have been placed behind the Circulation Desk and in the staff area. A flooring specialist has been consulted and he has offered some solutions. The City's Safety Officer, James Mason, will meet with GS staff on August 22nd.

Ms. Wright praised the GS staff for pulling together and working so well despite some serious difficulties. In particular, supervisors Helen Harris, Russell Keys, Uma Paul and Vivian Vigil and ILL unit staff Letitia Duenas and Norma Bacchus were mentioned.

A circulation committee is being established. It will look at circulation issues, including procedures and how they impact public service and material circulation.

Trustee Garcia asked if there was some technology that would help with material circulation. Director Griffin offered to contact a company named Techlogic for a presentation to the Board. Techlogic designs automated systems within libraries that check-in books and delivers them to the shelves. However, it is an expensive system that will cost well over a million dollars.

The Board thanked Ms. Wright for her report.

V. Action Items (cont'd)

4. Branch Building Projects

Branch Manager Audrey Powers provided the Trustees with a list of planning meetings, and copies of a packet inviting participants to those meetings. She is beginning to receive letters from organizations asking to be involved in the process. She explained the branch planning process in detail. Branch heads are contacting many neighborhood organizations and the connections are valuable.

The Director of the City's Planning Department, Carol Barrett, has been very helpful – she has assigned staff to put together charts of the 2000 Census that will give a neighborhood-by-neighborhood view. Ms. Barrett will be the kick-off speaker at the first meeting on September 9th.

Trustee Garcia asked that a master schedule be developed for the branch planning process.

5. Recruitment of New Trustee

Trustee Garcia informed the Board that Trustee Cross will be leaving at the end of this term, and thanked her for her contributions. The process for recruiting a new Trustee will need to begin as soon as possible. The City Clerk's office has provided a draft of a press release announcing a vacancy on the Board, along with an application form and a list of supplemental questions. Director Griffin will revise the press release and questions, and send the revisions to Trustees Garcia and Anderson for review.

6. Building Project Update

Building Project Manager Elena Engel reported that there are still about 1100 items left on the punchlist. There has been little progress on the part of Arntz Builders. Arntz has been asked to identify which punchlist items they will or will not handle. Trustee Garcia asked that staff estimate the cost of the more expensive items on the punchlist.

Ms. Engel will bring to the next meeting a request to extend the contract for Library Project Managers.

VII. Reports for Information

1. BPL Staff News, July 2002
2. BPL Calendar of Events, September 2002
3. BPL Press Releases/Flyers:
 - *Librarians Tell Stories at the Berkeley Public Library*
 - *Tour of the New Central Library in Berkeley for Blind and Low Vision Patrons*
4. Newspaper articles:
 - *It's Easy to Know Your Trees (Daily Planet, 7/20/02)*
 - *Library Giving Away Free Copies of "Invisible Man" (Daily Planet, 7/12/02)*
 - *Local Librarians: We haven't seen the Feds... Yet (SF Bay Guardian, 7/17/02)*
 - *Berkeley Public Library Offers Services for the Elderly and Disabled (Sing Tao Daily, 7/17/02)*
 - *2004 and More (SF Chronicle, 7/19/02)*
 - *Library Gives the Visually Impaired New Learning Tools (Daily Planet, 7/19/02)*

VIII. Addenda To Agenda

The following items were reported:

- At the last all-staff meeting, 98 library employees received pins for their years of service, ranging from 10 to 45 years.
- Director Griffin has started a mentoring committee to look at the problems of how to retain staff of color and to attract professional staff. There is a multi-tier mentoring system: a “buddy” program for new employees, one for paraprofessionals who want to move into the profession, and a program for a librarian to move to the Bay Area and work here for two years. Trustee Anderson suggested that we ask retired librarians to volunteer as mentors.
- Ms. Mull has been working on a suspension policy. A first draft has been sent to the City Attorney’s office, and they are very interested in making this work. This policy will separate incidents that are merely “bad behavior” from those that are truly violent and which require police assistance.
- The Foundation have asked the Friends for seed money of \$50,000 for the branch planning project, and the Friends have agreed. The Friends have also provided another \$50,000 to the Library for various projects.
- There will be a community event tomorrow night about the “Invisible Man” reading project.
- The Foundation’s Executive Director, Josie Gordon, will be leaving at the end of this week. The Foundation has posted a job announcement on various web sites.

IX. Agenda Building

Next Regular Meeting: Sept. 11, 2002, Central Library, 2090 Kittredge

Agenda Items: Branch Building Projects, Performance Evaluation of Director.

The Board went into closed session at 9:20 p.m. and returned to open session at 9:44 p.m. without taking any action.

X. Adjourn

R02-61 Moved by Trustee James, seconded by Trustee Cross, to adjourn the meeting at 9:45 p.m. Motion carried unanimously.