

Berkeley Public Library
Board of Library Trustees

Regular Meeting
September 11, 2002

Minutes
7:03 p.m.

Central Library
2090 Kittredge

I. Call to Order

The regular meeting of September 11, 2002 was called to order at 7:03 p.m.

Present: Trustees Anderson, Cross, Garcia, Shirek

Absent: Trustee James

Also Present: Director of Library Services Jackie Y. Griffin, Branch Services Manager Audrey Powers, Children's Services Manager Linda Perkins, Administrative Secretary Yvette Gan, Friends of the Library President Ann Singer

II. Public Comments – None

III. Approval of Agenda

Trustee Garcia suggested that Item VII.A.5 “Financial Statement – Fiscal Year 2002” be moved up the agenda so that it could be addressed immediately after Item IV “Staff Report – Children’s”.

R02-62 Moved by Trustee Shirek, seconded by Trustee Anderson, to approve the agenda as proposed by Trustee Garcia. Motion carried unanimously.

IV. Staff Report – Children’s

Children’s Services Manager Linda Perkins greeted the Trustees. A year ago, she stepped back into her regular position after being the Acting Deputy Director for several months. There have been some staffing changes: Librarian Carol Naito retired, and Josh Lachman was hired as her replacement. An intern from Smith College worked in the Children’s library for 10 weeks, at 30 hours/week. Her help during this busy time was much needed.

Ms. Perkins expressed her gratitude to Children’s librarians in the branches for carrying the workload of the summer reading program this year while Central Library staff were in the midst of moving and reconfiguring their new work spaces. Thanks are also due to Elizabeth Overmyer, Senior Children’s Librarian, who took over as Acting Children’s Services Manager while Ms. Perkins was Acting Deputy Director. Ms. Overmyer was responsible for mapping the children’s collection in the renovated Central Library and also arranged for child performers to provide entertainment during the Grand Opening. The Brushmobile, from the book Art Dog, was installed in the Children’s library. This was built and donated by the spouse of an ex-employee now living in Washington state; it weighs 700 pounds, and had to be carried up the stairs to the fourth floor.

Ms. Perkins often notes to her staff that while this beautiful new facility, fascinating programs and a full array of media attracts people to the Library, it is the service provided by staff that brings them back. She is looking forward to the planning process which will provide information on what patrons want from Children’s Services.

A new, full-color brochure entitled “A Parent’s Guide to the Library” was distributed. While all the children’s staff were involved in putting this together, Ms. Overmyer took on the bulk of the work. The brochures are also available in Spanish.

Children's library staff are also involved in outreach. Visits are arranged to day care centers, and class visits from schools are also welcome. The librarians work closely with teachers, beginning in October, to assign dates and times for class visits.

Like every department in the library, Children's find themselves short-staffed in this much larger building. Director Griffin explained that a mentoring committee is working on ways to get more people into the profession, and staff are also applying for grants. President of the Friends, Ann Singer, noted that the Friends could assist in funding an internship program.

The Board thanked Ms. Perkins for her report.

V. Consent Calendar

R02-63 Moved by Trustee Cross, seconded by Trustee Shirek, to approve the Consent Calendar. Motion carried unanimously.

R02-64 Minutes of Regular Meeting – August 14, 2002

R02-65 Approval of Contract for Library Janitorial Services for One Year, Beginning Approximately October 1, 2002, to Universal Building Services

VI. Action Items

1. Financial Statement – Fiscal Year 2002

Dept. Administrative Officer Bob Derbin was present to walk through the financial statement with the Trustees. He had met with Trustees Garcia and Anderson last week, and as a result of that meeting, provided a narrative for the Financial Statement. The Library will carry over \$560,000 to the FY 2003 budget. Expenditures have been less than expected because the move did not actually take place till early this year, instead of last year. However, the State's budget difficulties have resulted in the library receiving less funding from the Public Library Fund allocation. Utility costs in the new building are also much higher than anticipated. It is anticipated that carryover from FY 2003 to FY 2004 will be much less – about \$100,000. The Library Tax increase for FY 2003 was limited to 4.95%, and is now restricted to the actual rate of inflation.

2. Branch Building Projects

Branch Services Manager Audrey Powers distributed several documents: an executive summary of the planning process, Census snap-shots of Berkeley and a list of participants from each of the neighborhoods. She walked through the planning process in detail, and in response to a question from Trustee Cross, also explained how various individuals had been selected to participate. Staff had tried very hard to ensure that people who don't normally use the library would also be included in the groups.

Ms. Powers reported that the first planning meeting, held on Sept. 9th at the Berkeley Yacht Club, had gone very well. Over 60 participants were present, and every one was enthusiastic and full of ideas for what a better Berkeley would be like in five years. She will report on the next few meetings which will be held later this week and next week.

3. Library Project Managers – Extended Services

R02-66 Moved by Trustee Anderson, seconded by Trustee Shirek to approve an extension of the contract for Library Project Managers to October 31, 2002 in the amount of \$130,488.00.

Director Griffin reported that a certified letter has been sent to Arntz Builders asking them to identify which, if any, of the items on the punchlist they intend to complete. No response has been received. If Arntz does not respond to the letter within the specified 7 days, the library can “take over the punchlist,” and backcharge Arntz for items which the library will complete, using other contractors, or take a credit for those items the library does not choose to finish. If Arntz chooses to finish the items, then they will be given a reasonable amount of time to do so.

4. Suspension Policy

Director Griffin explained that the library had been working with the City Attorney’s office for the last few months to craft a suspension policy. Trustee Cross felt that the Library Rules of Conduct were too explicit, and asked how staff would deal with problem patrons whose behavior does not fall within the rules, but who are still causing disturbances. Director Griffin agreed that such incidents can occur, but staff also are required to use common sense in such matters. Staff have relied for many years on the Rules of Conduct in dealing with incidents.

R02-67 Moved by Trustee Garcia, seconded by Trustee Shirek, to approve the draft Suspension Policy with the caveat that the City Attorney’s Office may make minor language changes that are necessary. Motion carried (Ayes: Trustees Anderson, Garcia, Shirek, Nays: Trustee Cross).

5. Recruitment of New Trustee

Trustee Garcia thanked Trustee Cross for her contributions to the Board during her four-year commitment. The City Clerk’s office has posted the vacancy and sent out a press release asking interested persons to submit their applications by October 11, 2002. By the next Board meeting, there should be some idea of how many applications have been received.

Trustee Anderson asked if there was a way to increase the number of trustees on the Board. Director Griffin will check with the City Attorney’s office.

6. Building Project Update

This item was addressed earlier in the meeting (please see item VI.A.3 – “Library Project Managers – Extended Services.”)

7. Request to Close the Berkeley Public Library on Wednesday, October 30, 2002, from 10 a.m. to 12:00 p.m.

Director Griffin noted that the library usually closes for an all-day staff training once a year. However, this time she would like to have the staff spend the morning discussing plans for the library’s next five years. She does not expect the library to be closed longer than 12 noon, but asked for approval to extend the closure to 3:00 p.m. if needed.

R02-68 Moved by Trustee Garcia, seconded by Trustee Anderson to approve closure of Berkeley Public Library from 10 a.m. to 3 p.m. on Wednesday, October 30, 2002.

VII. Reports for Information

1. BPL Staff News, September 2002
2. BPL Calendar of Events, October 2002
3. BPL Press Releases/Flyers:
 - *A Musical Treat At the Berkeley Public Library*
 - *Family Storytime at the Central Library*
 - *Programs for Babies, Toddlers, and Preschoolers Return to the Central Library*

- *Sunday Computer Classes at the Berkeley Public Library*
 - *Baby and Toddler Time at the North Branch Library*
 - *Berkeley Public Library Kids' Book Club*
 - *Does Anyone Really Understand Berkeley?*
4. Newspaper articles:
- *"Invisible Man" Appears Everywhere in Berkeley (Daily Planet, 8/15/02)*

VIII. Addenda To Agenda

The following items were reported:

- Monthly circulation statistics were distributed. In June there were 4,535 registration, including 2,080 new registrations. Since the building opened, there have been 7,000 new registrations.
- A bomb threat was received via the Internet. A police report was made, and library management has been in touch with the bomb unit. The staff were informed and managers attended the City's bomb threat class.
- The library had a booth at the Solano Stroll on September 8th.
- The Invisible Man project has been an amazing success. Over 100 attendees came to the discussion group, and over 200 came to the jazz program.
- Director Griffin has been elected to the California Library Association's Assembly.

IX. Agenda Building

Next Regular Meeting: October 9, 2002, South Branch, 1901 Russell Street

Agenda Items: Branch Building Projects, Performance Evaluation of Director, Election of Chair and Vice-Chair.

The Board went into closed session at 9:30 p.m. and returned to open session at 10:03 p.m. Trustee Garcia reported that the Board completed and passed on the annual evaluation of the Library Director's performance to the Library Director and agreed to get together and go over details of it over the next 3 weeks or so after the branching planning process. The Trustees agreed unanimously to raise the Director's salary by a percentage.

The Trustees wondered if all four of them could attend a Techlogic presentation without violating the Brown Act. Director Griffin said she would look into it.

X. Adjourn

R02-69 Moved by Trustee James, seconded by Trustee Cross, to adjourn the meeting at 10:05 p.m. Motion carried unanimously.