

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
November 13, 2002

Minutes  
7:10 p.m.

Central Library  
2090 Kittredge Street

**I. Call to Order**

The regular meeting of November 13, 2002 was called to order at 7:10 p.m.

Present: Trustees Anderson, 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, Supervising Librarian Jeri Ewart, Administrative Secretary Yvette Gan

**II. Public Comments: None**

**III. Approval of Agenda**

**R02-77 Moved by Trustee Garcia, seconded by Trustee James, to approve the agenda as amended.** Motion carried unanimously.

**IV. Staff Report – South Branch**

Supervising Librarian Jeri Ewart noted that the South Branch staff had been very busy this past year. In addition to regular duties, Ms. Ewart has been involved in the Mentoring Committee since April. She was also on a number of panels to interview candidates for staff positions.

The South Branch has done many programs in the previous 12 months: a series on workshops on finance, an African-American series, sponsorship of Kwanzaa, and the Invisible Man project. Staff have also worked on enlarging the video collection, buying many BBC and PBS productions.

Teen Librarian Kay Finney has been the Acting Web Librarian for the past year, maintaining the Library's home page and revamping the teen website. She acts as the point person for technology issues at South, and is also the liaison with the alternative high school. Children's Librarian Nora Hale continues to present very popular programs for young children, and is the liaison with the San Pablo Park Neighborhood Association. The Tool Lending Library is doing well and staff seem to be maintaining their usual busy schedules.

The number of incidents at South have dropped by about half, however, there is still a significant theft problem when it comes to children's videos.

Branch Services Manager Audrey Powers noted that Ms. Ewart had used funds from the Friends to have the interior of the South Branch painted, and it has brightened the atmosphere tremendously.

The Board thanked Ms. Ewart for her report.

**V. Consent Calendar**

**R02-78 Moved by Trustee Anderson, seconded by Trustee James, to approve the Consent Calendar.** Motion approved unanimously.

- R02-79** Approved minutes of October 9, 2002
- R02-80** Approved extension of Contract for Library Delivery Services with Consolidated Routing, Inc. for One Year, Effective December 1, 2002
- R02-81** Approved Union Contracts with Locals 1, 535 and 790 (July 7, 2002 – June 28, 2008)
- R02-82** Approved Berkeley Public Library 2003 Holiday Schedule
- R02-83** Approved Board of Library Trustees – 2003 Meeting Schedule
- R02-84** Accepted resignation of Rachel Aronowitz, Library Aide, North Branch
- R02-85** Moved by Trustee James, seconded by Trustee Anderson to take a recess. Motion approved unanimously.

The Board went into recess at 7:30 p.m. and resumed meeting at 7:50 p.m.

#### **VI. Action Items**

1. Branch Building Project

Trustee Garcia referred to the staff's recommendations for the branch building project which were mailed under separate cover. A brief discussion ensued on the recommendations.

- R02-86** Moved by Trustee James, seconded by Trustee Anderson to prepare a proposal to the City Council for a bond measure to go to the voters in Nov. 2004 to renovate and appropriately expand Berkeley's branch libraries and, in order to keep the cost of that bond measure as low as possible, that we develop a proposal for the Proposition 14 process for West Branch. Motion carried unanimously.

Director Griffin thanked Ms. Engel and Ms. Powers for their work on the branch planning process. She informed the Trustees that a plan for the next five years for the branches should be completed by February 2003.

2. Recruitment of New Trustee

Five applications have been received for the vacancy on the Board. The Trustees unanimously decided to interview all five candidates. The Administrative Secretary was asked to set up the interviews for November 20<sup>th</sup>. A special meeting of the Board will be called for that day, from 1 – 3 p.m.

A brief discussion followed on the types of questions to be asked at the interviews. Director Griffin agreed to develop questions as discussed.

- R02-87** Moved by Trustee James, seconded by Trustee Anderson to take a recess. Motion approved unanimously.

The Board went into recess at 8:20 p.m. and resumed meeting at 8:30 p.m.

3. Building Project Update

Trustee Garcia felt that this need no longer be a regular item on the agenda as the Central Library is now completed. The other Trustees agreed.

4. Director's Report

Director Griffin reported the following news:

- A web librarian, Mary Lukanuski, has been hired. She will be developing a six-month plan and will be making a presentation at the December Board meeting.

- The time-out software, Telus, has been ordered and should be installed in early December.
- The Library has had an enormous rush of virus attacks which disabled the public printers.
- Staff are getting ready for the change in e-mail systems from Groupwise to the City's e-mail system, Outlook.
- The California Library Association has announced that BPL is on the finalist list for publicity awards for our work on the Grand Opening of the Central Library.
- Director Griffin would like to have a formal policy in place about recognition before the branch campaign kicks off.

Trustee Garcia distributed handouts from the Foundation's fund-raising seminar on October 26<sup>th</sup>.

[Trustee Shirek left at 9:03 a.m.]

Trustee James will be doing a presentation at CALTAC in February, along with the Foundation's President, Anna Rabkin.

## **VII. Reports for Information**

1. BPL Staff News, October 2002
2. BPL Calendar of Events, November 2002
3. BPL Press Releases/Flyers:
  - *Halloween Storytelling at the Berkeley Public Library*
  - *Berkeley Public Library Closed 10 a.m. – 2 p.m. on Wednesday, Oct. 30, 2002*
  - *Scrapbooking 101*
  - *The Adventurous Chef: Alexis Soyer*
  - *Children of the Gulf War*
4. Newspaper articles:
  - *City Rediscovered Budget Deficit (Daily Planet, 10/16/02)*
  - *Libraries Face Privacy Test (San Jose Mercury News, 10/18/02)*
  - *Berkeley Liberals in Close Mayor's Race (Oakland Tribune, 10/22/02)*
  - *War and Peace (Contract, 10/02)*
  - *ACLU, Other Groups Sue Government for Records About Implementing Post-Sept. 11 Surveillance (Associated Press, 10/24/02)*
  - *New Project Would Oust Parking (Daily Planet, 10/26-27/02)*
5. Report from Insurance Appraiser, G. B. Carson
6. Letter of thanks from Patricia K. Cross to Staff

## **VIII. Agenda Building**

Next Regular Meeting: December 11, 2002, West Branch, 1125 University Avenue  
Agenda Items: Branch Building Projects, Recruitment of New Trustee

## **IX. Adjourn**

The trustees unanimously agreed to end the meeting at 9:15 p.m.