

Berkeley Public Library
Board of Library Trustees

Regular Meeting
December 11, 2002

Minutes
7:03 p.m.

West Branch
1125 University Avenue

I. Call to Order

The regular meeting of December 11, 2002 was called to order at 7:03 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, Dept. Administrative Officer Robert Derbin, Senior Librarian Francisca Goldsmith, Web Librarian Mary Lukanuski, Administrative Secretary Yvette Gan

II. Public Comments: None

III. Approval of Agenda

R02-88 Moved by Trustee James, seconded by Trustee Shirek, to approve the agenda as proposed by Trustee Garcia. Motion carried unanimously.

IV. Reports for Action/Discussion

1. Quarterly Financial Report – September 30, 2002

A revised summary for the financial report was distributed at the meeting.

Dept. Administrative Officer Robert Derbin noted that revenues for the first quarter ending September 30, 2002, were \$1.6 million less than expenditures and encumbrances. This is a normal occurrence due to the way that property taxes are collected. Due to the State budget shortfall, he anticipates a reduction in the Public Library Fund allocation from \$160,000 to \$94,000. It is not known at this point whether the reimbursements from the State for Interlibrary Loan will be affected by the State's budget crisis.

Collections of fines and fees are a little behind schedule, but are expected to pick up in the Fall. Revenues from the Library Relief Tax is, as usual, very low in the first quarter of each fiscal year.

In terms of expenditures, the personnel budget is running on track, and there will be enough to cover the Cost of Living Allowance as negotiated recently with the unions. Workers compensation costs, however, are projected at \$100,000 more than originally budgeted. Energy costs for the renovated Central Library are running higher than expected.

By the end of the fiscal year, the budget should have \$50,000 to \$100,000 available for carryover to FY 2004. The staff will meet with the Board's budget sub-committee in early January to review the budget. The budget is due to the City Manager by January 24th.

V. Staff Reports

1. Website Status

Director Griffin introduced a new staff member: Web Librarian Mary Lukanuski.

Ms. Lukanuski provided copies of her presentation to all present. She gave an overview of her plans for re-designing the Library's website. The catalog will not be re-designed at this point as it is on a proprietary server and software. A survey has been sent to the staff and the trustees to define the goals and needs for this project. The redesigned website should be completed by June or July of 2003.

2. Teen Services

Senior Librarian Francisca Goldsmith mentioned that it had been an excellent year for the Teen Services unit, and distributed a written report to all present. The high school is close to the Central Library and many more teenagers are coming in to use the Library. Also, high school staff and librarians are communicating much more with each other in terms of planning, class visits, etc.

The teen collection now numbers over 10,000 items. In the past year, teen services librarians were able to place \$3000 worth of materials in the collection. The student worker project has successfully added a 6th student to the group. A high school book discussion group began in November, with meetings held on the 2nd and 4th Sundays of the month.

Teen services staff are involved in a State Library grant, Earphone English, in which 160 students practice spoken and aural English skills. Librarian Sarah Dentan has been hired to work an extra 10 hours for this project as the outreach librarian for King Middle School. Vi Dyas, the Claremont teen librarian, has been asked to participate in the making of the year-book at Willard Middle School.

VI. Consent Calendar

R02-89 Moved by Trustee James, seconded by Shirek, to approve the Consent Calendar. Motion approved unanimously.

R02-90 Approved minutes of regular meeting on November 11, 2002.

R02-91 Approved minutes of special meeting on November 20, 2002.

R02-92 Approved job reclassification to Library Financial Manager for Robert Derbin.

Trustee James informed the Board that he would have to leave at 8:00 p.m. Trustee Garcia suggested the agenda be amended so that Trustee James would be present for the discussion regarding candidates for the vacancy on the Board.

R02-93 Moved by Trustee James, seconded by Trustee Anderson, to amend the agenda so that "Recruitment of new Trustee" would be the second item on the "Reports for Action/Discussion" section. Motion carried unanimously.

IV. Reports for Action/Discussion (continued)

1. Recruitment of New Trustee

R02-94 Moved by Trustee James, seconded by Trustee Anderson, to ask the City Council to appoint Therese Powell to the vacancy on the Board of Library Trustees. Motion carried unanimously.

Trustee Garcia said he would notify the candidates of the Board's decision.

[Trustee James left at 8:03 p.m.]

2. Branch Building Project

Building Project Manager Elena Engel informed the trustees that the library's lawyers have sent a letter to Arntz Builders's lawyers, asking for mediation in March, suggesting a mediator and two days of discovery. We have not had a response yet.

Ms. Engel attended a meeting in Sacramento at which the State Library's bond board awarded the funds for the second cycle. There was \$19 million left over, which will be rolled into the third cycle. She also attended a meeting earlier today held by the State Library on the application process.

Ms. Engel is putting together an RFP for architectural services. There is a local Berkeley firm which has worked on the Central Library's renovation project and with other local libraries that were successful in their applications for funding in the second cycle. Using this firm would save a great deal of time and money as they already have the necessary data. Trustee Garcia thought it would be advisable to compare cost-saving estimates from other firms. Director Griffin will look into the possibility of sole-sourcing this firm's services.

3. Director's Report

Director Griffin reported the following news:

- She will send out a memo to staff to say that holiday decorations will consist of greenery and poinsettias.
- Staff are planning to hold a Kwanzaa event at Central this year, on December 30th.
- Director Griffin will put together a committee to work on a donor recognition policy.
- Mayor Tom Bates is holding an education summit. Director Griffin has heard that people in the community are interested in having the library staff participate in the summit.
- Director Griffin is on the CLA and PLA intellectual freedom committees. The Library will be doing a Patriot Act program in February with library lawyer Mary Minnow, a law professor from UC Berkeley's School of Law and an FBI agent.
- We have displayed a photo exhibit of Iraqi children that has been controversial. We now have an Enemy Alien Files exhibit that examines the treatment of Italians, Germans and Japanese in the US during World War II.
- The Telus software will be installed very soon. It will hopefully end the problems staff have been facing with the public internet computers.
- ADA patrons will be asked to bring a note from their doctor or their social worker in order to be able to use the public computers for the time allotted for ADA patrons.
- We have won two awards from CLA's Public Relations Committee for publicity: one for "Fundraising Materials/Programs/Events", and the other for "Other Original Special Programs/Events".
- There is a new Executive Director for the Foundation: Kate Berenson.

- The Friends have bought a table at the Authors Dinner fundraiser being held by the Foundation.
- The Friends are having their annual holiday party on Sunday.

VII. Reports for Information

1. BPL Staff News, November 2002
2. BPL Calendar of Events, December 2002
3. BPL Program Announcements/Press Releases: *Solve the Dust Bunny Demise, High School Book Discussion Group, Lord of the Rings: The Two Towers*
4. News Articles: *Earphone English* (School Library Journal, May 2002)

VIII. Agenda Building

Next Regular Meeting: January 8, 2003, at the Central Library, 2090 Kittredge Street
Agenda Items: Branch Building Projects

IX. Adjourn

R02-95 Moved by Trustee Anderson, seconded by Trustee Shirek, to adjourn the meeting at 8:40 p.m.