

Berkeley Public Library  
Board of Library TrusteesRegular Meeting  
April 9, 2003Minutes  
7:05 p.m.North Branch  
1170 The Alameda**I. Call to Order**

The regular meeting of April 9, 2003 was called to order at 7:05 p.m.

Present: Trustees Garcia, James, Powell, Shirek

Absent: Trustee Anderson

Also Present: Deputy Director MaryLou Mull, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Supervising Librarian Barbara Alesandrini, Admin. Secretary Yvette Gan

**II. Public Comments:** None**III. Approval of Agenda**

**R03-24 Moved by Trustee Garcia, seconded by Trustee Powell, to approve the agenda as proposed by Trustee James.** Motion carried unanimously.

**IV. Staff Report – North Branch**

Supervising Librarian Barbara Alesandrini distributed written copies of the North Branch report. This year, the report cover shows the North Branch Library Quilt which several staff helped to make. The North Branch staff are very grateful to the Friends of the Library for sponsoring the Quilt program. The Friends are also at the branch several times a week to pick up donated books.

Ms. Alesandrini provided details of the work performed by staff. Tax season is here and as usual, the staff have been really busy. The branch hosts the American Association of Retired Persons (AARP) volunteers who come once a week to help patrons in filling out their tax forms. Librarian Debbie Carton continues her usual excellent programs with the Teen Playreaders, while Librarian David Howd's popular children's programs draws in the crowds. This year, both librarians worked together and involved teenagers in the Summer Reading Game.

The staff has been steady this year, with no turnover. However, a key staff person, Supervising Library Assistant Cheryl Palmer, will be retiring in May. With the current freeze on hiring, the staff are anticipating a very difficult time ahead. Other major concerns are equipment (more telephones and computers), materials and space. The materials budget has stayed the same while the costs of books, DVDs and other items continue to rise.

Trustee Garcia asked how patrons felt about the building. Ms. Alesandrini noted that many of them like the building the way it is, and would prefer to put up with the cramped conditions rather than make changes.

The Board thanked Ms. Alesandrini for her report.

**V. Consent Calendar**

**R03-25 Moved by Trustee Powell, seconded by Trustee Shirek, to approve the consent calendar.** Motion carried unanimously.

**R03-26 Minutes of Special Meeting – March 8, 2003**

**R03-27 Minutes of Regular Meeting – March 12, 2003**

**R03-28 Minutes of Special Meeting – March 28, 2003**

**R03-29 Retirement of Cheryl Palmer, Supervising Library Assistant, North Branch**

**R02-30 Closure of Tool Lending Library for Annual Maintenance and Repairs for Two Weeks (April 15 – 26, 2003)**

**VI. Reports for Action/Discussion**

1. Budget issues

Deputy Director MaryLou Mull noted that she and Director Jackie Griffin had discussed the budget situation. There has been very little development since their last report to the Board. It is likely that the Director will ask the Board to move forward with a request to City Council to approve an increase in the library tax rate. A fact sheet about the library's budget difficulties and possible solutions has been available to the public since March 28<sup>th</sup>, but there seems to be little public response.

Trustee Powell asked if there was a schedule for the budget process. Ms. Mull replied that the City Council has to make a decision by the end of June but that staff will provide full details. The trustees had a discussion about the impact of the budget shortfall on library operations.

2. Branch Building Projects

a. Approval of Expenditure for Group 4, Architects

**R03-31 Moved by Trustee James, seconded by Trustee Powell, that the Board of Library Trustees authorizes the Library Director to enter into a contract for Group 4, Architects in the amount of \$186,395.00 to prepare the conceptual design for the West Branch Proposition 14 application. Motion carried unanimously.**

Building Project Manager Elena Engel noted that she attended the most recent meeting of the Landmarks Preservation Commission (LPC). The West Branch library was landmarked at that meeting. Ms. Engel has asked the LPC to appoint a sub-committee to work with the library staff on the West Branch project.

In terms of the project timelines, the Environmental Impact Report has to be completed in July 2003 and the grant application for the entire project is due to the State Library in January 2004. Staff have also been working on a needs assessment survey – they have received 350 responses so far. Trustee James asked for copies of the survey to provide to members of his neighborhood association. Trustee Garcia suggested that staff also provide surveys to La Pena Cultural Center.

Library managers are working with a small sub-committee from the Berkeley Unified School District to explore ways in which West Branch could serve the needs of the teachers.

Trustee Garcia asked that a report on the donor recognition policy be provided at the next meeting of the Board.

3. Reaffirmation of Resolution #97-83: Director approval of budget items for building project expenses up to \$50,000.

Trustee James recalled that an earlier version of the memo on recommended procedures for project decision-making had included a seventh paragraph stating that the Library Departmental Administrative Officer would be the decision-maker in the absence of the Director and Deputy Director. Because the staff person in that position has been promoted to Library Financial Manager, that paragraph would have to be updated.

**R03-32 Moved by Trustee Powell, seconded by Trustee Garcia, to re-affirm Resolution #97-83 as it applies to branch building projects, and with the addition of a seventh paragraph to read as follows, "In the absence of the Library Director and the Deputy Director, the Library Financial Manager may make the above decisions." Motion carried unanimously.**

4. Central Library Update  
There was no report.

5. Recruitment of new Trustee

Five applications have been received for the upcoming vacancy on the Board. The Trustees agreed to hold interviews on the afternoon of April 25<sup>th</sup>, and requested that Administrative Secretary Yvette Gan schedule those interviews.

Trustee Powell said that she would create interview questions to be reviewed by the other Trustees. Any changes/comments would be forwarded to the Library's administrative office. A brief discussion followed on the qualities being sought in a new Trustee.

6. Adoption of California Library Association's Resolution Re: Patriot Act

Ms. Mull noted that a number of California public libraries have been contacted by the media regarding the Patriot Act. Santa Cruz libraries have posted warnings telling patrons that the FBI may ask for their borrowing records. The Foundation has offered to pay for copies of a warning notice, if the Library chooses to post such notices.

**R03-33 Moved by Trustee Garcia, seconded by Trustee Powell, to approve the California Library Association's Resolution dated February 12, 2003, In Support of User Privacy and Freedom of Information in Libraries. Motion carried unanimously**

Trustee Powell felt that there might be an implied cost to supporting the CLA Resolution in that it encourages librarians to educate their communities and users about the dangers of the Patriot Act and other recently enacted laws. She suggested that the library request financial support from the Friends and Foundation for such purposes.

**R03-34 Moved by Trustee Powell, seconded by Trustee Shirek, that the Library ask for assistance from the Friends and Foundation in the implementation of Resolution 03-33, particularly for financial support for purposes of educating library users about the Patriot Act. Motion carried unanimously.**

7. Director's Report

Ms. Mull presented a plaque to Trustee James from the administrative staff, thanking him for "Amazing Service" above and beyond the call of duty.

The City's Personnel Department has received over 90 applications for the position of Network Administrator. Staff will hold interviews with a number of candidates in early May.

## **VII. Reports for Information**

1. BPL Staff News, March 2003
2. BPL Calendar of Events, April 2003
3. BPL Press Releases/Flyers:
  - *The First 25th Annual North Branch Quilt Show*
  - *Poetry Book Club At The Claremont Branch Library*
  - *Teen Playreaders – Multilingual Poetry Reading*
  - *City of Berkeley's Budget Crisis Discussion*
4. Newspaper articles:
  - *Haiku, Stories Updated, And Great French Food (Berkeley Voice, 3/14/03)*
  - *Patriot Act Has Napa Library On Toes (NapaNet Daily News, 3/30/03)*
5. Grant Applications to Northern California Grantmakers for Summer Youth Projects
  - *West Branch Summer Concerts*
  - *Ready, Set, Read!*

## **VIII. Agenda Building**

Next Regular Meeting: May 14, 2003, Central Library, 2090 Kittredge Street, Berkeley  
Agenda Items: Budget Issues, Branch Building Projects, Donor Recognition Policy, Recruitment of New Trustee and Schedule.

## **IX. Adjourn**

**R03-35 Moved by Trustee Powell, seconded by Trustee Shirek, to adjourn the meeting at 8:40 p.m. Motion carried unanimously.**