

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
June 11, 2003

Minutes  
7:04 p.m.

Central Library  
2090 Kittredge Street

**I. Call to Order**

The regular meeting of June 11, 2003 was called to order at 7:04 p.m.

Present: Trustees Anderson, Garcia, Kupfer, Powell, Shirek

Absent: None

Also Present: Director of Library Services Jackie Griffin, Deputy Director MaryLou Mull, Building Project Manager Elena Engel, Branch Services Manager Audrey Powers, Network Administrator Alicia Abramson, Library Literacy Program Coordinator Amy Prevedel, BPL Foundation President Ranko Yamada

**II. Public Comments:** None

**III. Approval of Agenda**

**R03-45 Moved by Trustee Kupfer, seconded by Trustee Powell, to add an item to the agenda in order to introduce a new staff member, Alicia Abramson , before the "Staff Report" item, and to approve the amended agenda .** Motion carried unanimously.

**IV. Introduction of New Staff Member**

Alicia Abramson, the Network Administrator, was introduced to the Trustees. She started working at the Library on June 6<sup>th</sup>. Director Griffin provided some details of Ms. Abramson's professional background. Ms. Abramson's goal is to utilize the technology to better serve the public. Trustee Powell asked that an update on the Information Technology department be provided in 4 – 6 months, including an assessment of the Library' s resources.

**V. Staff Report – West: Literacy**

Library Literacy Program Coordinator Amy Prevedel handed out materials on Berkeley Reads, the adult literacy program located in the West Branch. For the benefit of the newer Trustees, she spoke of the regular on-going work of the literacy unit, such as one-on-one tutoring, the computer learning lab, family literacy, and small group learning. Berkeley Reads helps English-speaking adults who need to learn to read, and is not designed to teach English to non-English-speaking adults.

The staff are also working on a new project, "Student Leadership Training". Ms. Prevedel met today with the Berkeley Adult Literacy Coalition -- the goals are to raise awareness about adult literacy and to create a network to share information and resources among literacy organizations.

This year, Berkeley Reads has 149 students and 137 volunteer tutors. Many tutor pairs work at West Branch but they can meet at other branches, at cafes, or wherever it is comfortable for them.

The Board thanked Ms. Prevedel for her report.

## **VI. Consent Calendar**

**R03-46 Moved by Trustee Powell, seconded by Trustee Anderson, to approve the consent calendar.** Motion carried unanimously.

**R03-47 Approved Minutes of Regular Meeting – May 14, 2003**

**R03-48 Approved Request for Leave of Absence for Amy Prevedel, Library Literacy Program Coordinator, August 11 – December 23, 2003, with the following conditions:**

- 1. that she report on the educational aspects of literacy which can enhance the Berkeley Reads program;**
- 2. that any other leave of absence on her part must be within usual policy;**
- 3. that she provide the Library with prompt notice if she does not intend to return.**

Motion carried unanimously.

Director Griffin and Ms. Powers will obtain a workplan from Ms. Prevedel before she leaves and will forward that document to the Trustees for their information.

## **VII. Reports for Action/Discussion**

### **1. Planned Giving Program**

Ranko Yamada, the President of the Berkeley Public Library Foundation (BPLF), reported on the BPLF's planned giving program, "The Library Legacy". BPLF may need to retain an attorney for help in accepting certain gifts. This will be a passive campaign: putting out a brochure to describe how people can give to the Foundation.

Director Griffin voiced her concern that gifts with restrictions might impinge upon the library's decisions regarding collection development or programming. She felt that the library should have control of such decisions. Ms. Yamada thought that the BPLF's Planned Giving Committee would include two of the trustees.

Ms. Griffin was also concerned that the operating costs of BPLF not be paid out of any endowments or other planned giving funds. Trustee Powell raised questions about the role of the Board of Library Trustees, and whether there would be any conflict of interest for a trustee to be part of the Planned Giving Committee. The trustees also discussed other questions which were raised about the conditions for giving and the role of the trustees in this program.

**R03-49 Moved by Trustee Powell, seconded by Trustee Kupfer, that the Board of Library Trustees accept the draft concept of "The Library Legacy" as presented, with further clarification of**

- 1. the role of the Board of Library Trustees;**
- 2. the role of the library staff regarding collection and program definition;**
- 3. the receiving and acceptance process for gifts;**
- 4. other entities' processes for planned giving programs;**
- 5. the structural and legal relationship of BOLT, the Friends of the Library, the Foundation and library staff.**

Motion carried unanimously.

### **2. Budget issues**

Director Griffin reported on the City Council's special meeting on June 10<sup>th</sup>. The proposal for the library tax increase was on the agenda; Trustee Anderson made the presentation. A discussion followed on the possible budget scenarios that might result depending on the

amount of the tax increase to be approved by the City Council. The Trustees also discussed the possibility of having to place a tax increase on the 2004 ballot.

**R03-50 Moved by Trustee Anderson, seconded by Trustee Powell, to nominate Susan Kupfer to the Mayor's Blue Ribbon Panel on Revenue.** Motion carried unanimously.

3. Branch Building Projects

There was no report.

4. Director's Report

There was no report.

**VIII. Reports for Information**

1. BPL Staff News, May 2003
2. BPL Calendar of Events, June 2003
3. BPL Press Releases/Flyers:
  - *Haiku: A Critical Perspective On An Ancient Form At The Berkeley Public Library*
  - *Tell Us Your Library Story!*
4. Newspaper articles:
  - *Avert Budget Crisis For Public Library; Adjust Parcel Tax* (Berkeley Daily Planet, 5/16 - 18/03)
  - *Proposal For New Library Fees Dropped* (Oakland Tribune, 5/22/03)
  - *Letter To The Editor: Keep Libraries Open* (Berkeley Daily Planet, 5/27/03)
  - *Who's Afraid Of The Patriot Act? Scattered Communities Take Largely Symbolic Stands Against Surveillance Powers* (Medill News Service, 5/27/03)
  - *Big Brother Out Of Our Libraries* (SF Chronicle, 5/29/03)
  - *Support Is Building For Local Tool Library; Takoma Park Residents Move To Save Program* (The Washington Post, 5/29/03)
  - *Our Neighbors: Library Stories Sought* (Contra Costa Times, 6/1/03)

**IX. Agenda Building**

Next Regular Meeting: July 9, 2003, Central Library, 2090 Kittredge Street, Berkeley  
Agenda Items: Budget Issues, Branch Building Projects, Resolution to reappoint Laura Anderson to a 2<sup>nd</sup> term, Report of June 30<sup>th</sup> 4 x 2 meeting

**X. Adjourn**

**R03-51 Moved by Trustee Anderson, seconded by Trustee Powell, to adjourn the meeting at 10:35 p.m.** Motion carried unanimously.