

Berkeley Public Library
Board of Library Trustees

Regular Meeting
July 9, 2003

Minutes
7:03 p.m.

Central Library
2090 Kittredge Street

I. Call to Order

The regular meeting of July 9, 2003 was called to order at 7:03 p.m.

Present: Trustees Anderson, Garcia, Kupfer, Powell

Absent: Trustee Shirek

Also Present: Director of Library Services Jackie Griffin, Deputy Director MaryLou Mull, Building Project Manager Elena Engel, Technical Services Manager Trarie Kottkamp, Administrative Secretary Yvette Gan

II. Public Comments: None

III. Approval of Agenda

R03-52 Moved by Trustee Powell, seconded by Trustee Kupfer, to pull Item V.A.2 "Approval of One-Year Extension of Contract for Library Security Services with ABC Security Service" from the Consent Calendar for discussion. Motion carried unanimously.

IV. Staff Report – Technical Services

Technical Services (TS) Manager Trarie Kottkamp was introduced to the newer Trustees. There are 19 staff in TS, totaling 14 FTE as several are part-time workers. The department comprises 3 units: Order, Processing and Cataloging. Ms. Kottkamp provided some background on work of each unit. In addition, all TS staff work one hour each week on the Information Desk, and also work 2 – 4 Sundays every 6 months.

Ms. Kottkamp provided information on the recent changes experienced by the TS staff. Since FY 1999/2000, the total number of materials purchased has increased by 29%, but there has been no increase in staff. The media formats are particularly difficult to handle. There are no ISBN numbers for these, as there are with books, and the staff must use different distributors for documentaries, feature videos, etc. The Library of Congress does not issue DVD or video cataloging so the staff must catalog from scratch. In addition, the catalogers provide complete content notes for music formats so a patron can tell exactly what songs are on every CD etc.

The Processing unit staff prepare materials before they go out to the different floors. The work is extremely labor-intensive; computers can't place jackets on books, and cardboard video boxes have to be manually cut apart so that the descriptions can be placed in the plastic video cases. CD and DVD inserts have to be made to fit into the library's CD/DVD cases. Multiple-part videos usually come with only 1 copy of the film's description, so staff have to make copies for each cassette.

The Order staff are beginning to use electronic ordering systems with major library vendors and also learning to use the new circulation system, Millennium, to assist in their work. With the increasing use of electronic systems, TS staff are finding their work is becoming keyboard-intensive. They are looking at what other libraries are doing to minimize ergonomic work injuries, and also cross-training with the General Services staff on different manual tasks.

The Board thanked Ms. Kottkamp for her report.

V. Consent Calendar

R03-53 Moved by Trustee Powell, seconded by Trustee Garcia, to approve the consent calendar with the exception of Item V.A.2. Motion carried unanimously.

R03-54 Approved minutes of regular meeting – June 11, 2003.

R03-55 Accepted resignation of Latasha Walker, Library Aide, General Services.

R03-56 Accepted resignation of Gina Giotta, Library Aide, General Services.

R03-57 Accepted resignation of Angela Wilson, Library Aide, General Services.

VI. Reports for Action/Discussion

1. One-Year Extension of Contract for ABC Security Services

Trustee Powell explained that she had sent several questions via e-mail to the Director about the contract for security services. She asked about the firm's performance for the first year. Deputy Director Mull explained that the library had issued the contract after interviewing firms who had responded to the Request for Quotes. Upon issuing the contract, staff had made it clear to the security company what their concerns were and their expectations that the firm maintain a certain standard of performance. Staff also set up a series of monthly meetings with key administrators of the firm, and have found them to be responsive whenever problems arise. Staff continue to be diligent in evaluating the performance of the security guards.

Trustee Powell asked if the cost for walkie-talkies could be a capital cost, rather than added on to the hourly charge. Staff has accordingly contacted the firm and will also look at the industry's standard charges. Trustee Powell asked that the walkie-talkie cost be included in future contracts, and that contracts be placed on the agenda in a more timely fashion.

R03-58 Moved by Trustee Kupfer, seconded by Trustee Anderson, to approve the one-year extension of contract for library Security Services with ABC Security Service. Motion carried unanimously.

2. Budget

Trustee Garcia mentioned that now the City Council has approved a 13.9% increase in the budget for FY 2004, staff can fine-tune the budget. As soon as that is done, the Budget Sub-Committee will hold a meeting.

Director Griffin felt that staff are already taking multiple steps to make the best use of the increase this year and to also minimize the effect of the FY 2005 shortfall.

- Staff will be investigating the use of different types of technology, and the possibility of financing.
- Ms. Mull has been working with the Collection Development staff to figure out how to effectively buy more materials with the funds available.
- A part-time maintenance staff has been offered a full-time position as that unit has the heaviest workload.
- Managers are meeting weekly to craft a five-year plan for the library. It should be ready for the Board in September.
- Ms. Griffin has assigned Special Services Librarian Alan Bern to work half-time on the school librarian project. However, this project is still in the exploration stage and the library

cannot spend any money on this project at this time. Copies of a letter sent by Ms. Kristin Collins in support of the project were distributed to the Trustees. Trustee Powell offered to meet with School Board members to discuss the project. Ms. Griffin asked that Mr. Bern and Ms. Engel attend as well.

Trustee Kupfer reported that the Mayor's Blue Ribbon Task Force on Revenue had canceled its June meeting. She will not be able to attend the next meeting, to be held tomorrow, due to prior engagements. She will call the Mayor's Chief of Staff for an update, and to ask for time on the agenda for the following meeting.

Ms. Griffin reported that the Foundation had approached her with some ideas about special programs. However, at this time, with the severe staff shortage, she felt that it would overwhelm an already burdened staff. Trustee Powell suggested that the Board ask the Foundation to fund a survey of Berkeley voters vis a vis the branch projects. The Trustees unanimously agreed to the suggestion, and also agreed to ask the Foundation to focus on the endowment project and on raising funds for the West branch renovation.

3. Building Projects Update

a. Central

Trustee Kupfer asked for information re: the lawsuit filed by Arntz Builders. Ms. Engel reported that Arntz had filed a claim against the Library for \$9 million last year, and provided some background. The next step is the discovery and deposition phase. Both the Library and Arntz Builders will be placing documents in a secure location that can be accessed by both entities.

Staff have run water tests at the Central Library and determined that there are leaks on the West and South sides through the window frames and caulk joints. They will ask the architects for recommendations for repair, and these recommendations will be presented to Arntz Builders with a request that they attend to these repairs.

b. Branches

Ms. Engel reported that a community design workshop will take place on Friday, July 11th at the West Branch. The public will learn about the planned renovation and expansion and have opportunities to ask questions of the architects. Ms. Engel will ask the architects to make a presentation to the Board at a special meeting to be held at 6:00 p.m. on August 13th.

4. Children's Internet Protection Act (CIPA) and Filtering

Director Griffin informed the Trustees that the Supreme Court had issued a ruling requiring public libraries to filter their computers to screen out pornography and that the filters should be easily disabled when requested by patrons. Justices have ruled the government can withhold money from libraries that do not install filters, even though filters shut off many legitimate web sites. The Berkeley Public Library only receives federal funds for telecommunications, but not for the internet or computers.

The International Children's Digital Library has approached the Library to see if the staff would like to participate in a project to digitize children's literature. This new ruling may affect the Library's ability to add its collection to the digital library.

5. Reappointment of Trustee Laura Anderson for a 2nd 4-year term beginning 10/2/03

R03-59 Moved by Trustee Kupfer, seconded by Trustee Powell, to recommend that City Council reappoint Trustee Laura Anderson for a second four-year term beginning 10/2/03 and ending 10/1/07. Motion carried unanimously.

6. Report of 4 x 2 meeting held on June 30, 2003

Trustee Anderson explained that representatives of the Friends, the Foundation, the Board of Library Trustees and the staff meet quarterly to exchange news and discuss issues. At the last meeting, the new Presidents of the Friends and Foundation were introduced. Both organizations are looking for new Board members. It was suggested that both organizations would send to Library Administration some brochures that would be forwarded to potential members. The Foundation is also looking to form a committee to work on planned giving.

7. Director's Report

There was no report.

VII. Reports for Information

1. BPL Staff News, June 2003
2. BPL Calendar of Events, July 2003
3. BPL Press Releases/Flyers:
 - *Alphabet Art*
 - *Summer Programs for Preschoolers*
 - *Ready, Set.....READ!*
4. Newspaper articles:
 - *LJ News* (Library Journal, 6/1/03)
 - *Tutors Needed* (Berkeley Daily Planet, 6/3-5/03)
 - *Opposition In East Bay Libraries To Patriot Act Is Relatively Hushed* (Contra Costa Times, 6/19/03)
 - *Final Budget Vote Sparks Public Outcry* (Berkeley Daily Planet, 6/20/03)
 - *Two Library Tax Increase Plans Contend For City Council Support* (Berkeley Daily Planet, 6/24/03)
 - *Council Meets To Review Budget Funding Proposals For One Last Time* (Berkeley Daily Planet, 6/24/03)
 - *Internet Porn Filters Upheld; Libraries Can Be Required To Block Web Content, Justices Confirm* (San Francisco Chronicle, 6/24/03)
 - *Ruling Upholds Porn Filters For Libraries* (Oakland Tribune, 6/24/03)
 - *Mandated Library Filters Threaten Access Gap* (The Times, 6/25/03)
 - *Filtering Firms Asked To Open Up* (The Times, 6/25/03)
 - *Taxes, Fees Balance New Budget* (Berkeley Daily Planet, 6/27-30/03)

VIII. Agenda Building

Next Regular Meeting: August 13, 2003, Central Library, 2090 Kittredge Street, Berkeley
Agenda Items: Special meeting to be held at 6 p.m. to discuss West Branch renovations.

IX. Adjourn

R03-60 Moved by Trustee Powell, seconded by Trustee Kupfer, to adjourn the meeting at 9:50 p.m. Motion carried unanimously.