

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
August 13, 2003

Minutes  
7:15 p.m.

Central Library  
2090 Kittredge Street

### I. Call to Order

The regular meeting of August 13, 2003 was called to order at 7:15 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, Circulation Services Manager Dolores Wright, Administrative Secretary Yvette Gan

### II. Public Comments: None

### III. Approval of Agenda

**R03-61 Moved by Trustee Shirek, seconded by Trustee Kupfer, to move Action Item VI.A.1 “Recommendations for Increases in Fines and Fees” for discussion and action immediately after the Item IV “Staff Report”. Motion carried unanimously.**

### IV. Staff Report – General Services

Circulation Services (TS) Manager Dolores Wright explained that with 41 employees, the General Services department is the largest in the library. Besides herself, it consists of Library Aides, Library Assistants, Library Specialists, and Supervising Library Assistants. Ms. Wright is also in charge of the security guards and a delivery driver.

The following have taken place within the past year:

- The New Books area was rearranged to provide wider aisles.
- The department lost 6 Library Aides during the budget crises – those positions will be replaced in the next few months now that the hiring freeze is over.
- A new plan to have all the shelvers in one department was implemented on a trial basis— staff agree it’s time to make some changes to that plan.
- Ms. Wright took the lead in putting together a staff party for the first anniversary of the Central Library reopening, with the funds provided by the Friends of the Library.
- Staff are still working on health and safety issues, especially problems caused by the cement floor.
- In a few more days, GS staff will permanently remove lock-boxes from videos. This will benefit staff ergonomically.
- A disc check system was installed - it helps maintain the CD and DVD collection by buffing the discs.
- Ms. Wright was responsible for organizing a Circulation Policies and Procedures Committee.
- Ms. Wright was involved in holding a Kwanzaa program at the Central Library on 12/30/02.
- A little over a month ago, the Central Library began accepting credit card payments for fines. If the experiment goes well for Central, the branches will also come on board.
- Ms. Wright meets monthly with management at the ABC Security firm to ensure that the guards assigned to us are competent.

The GS staff are currently looking into how to process holds and pages more efficiently.

In response to a question by Trustee Garcia, Ms. Wright noted that the two major problems that GS staff face are equipment and the cement floor. A committee is exploring the possibilities of check-in and check-out technology. Director Griffin noted that several experts had been consulted on the cement floor. The cost of replacing that floor is prohibitive and would also require closing the Library for a time. Laying a different surface on top of cement does not resolve the issue. She is working with the City to provide a shoe allowance for Library Aides.

The Board thanked Ms. Wright for her report.

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

### **1. Recommendations for increases in Fines and Fees**

Director Griffin explained that the purpose of fines and fees is to have patrons return materials they have borrowed to the library. Ms. Wright explained that several years ago, the library had experimented with not charging any fines for a 15-month period. Unfortunately, this had resulted in fewer and fewer materials being returned, and when patrons began complaining, the library reinstated the fines and fees. She added that the fines and fees have not changed since Sept. 17, 1987 and the recommended increases have been kept to a minimum, as follows:

Fines for adults: 25 cents per day per item, up from 10 cents  
Fines for senior adults: 10 cents per day per item, up from 5 cents  
Fee for collection agency: \$20.00, up from \$10.00

Trustee Powell asked if staff could estimate how much revenue the library would collect with the recommended increases. Director Griffin replied that it is impossible to predict – patrons may prefer to be more careful about returning items on time if the fines are higher. The staff recommended also that the \$5.00 maximum on fines remain. In other words, if a patron has more than \$5.00 in fines, he/she cannot borrow materials unless they bring that amount down to \$5.00.

The trustees asked that the public be given notice of the increases well in advance.

**R03-62 Moved by Trustee Kupfer, seconded by Trustee Anderson, to approve the recommended increases in fines and fees. Motion carried unanimously.**

## **VI. Consent Calendar**

**R03-63 Moved by Trustee Garcia, seconded by Trustee Kupfer, to approve the consent calendar. Motion carried unanimously.**

**R03-64 Approved minutes of regular meeting – July 9, 2003**

**R03-65 Accepted resignation of John Garvey, Library Aide, North Branch**

**R03-66 Approved Travel Project for Fall Semester – Amy Prevedel, Library Literacy Program Coordinator**

**R03-67 Approved request for extended Leave Without Pay for Melanie Lewis, Office Assistant II, Administration from August 18, 2003 to July 21, 2004.**

**R03-68 Adopted City of Berkeley's Administrative Regulation 2.12: Employment of Near Relatives Policy**

**V. Reports for Action/Discussion (continued)**

2. Extend for One Year the Contract for Library Periodical Subscription Services with Ebsco Subscription Services, for Calendar Year 2004

The Trustees discussed in detail the draft contract for Ebsco Subscription Services. Ms. Mull explained that each year, staff review all titles attached to the subscription. There is an add-drop directive – if a title is added, another must be dropped. As a periodical comes in, Ebsco adjusts the costs to the actual price of the subscription. However, Ebsco cannot adjust the cost beyond the Consumer Price Index (CPI) increase.

**R03-69 Moved by Trustee Powell, seconded by Trustee Garcia, to approve the extension of the EBSCO Subscription Services contract for Calendar Year 2004 in the amount of \$72,265. Motion carried unanimously.**

3. Extend for One Year the Contract for Library Janitorial Services with Universal Building Services, Inc., beginning October 1, 2003

Revised costs for the janitorial contract were distributed to all present. Director Griffin explained that Universal Building Services had already submitted its quote (included in the Board's agenda packet) for the coming year before the City Council raised the Living Wage Rates by 10.4% effective July 16, 2003. Staff notified the contractor who had to adjust his quote to be in compliance. The revised cost of the contract is now \$215,000 per year for all the Library buildings. This new amount takes into consideration the possibility of a raise in the Living Wage Rate in July 2004.

**R03-70 Moved by Trustee Anderson, seconded by Trustee Kupfer, to approve the extension of the Library janitorial services contract with Universal Building Services for one year beginning October 1, 2003, in the amount of \$215,000. Motion carried unanimously.**

Trustee Kupfer asked that the staff provide a master list of all contracts.

4. Budget Issues and Report to City Council on Oct. 14, 2003

Director Griffin informed the Board that a follow-up report to the City Council from the Library would take place on October 14<sup>th</sup>, most likely during a Council Special Meeting at 5 p.m. She is planning to report on the 5-year plan, the library budget, on technology (check-in and check-out systems), and the school librarian project.

5. Building Projects Update
  - a. Central – Approval of Contract Amendment for Wulfsberg, Reese, Colvig & Firstman, Legal Counsel

Trustee Kupfer asked that more information be obtained from the City Attorney's office with regard to this contract. She felt that the cost seemed high. Specifically, she would like to see

- a list of the lawyers and other contract staff working on this case
- the hourly rates charged
- an estimate of how long the various tasks would take.

The Trustees agreed to defer approval of this contract till more information is presented.

b. Branches

Ms. Engel reported that there will be a 21-day period for public comment on the CEQA (California Environmental Quality Act) document for the West Branch renovation project. The Library will then make presentations to the Landmarks Commission (Oct. 6<sup>th</sup>) for approval of the architects' design, and to the Zoning Adjustments Board (Oct. 9<sup>th</sup>).

6. Director's Report

a. Letter to Zoning Adjustments Board, dated 7/24/03, re: Library Gardens

Trustee Garcia and Director Griffin attended a meeting of the Zoning Adjustments Board on July 24<sup>th</sup>, and had provided copies of a letter regarding Library Gardens at that meeting. The concern about Library Gardens is that there will be very little or no public parking in the new design and this will have a significant impact on library users.

b. Review of Board and Commission Structure

Director Griffin has completed the questionnaire and returned it to the City Manager's office.

**VII. Reports for Information**

1. BPL Staff News, July 2003
2. BPL Calendar of Events, August 2003
3. BPL Press Releases/Flyers:
  - *Magic: The Gathering And Yu-Gi-Oh! At Berkeley Public Library*
  - *The Lighter Side of Crop Circles*
4. Newspaper articles:
  - *Workers' Comp Claims Skyrocket (Berkeley Daily Planet, 7/11/03)*
  - *Patriot Act Battle Is Fought Locally (USA Today, 7/13/03)*
  - *Letter To The Editor: Workers' Comp (Berkeley Daily Planet, 7/22/03)*
  - *Letter To The Editor: Doing Right (Berkeley Daily Planet, 7/22/03)*
  - *Library Thwarts Patriot Act Snooping: Boulder Patrons' Records Purged (Denver Post, 7/29/03)*
  - *State Budget Cuts Hit Alameda County and Berkeley (Bay City News, 7/31/03)*
  - *City, County Tapped For More Cash In State Budget: Berkeley City Council Must Work To Rebalance Budget (Daily Californian, 8/1/03)*
5. Nomination for New York Times 2003 Librarian Award

**VIII. Agenda Building**

Next Regular Meeting: September 10, 2003, Claremont Branch, 2940 Benvenue Avenue  
Agenda Items: Recommendation on technology, 5-year plan, report on the school librarian project.

**IX. Adjourn**

**R03-71 Moved by Trustee Powell, seconded by Trustee Anderson, to adjourn the meeting at 9:40 p.m. Motion carried unanimously.**