

Berkeley Public Library
Board of Library Trustees

Regular Meeting
September 10, 2003

Minutes
7:00 p.m.

Central Library
2090 Kittredge Street

I. Call to Order

The regular meeting of September 10, 2003 was called to order at 7:00 p.m.

Present: Trustees Anderson, Garcia, Kupfer (7.05 p.m.), Powell

Absent: Trustee Shirek

Also Present: Director of Library Services Jackie Griffin, Deputy Director MaryLou Mull, Building Project Manager Elena Engel, Library Financial Manager Robert Derbin, Administrative Secretary Yvette Gan

II. Public Comments: None

III. Approval of Agenda

R03-72 Moved by Trustee Garcia, seconded by Trustee Anderson, to proceed with the agenda while waiting for legal counsel to arrive for the closed session. Motion carried unanimously.

IV. Consent Calendar

R03-73 Moved by Trustee Powell, seconded by Trustee Anderson, to approve the consent calendar. Motion carried unanimously.

R03-74 Approved minutes of special meeting – August 13, 2003

R03-75 Approved minutes of regular meeting – August 13, 2003

R03-76 Accepted resignation of Sarah Dentan, Librarian II, West Branch

R03-77 Accepted resignation of Simon Abramowitsch, Library Aide, General Services

V. Reports for Action/Discussion

1. Annual Schedule of Library Contracts

- a. Contract with ABC Security Services – Increase of \$7000
due to new Living Wage Rates effective July 16, 2003

R03-78 Moved by Trustee Kupfer, seconded by Trustee Anderson, to approve an increase of \$7000 to the contract for library security services with ABC Security Services for the period August 1, 2003 to July 31, 2003, to reflect the new City of Berkeley Living Wage Rates that took effect on July 16, 2003. Motion carried unanimously.

2. Building Projects Update

Building Project Manager Elena Engel explained that the document for the West Branch renovation project, known as the Mitigated Negative Declaration, is open for public comment till Sept. 24, 2003.

Library staff attended this week's meeting of the Landmarks Preservation Commission (LPC) to provide copies of this document. The LPC voted to recommend to the Zoning Adjustment Board (ZAB) that ZAB approve the document at their next meeting. Library staff will go back to both bodies in early October for approval of the architects' design. After that, the staff will ask the Berkeley City Council to approve use of the matching funds for the project. There will be a presentation by the architects to the City Council, possibly on November 18, 2003. The project plans must be submitted to the California Public Library Construction and Renovation Board by Jan. 16, 2004, to meet the application deadline for Library Bond Act funding.

The Board of Library Trustees entered into closed session at 7:20 a.m. and returned to open session at 9:04 p.m. without taking any action.

- a. Approval of Contract Amendment for Wulfsberg, Reese, Colvig & Firstman, Legal Counsel

R03-79 Moved by Trustee Powell, seconded by Trustee Anderson, to approve a contract amendment with Wulfsberg, Reese, Colvig & Firstman, Legal Counsel, to increase the contract by \$142,500, and also to request that staff provide to the Trustees progress reports on the lawsuit by Arntz Builders. Motion carried unanimously.

3. Financial Statement for the Year Ending June 30, 2003

Library Financial Manager Robert Derbin walked through the financial statement for the year ending June 30, 2003, with the trustees. At the end of the year, revenues were greater than expenditures by \$415,000. Encumbered funds in the Library Materials account total \$236,000, leaving a net balance of about \$178,000. He noted that final adjustments are still being made during the City's closing process, so balances may vary.

The 5-year projection of the Library Budget was distributed. Fringe benefits are projected to rise each year, for example, health costs at 20%, dental at 8%, and workers' compensation at 10%. Each year, the Library can raise its tax revenue by an amount based on either the Consumers Price Index or the Personal Income Growth Index. However, increases in these indexes often fall far short of the increases in costs, such as those for fringe benefits and books.

Director Griffin mentioned that the budget does include two new positions and approximately \$100,000 per year to finance check-in/check-out systems.

Trustee Kupfer is part of the Mayor's Task Force on Revenue. A survey is to be conducted of Berkeley residents regarding property taxes and City services.

4. Report to City Council on Oct. 14, 2003

Director Griffin noted that the topics in the report to City Council on Oct. 14th will be the 5-year budget projection, technology, the 5-year plan and the school librarian project. This will most probably take place at 5 p.m.

5. Director's Report

On September 5th, the West Branch's Literacy unit held a very successful Literacy program. Mayor Bates gave the keynote speech. As a result of outreach efforts by Ms. Engel and Branch Services Manager Audrey Powers, and of follow-up by West Branch head Tom Fortin and Literacy Coordinator Amy Prevedel, several literacy organizations in the area will start having joint meetings and begin exploring coordination of services.

The Berkeley Public Education Foundation has approved a \$10,000 request to fund some hours for a school librarian. They have approached the Director to ask if the Library would provide \$3300 of that amount. Director Griffin has forwarded a question to the City Attorney's office regarding the legality of Library funds being used for such purposes, and will report back to the Board upon receiving their response.

VI. Reports for Information

1. BPL Staff News, August 2003
2. BPL Calendar of Events, September 2003
3. BPL Press Releases/Flyers:
 - *Berkeley Adult Literacy Coalition and the City of Berkeley Pledge to Bolster Adult Literacy*
 - *New Accessibility Tools At The Berkeley Public Library*
4. Newspaper articles:
 - *Letter to the Editor: Lending Library Lost (Berkeley Daily Planet, 8/19/03)*
 - *City Budget Problems (Council of Neighborhood Associations Newsletter, Summer 2003, Number 284)*
5. Internet Filtering Software - Children's Internet Protection Act

VII. Agenda Building

Next Regular Meeting: October 8, 2003, at the South Branch Library, 1901 Russell Street

The Trustees went into closed session at 10:10 p.m. and returned to open session at 10:55 p.m. without taking any action.

VIII. Adjourn

R03-80 Moved by Trustee Kupfer, seconded by Trustee Powell, to adjourn the meeting at 10:55 p.m. Motion carried unanimously.