

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
October 8, 2003

Minutes  
7:05 p.m.

South Branch  
1901 Russell Street

**I. Call to Order**

The regular meeting of October 8, 2003 was called to order at 7:05 p.m.

Present: Trustees Garcia, Kupfer, Powell, Shirek

Absent: Trustee Anderson

Also Present: Director of Library Services Jackie Griffin, Deputy Director MaryLou Mull, Library Financial Manager Robert Derbin, Supervising Librarian Karen Joseph-Smith, Administrative Secretary Yvette Gan

**II. Public Comments:** None

**III. Approval of Agenda**

- R03-81 Moved by Trustee Shirek, seconded by Trustee Powell, to approve the agenda as proposed by Trustee Garcia.** Motion carried unanimously.

The Trustees went into closed session at 7:07 p.m. and returned to open session at 7:20 p.m.

- R03-82 Moved by Trustee Garcia, seconded by Trustee Powell, to approve a merit pay increase for the Director of Library Services Jackie Y. Griffin of 6.5% retroactive to August 6, 2003.** Motion carried unanimously.

**IV. Staff Report - Claremont**

The Supervising Librarian for the Claremont Branch, Karen Joseph-Smith, was introduced. Ms. Joseph-Smith filled in at West Branch as the branch head from last October through February of this year while staff sought to fill the position left by Richard Serrato. During that period, an intermittent librarian, Maureen King, filled in her hours at Claremont and Dawn Swanson was made the acting branch head. Staffing has been fairly even since. One Library Aide has left but the replacement will be on board very soon.

Flyers for several programs held at Claremont were distributed. Ms. Joseph-Smith provided details of several programs, such as the interactive murder mystery, "Death At The Poetry Slam" and the Poetry Book Club. Librarian Viola Dyas, who works with children and teenagers, has created a wonderful program on scrapbooking. It's proven to be so popular that it will be continued as a monthly program during the school year. Children's librarian Dawn Swanson continues to pull in crowds with her storytimes. Ms. Joseph-Smith showed the Trustees a mobile made by Ms. Swanson incorporating characters from popular children's books.

DVDs, videos, books-on-tape and other media are extremely popular and circulate at a faster rate than non-print materials. Patrons have said that Claremont's CD collection is excellent for a branch library. Staff have noticed that more men are using the library, and in particular, the non-print materials. Among other trends, there's been an increase in after-school activity, and the public access computers are being used by people of all ages. In terms of reference services, patrons expect the staff to be experts at internet research and computer skills.

The Board thanked Ms. Joseph-Smith for her report.

**V. Consent Calendar**

- R03-83 Moved by Trustee Powell, seconded by Trustee Shirek, to approve the consent calendar.**  
Motion carried unanimously.
- R03-84 Approved minutes of regular meeting – September 10, 2003**
- R03-85 Resignation of Tamla Robinson, Library Aide, North Branch**
- R03-86 Retirement of Claudia Berger, Librarian II, North Branch**
- R03-87 Grant Proposal to Berkeley Community Fund for Earphone English project**

**VI. Reports for Action/Discussion**

1. Authorize payment of \$51,204 for Annual Maintenance Services for Library Automated Circulation System to Innovative Interfaces, Inc. for period 7/1/03 through 6/30/04

Library Financial Manager Robert Derbin explained that the Library could save on administrative fees that range from 3% to 10% if a single annual payment is made to Innovative Interfaces, inc. instead of periodically. This vendor is the sole sources for this service and the software is proprietary.

- R03-88 Moved by Trustee Powell, seconded by Trustee Kupfer, to authorize a payment of \$51,204 for Annual Maintenance Services for Library Automated Circulation System to Innovative Interfaces, Inc. for period 7/1/03 through 6/30/04.**

2. Building Projects Update

Library Director Jackie Y. Griffin explained that Building Project Manager Elena Engel was attending a Zoning Adjustments Board (ZAB) meeting which is held at the same time as the Trustees' meeting. There is a possibility that the owners of an apartment building to the north of the West Branch may object to ZAB about the renovation project. Trustee Powell asked that the Board be informed of any news on this issue.

3. Bond Measure and Funding Measure Decision

Director Griffin updated the Trustees on news regarding the City Council's decisions on bond measures for the next election. The Trustees discussed the pros and cons of having a Library measure on the ballot and appropriate timing.

The City has conducted a survey to find out if taxpayers would be willing to pay an additional \$250 in property taxes in order to maintain City services. The survey also asked respondents to rate City services in terms of importance and how they are maintained. The results were very positive for the Library.

4. Report on Sales Tax Audit

Mr. Derbin reported that a Tax Auditor from the California State Board of Equalization had conducted a sales tax audit of the Library as part of a City-wide audit. The auditor reviewed the Library's records, focusing on library materials, equipment purchases and fixed assets. The Library had not paid taxes on some purchases, partly because of how sales tax law is interpreted. In some cases, invoices for items that appeared to be books (which are non-taxable) were actually periodicals (taxable). Staff were not aware that tax was due on

newspapers. The Library will pay \$4,091 in sales tax owed for materials and supplies for the 3<sup>rd</sup> quarter of FY 2000 through the 2<sup>nd</sup> quarter of FY 2003. There was also a single contract for furniture for the new Central Library for which \$17,087 in sales tax is owed. Funds for this furniture had been provided by the Berkeley Public Library Foundation. The auditor has said that he is not recommending any penalty on the tax owed. In addition, he commented that the Library's records were very well maintained, and that he had enjoyed working with our staff, who had been very cooperative.

5. Adoption of the American Library Association Code of Ethics

**R03-89 Moved by Trustee Powell, seconded by Trustee Kupfer to adopt the American Library Association's Code of Ethics dated June 28, 1995.** Motion carried unanimously.

6. Election of Chair and Vice-Chair

**R03-90 Moved by Trustee Powell, seconded by Trustee Shirek to nominate Jorge Garcia as Chair and Laura Anderson as Vice-Chair of the Board of Library Trustees.** Motion carried (Yeas: Powell, Shirek, Kupfer, Abstain: Garcia).

7. Director's Report

Director Griffin reported that the Friends of the Library voted at their last meeting to give over \$70,000 for various library programs and \$10,000 for cataloging a historic collection of children's materials. The Friends have also provided funds to purchase more copies of popular books. Stickers will be placed on these books that say, "HOT! Purchased by the Friends of the Library."

The Library staff have been investigating the use of RFID (Radio Frequency Identification Devices) tags for checking in and checking out materials. The San Francisco Public Library announced last week they were planning to use RFID technology and a spokesman for the Electronic Frontier Foundation voiced their objections, citing privacy concerns. The Daily Planet interviewed Director Griffin today on this topic. She plans to invite an EFF spokesman to attend the next meeting of the Library's technology committee.

Dolores Wright, the Circulation Services Manager, has announced her retirement. After 34 years, her last day of work will be January 31<sup>st</sup>. Deputy Director MaryLou Mull reported that a two-month recruitment has already begun for Ms. Wright's replacement. The announcement is on the City of Berkeley's web site and it's also being posted on other websites.

The Board of the Berkeley Public Library Foundation has decided to shut down operations of the paid staff as of October 31<sup>st</sup>. The Foundation Board members will be handling day-to-day operations themselves.

## **VII. Reports for Information**

1. BPL Staff News, September 2003
2. BPL Calendar of Events, October 2003
3. BPL Press Releases/Flyers: *Berkeley History At The Berkeley Main Library*
4. Newspaper articles:
  - *Getting Ready For New Readers* (Contra Costa Times, 8/26/03)
  - *City Resources List* (Berkeley Voice, 9/12/03)
  - *The Professor And The Brushmobile* (Cal Neighbors Newsletter, Fall 2003)
  - *Libraries In The News* (California Libraries, Sept. 2003)

- *Who Says What's Fit To Print? The Right To Read Must Not Be Breached* (San Francisco Chronicle, 9/22/03)
  - *Librarians Step Up* (Sacramento Bee, 9/22/03)
  - *Lupke Rites Set for Wednesday* (Berkeley Daily Planet, 9/30 – 10/2/03)
  - *City Bond Measure Survey Raises Electoral Questions* (Berkeley Daily Planet, 9/30 – 10/2/03)
  - *What's Going On In The District 5 Community* (Access Newsletter, Fall 2003)
5. Memo from City Manager Dated 9/5/03: Status Report on the Impact of the State Budget On the City's FY2004 Budget

#### **VIII. Agenda Building**

Next Regular Meeting: November 12, 2003, at the South Branch Library, 1901 Russell Street  
Director Griffin asked that Bond Measures be placed on the agenda as a regular item.

#### **IX. Adjourn**

**R03-91 Moved by Trustee Powell, seconded by Trustee Kupfer, to adjourn the meeting at 8:38 p.m. Motion carried unanimously.**