

Berkeley Public Library
Board of Library Trustees

Regular Meeting
July 21, 2004

Minutes
7:10 p.m.

South Branch
1901 Russell Street

I. Call to Order

The regular meeting of July 21, 2004, was called to order at 7:10 p.m.

Present: Trustees Anderson, Garcia, Powell, Shirek

Absent: Trustee Kupfer

Also Present: Director of Library Services Jackie Griffin, Building Project Manager Elena Engel

II. Public Comments

Ms. Meryl Siegal spoke against the closure of the library on Sundays. Director Griffin noted that the Library serves an average of 1400 people on Sundays. On Mondays, the average is about 3,000. She referred Ms. Siegal to the Board's minutes which enumerated the many reasons for the decision to close on Sundays.

III. Approval of Agenda

Director Griffin asked to add an additional item to the agenda as part of her Director's Report: "Meeting Room Request".

R04-63 Moved by Trustee Powell, seconded by Trustee Shirek to approve the agenda with the addition of an item, "Meeting Room Request", as part of the Director's Report. Motion carried unanimously.

IV. Closed Session

The closed session was postponed to the next Board meeting on August 11, 2004.

V. Consent Calendar

R04-64 Moved by Trustee Powell, seconded by Trustee Garcia, to move the following items from the Action Calendar to the Consent Calendar:

VI.A.1.a Contract for Library security services

VI.a.1.b Contract for Library periodical subscription

VI.A.2 Approval of computer purchases

Motion carried unanimously.

R04-65 Moved by Trustee Powell, seconded by Trustee Shirek, to approve the Consent Calendar as amended. Motion carried unanimously.

R04-66 Approved minutes of Regular Meeting – June 9, 2004

R04-67 Approved request for medical leave from 6/18/04 to 12/18/04 for employee

R04-68 Approved extension of contract for Library security services with ABC Security Service for one year from August 2004 through July 2005

R04-69 Approved contract for Library periodical subscription with Ebsco Subscription Services for calendar year 2005

R04-70 Approved purchases of computers and peripherals from Dell Computer Corporation up to a total of \$75,0000, and computers, peripherals, supplies and software licenses from CDW-Government, Inc., up to a total of \$60,000 for the fiscal year July 1, 2004 through June 30, 2005. Motion carried unanimously.

VI. Reports for Action/Discussion

1. For transfer of funds for contract amendment for Wulfsberg, Reese, Colvig & Firstman, Legal Counsel, to City of Berkeley account

Director Griffin noted that she had met with City Manager Phil Kamlarz and City Attorney Manuela Albuquerque on July 1st to discuss payment of legal fees.

R04-71 Moved by Trustee Powell, seconded by Trustee Anderson, to request a summary memo from staff documenting the meeting of July 1, 2004, between Director Griffin, City Attorney Manuela Albuquerque and City Manager Phil Kamlarz and the agreement of all parties in a decision to transfer \$100,000 from the Library's to the City's accounts. Motion carried unanimously.

2. Search for New Trustee

The trustees reviewed the draft timeline for getting a replacement for Trustee Garcia when his term expires on 3/18/05. Trustees will send list of candidates to Yvette Gan. A brief discussion followed on the skills needed for the position.

3. Frequency of Board of Library Trustee Meetings post-ballot measure decision and restarting Staff Reports

The Trustees agreed to reinstate staff reports at their meetings starting in November. They would like to hear about accomplishments and problems faced by each department, future challenges and how the Trustees can assist. They asked that the monthly staff report format be brought to the next meeting.

4. Update on RFID Project

The contract for the RFID project has been signed with Checkpoint Systems. Two hundred and fifty thousand tags arrived last Friday. Training on how to implement the new system has begun. Director Griffin said that she may request permission to close each branch as tagging takes place. At this time, it is roughly estimated that the RFID project may be completed by next Spring. There will be an all-staff meeting on August 27th with a focus on the RFID project and a demonstration by the vendor.

5. Director's Report

- Effect of budget reductions .

Because of the staff givebacks of their COLA for 10.5 months of 2.5%, together with a natural attrition rate and frozen positions, there have been no layoffs.

- Patron Bans

There have been several incidents of patrons flouting the rules - drinking alcohol in the library, operating a business in the library, etc. Staff are following banning procedures.

- Meeting Room Request

The State Preservation Board and the State Historical Society would like to hold a two-day meeting to train librarians on preservation of materials in the event of an emergency. They would charge \$85 per person. They are offering two free registrations to the hosting library. Director Griffin asked if the Trustees would consider making a one-time exception to the meeting room policy.

R04-72 Moved by Trustee Powell, seconded by Trustee Anderson, to make a one-time exception for a meeting room request for the California Preservation Program from the California Historical Society to hold a two-day workshop in the Central Library on library materials preservation, with two library staff attending with no charge, and that the Board of Library Trustees will review the meeting room policy in light of new information. Motion carried unanimously.

- Emergency issues committee

This item will be placed on next month's meeting agenda.

- Update on Friends and Foundation

Library staff have submitted requests to the Friends to sponsor programs totaling \$91,000. With regard to the Foundation, the current President will be stepping down from her position in November.

VII. Reports for Information

1. Building Projects Update
 - a. Branches
 - b. Central Library
 - There was no report.
2. BPL Staff News, June 2004
3. BPL Calendar of Events, July 2004
4. Press Releases/Flyers:
 - *The Wind In The Willows*
 - *Wild about Books*
 - *Photographs from the Global Village*
5. Newspaper articles:
 - *Library Offers Kids Incentive To Read (Berkeley Voice, 6/11/04)*
 - *Photo Exhibit Shows East Bay Italian History (Berkeley Daily Planet, 6/15/04)*
 - *Local Partnership Promotes Literacy (Berkeley Voice, 6/18/04)*
 - *Project Read Feels Budget Axe (San Francisco Chronicle, 6/18/04)*
 - *Librarian's Stand Against Federal Law (BBC News 6/19/04)*
 - *Salary Givebacks Spark Battle Between City, Unions (Berkeley Daily Planet, 6/22/04)*
 - *More Than 300 Kids Get Books As Reading Program Starts (San Francisco Chronicle, 6/23/04)*
 - *Ballot Has Measures By The Dozen (Berkeley Voice, 7/2/04)*
 - *Chip Away At Privacy: Library Tracking System Spawns Big Brother Ire (San Francisco Examiner, 7/2/04)*
 - *Three City Unions Vote For Pay Deferral (Berkeley Daily Planet, 7/6/04)*
 - *Three City Unions Agree to Salary Giveback (San Francisco Chronicle, 7/7/04)*

VIII. Agenda Building

Next Regular Meeting: August 11, 2004, 7 p.m., 1901 Russell Street

Agenda items: Meeting Room Policy, Staff Report Format, Emergency Issues Committee

IX. Adjourn

R04-73 Moved by Trustee Powell, seconded by Trustee Anderson, to adjourn the meeting at 9:10 p.m. Motion carried unanimously.