

IV.A.1

Berkeley Public Library
Board of Library Trustees

Regular Meeting
August 11, 2004

Minutes
7:00 p.m.

South Branch
1901 Russell Street

I. Call to Order

The regular meeting of August 11, 2004, was called to order at 7:00 p.m.

Present: Trustees Anderson, Garcia, Kupfer, Powell, Shirek

Absent: None

Also Present: Director of Library Services Jackie Griffin, Administrative Secretary Yvette Gan

II. Public Comments: None

III. Approval of Agenda

R04-74 Moved by Trustee Powell, seconded by Trustee Anderson to approve the agenda with the removal of Item IV "Closed session", as the employee had indicated he/she would not be able to attend. Motion carried unanimously.

IV. Closed Session

The trustees agreed that this item would be removed from the agenda till further notice from the employee.

V. Consent Calendar

R04-75 Moved by Trustee Anderson, seconded by Trustee Shirek, to approve the Consent Calendar. Motion carried unanimously.

R04-76 Approved minutes of Regular Meeting – July 21, 2004

R04-77 Accepted resignation of Library Aide, West Branch

VI. Reports for Action/Discussion

1. Approval of Purchase Order for Marina Mechanical for up to \$30,000

The trustees had several questions regarding the purchase order for Marina Mechanical. They deferred the item to next month's meeting, and Director Griffin said she would ask the Building Project Manager to come with the answers.

Trustee Anderson noted that she would like to add an item to the agenda, "Evaluation of Library Director" for discussion only. The other Trustees agreed to the addition.

2. Update on RFID Project

Director Griffin reported that implementation of the RFID tags is taking place in the electronic classroom. All full-time employees at the Central Library are working 4 hours a week on this project, and part-time employees 2 hours a week. There have been a few technical problems, but Checkpoint has been very responsive in terms of customer service; they are sending out a technician to resolve those issues.

On August 27th, there will be a demonstration of the RFID system for an all-staff meeting. Librarians from other Bay Area libraries have also been invited to the demonstration but it will be at a later time the same day.

3. Search for new Trustee

Trustee Powell referred to the time-table for finding a replacement Trustee for the position currently held by Trustee Garcia. She offered to revise the vacancy announcement, and recommended that the timetable be revised to reflect a posting period from mid-October through mid-December. She will bring her revisions to the next meeting of the Board.

4. Meeting Room Policy for review and discussion

The trustees discussed the meeting room policy. In particular, the second paragraph under the heading of "Eligibility" was mentioned. Director Griffin will follow up with the City Attorney's office as to whether this paragraph should be revised. She will also ask the Library's management team to review the policy.

Trustee Powell felt that the policy, guidelines and application form should be available on the Library's website, and that a statement about it should be included in the policy. There should also be a list of criteria for use of the meeting room.

Trustee Garcia asked for statistics on meeting room usage. The Trustees agreed that they would review the meeting room policy every three years after it has been revised.

5. Staff Report Format for review and discussion

The trustees reviewed the staff reports for May included in the agenda packet, and asked that staff continue to forward these reports to them.

6. Emergency Issues Committee

The Trustees briefly discussed the possibility of forming an emergency issues committee. However, given the requirements of the Brown Act, and the need for a quorum of 3 trustees, it was decided that this was not feasible.

7. Evaluation of Library Director

Trustee Anderson informed the Board that it was time to do the annual performance evaluation of the Library Director. However, she will not be available to assist Trustee Garcia on the evaluation this year as she will be out of town. Trustee Kupfer offered her assistance.

VII. Reports for Information

1. Building Projects Update
 - a. Branches
 - b. Central LibraryThere was no report.
2. BPL Staff News, July 2004
3. BPL Calendar of Events, August 2004
4. Newspaper articles:
 - *City Council News: Council Postpones Decision On Initiatives (Contra Costa Times, 7/16/04)*
 - *The Checkout Line -- Or The Check-You-Out Line? (salon.com, 7/26/04)*
 - *Books That Blab (Seattle Post-Intelligencer, 7/26/04)*
 - *Libraries Going Self-Serve To Reduce Worker Risks (Ergoweb.com, 8/2/04)*

VIII. Agenda Building

Next Regular Meeting: September 8, 2004, 7 p.m., 1901 Russell Street
Agenda items: Purchase Order for Marina Mechanical, Staff Report Format

IX. Adjourn

R04-78 Moved by Trustee Anderson, seconded by Trustee Kupfer, to adjourn the meeting at 8:57 p.m. Motion carried unanimously.