

IV.A.1

Berkeley Public Library
Board of Library Trustees

Regular Meeting
September 8, 2004

Minutes
7:10 p.m.

South Branch
1901 Russell Street

I. Call to Order

The regular meeting of September 8, 2004, was called to order at 7:10 p.m.

Present: Trustees Garcia, Kupfer (7:20 p.m.), Powell, Shirek

Absent: Trustee Anderson

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

II. Public Comments

Members of the TTN Club asked permission of the Board of Library Trustees to hold a raffle to raise funds for the library. Trustee Jorge asked that a draft of the raffle ticket be reviewed by the Library Director before it is printed, and that the phrase, "In support of the Berkeley Public Library" be on the ticket. Members of TTN may sell the tickets in front of the branches. The Board was very pleased and grateful for the offer and thanked the TTN Club members. Gifts of library bags were presented to the TTN Club.

R04-79 Moved by Trustee Powell, seconded by Trustee Shirek, to accept the kind offer of the TTN Club to help the library by selling tickets for a raffle at library branches. Motion carried unanimously.

R04-80 Moved by Trustee Garcia, seconded by Trustee Shirek, to invite the TTN Club members to sell raffle tickets at the library booths for the "Solano Stroll" and the "How Berkeley Can You Be?" parade. Motion carried unanimously.

III. Approval of Agenda

R04-81 Moved by Trustee Kupfer, seconded by Trustee Powell, to approve the agenda as proposed. Motion carried unanimously.

IV. Consent Calendar

R04-82 Moved by Trustee Powell, seconded by Trustee Kupfer, to approve the Consent Calendar. Motion carried unanimously.

R04-83 Approved minutes of Regular Meeting – August 11, 2004 with the following corrections:

Page 1, Item VI.1: Add the sentence at the end of first paragraph: "Trustee Powell requested Director Griffin to provide more written information."

Page 2, Item VI.3: Change "She will bring her revisions to the next meeting of the Board" to "She will provide a draft revision of the announcement."

R04-84 Accepted resignations/retirements as follows:

- Librarian II, Technical Services (retirement)
- Library Assistant, Children's (resignation)
- Library Manager, Branch Services (retirement)
- Information Systems Specialist, Information Technology (resignation)

- Senior Librarian, Reference (retirement)
- Library Aide, General Services (resignation)

V. Reports for Action/Discussion

1. Financial Statement for FY 2004

Library Financial Manager Bob Derbin walked through the financial statement for FY 2004 with the Trustees. The City has not yet actually closed the books for the year - that should take place in December or January. Revenues for the year end exceeded expenditures by \$436,000, but \$279,000 of that amount is ear-marked for items already ordered. The remaining \$157,000 will be used to help balance the FY 2005 budget.

In terms of revenues, the library tax was a little less than budgeted this year. Funding from the State was on target. However, the Public Library Fund allocation was reduced from \$94,000 in FY 2003 to \$46,000 in FY 2004. Revenue from fines and fees were higher than anticipated. In terms of expenditures, there was a savings of over \$57,000 because of the hiring freeze. In FY 2005, it is expected that there will be increases in the cost of employee benefits (medical, dental, retirement, etc).

2. Extend for 1 year the contract for Library Janitorial Services with Universal Building Services

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

The Trustees decided they would discuss the agenda items listed above (V.A.2 and V.A.3) at the same time as both relate to contracts.

Mr. Derbin noted that the City has a Living Wage policy which all contractors must follow. He has included an estimated Living Wage increase in the janitorial contract. Trustee Powell asked staff to find out how the Living Wage amount is calculated. Trustee Kupfer asked for an updated list of contracts, including all re-bids.

With regard to the janitorial contract, Mr. Derbin noted that he had built in funding for Sunday cleaning if the library should re-open on Sundays next year. Trustee Kupfer asked if the janitorial contract could be set up in phases, e.g. basic contract + Sundays + Living Wage.

In terms of the purchase order for Marina Mechanical, Ms. Engel informed the Board that the amount was based on the 2004 budget. There are occasions when emergency repairs are needed, so the purchase order has to be issued to cover such emergencies as well as regular maintenance. It was agreed that the purchase order would be issued up to a limit of \$25,000, which does not require Board approval. Trustee Garcia suggested that informal cost opinions be obtained from different companies.

After further discussion, the Trustees asked that staff

- call different vendors for rate bids to get a sense of the market rate;
- document job performance by contractors, including their responsiveness, or lack of it, to service calls;
- develop a policy for contract re-bids.

R04-85 Moved by Trustee Powell, seconded by Trustee Kupfer, to approve the contract for library janitorial services in the amount of \$199,108.44 plus a carpet cleaning allowance of \$3,000.00 and that the Board of Library Trustees revisit the contract in the light of the outcome of Measure L in November. Motion carried unanimously.

4. Earthquake Insurance - Rising Costs

The library was notified in late August that there may be some increases in the earthquake insurance costs for FY 2004. However, it appears that this increase may not be charged after all. Trustee Garcia asked if the insurance would cover damage and repairs to buildings, or whether it was just for liability purposes. Director Griffin noted that staff would find out and report it at the next meeting.

5. Update on RFID Project

Ms. Engel reported that as of that morning, staff had tagged 278 truckloads of books - about 27,800 items or 10% of the collection at Central. An RFID demonstration station was set up on August 27th for the all-staff meeting, and staff could actually use the equipment. Staff from other Bay area libraries were invited, along with members of the ADA community, to a later demonstration. Reaction has been very positive.

Director Griffin mentioned that when it comes time for the branches to install RFID, she will ask the Board for permission to close each branch for one week.

6. Search for new Trustee

The Trustees reviewed the revisions offered by Trustee Powell. More revisions were suggested. Trustee Powell will send the latest revisions to Yvette Gan for inclusion in the next board meeting packet.

7. Staff Report Format for review and discussion

Director Griffin will give the Trustees a proposed format for staff reports at a future meeting. She is providing copies of monthly reports which might inspire some ideas as to the format. It was agreed staff would talk about goals, accomplishments, obstacles and how the Board might contribute to the goals.

VI. Reports for Information

1. Building Projects Update
 - a. Branches
 - b. Central Library
2. BPL Staff News, August 2004 (to be distributed)
3. BPL Calendar of Events, September 2004
4. Press Releases/Flyers:
 - *Children's Program Schedule at North Branch*
 - *Adam Miller: Singing Through History*
 - *Announcement of On-Shelf Holds*
 - *Bookmark - How to use the Online Catalog*
5. Newspaper articles:
 - *Packed November Ballot Includes 3 Controversial Items (Berkeley Voice, 8/20/04)*
 - *Le Conte Neighbors Fume Over Stolen Endorsements (Berkeley Daily Planet, 8/27/04)*
 - *Letter To The Editor: Literary Berkeley (Berkeley Daily Planet, 8/27/04)*
6. Letter to Governor Schwarzenegger re: SB 1161.

VII. Agenda Building

Next Regular Meeting: October 13, 2004, 7 p.m., Claremont Branch, 2940 Benvenue Avenue

Agenda items: Policy for re-bidding/extending contracts, Organization chart, Opening West Branch one night per week for Literacy program.

VIII. Adjourn

R04-86 Moved by Trustee Kupfer, seconded by Trustee Powell, to adjourn the meeting at 9:37 p.m. Motion carried unanimously.