

Berkeley Public Library
Board of Library Trustees

Regular Meeting
October 13, 2004

Minutes
7:02 p.m.

Claremont Branch
2940 Benvenue Avenue

I. Call to Order

The regular meeting of October 13, 2004, was called to order at 7:02 p.m.

Present: Trustees Anderson, Garcia, Kupfer, Powell, Shirek (7:08 p.m.)

Absent: None

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: None

III. Approval of Agenda

R04-87 Moved by Trustee Anderson, seconded by Trustee Kupfer, to approve the agenda as proposed. Motion carried unanimously.

IV. Consent Calendar

Trustee Powell asked that Item IV.A. 4 (Approval of Purchase Order for Marina Mechanical for up to \$30,000) be moved to "Reports for Action".

R04-88 Moved by Trustee Garcia, seconded by Trustee Anderson, to approve the Consent Calendar with the exception of Item IV.A.4. Motion carried unanimously.

R04-89 Approved minutes of Regular Meeting – September 8, 2004

R04-90 Accepted resignations as follows:

- Library Aide, North Branch
- Library Aide, General Services

R04-91 Approved Leave without Pay for Library Aide, North Branch, from 1/18/05 - 7/23/05.

V. Reports for Action

1. Election of Chair and Vice-Chair

R04-92 Moved by Trustee Kupfer, seconded by Trustee Powell, to nominate Trustee Anderson for the position of Chair of the Board of Library Trustees. Motion carried unanimously.

R04-93 Moved by Trustee Powell, seconded by Trustee Anderson, to nominate Trustee Kupfer for the position of Vice-Chair of the Board of Library Trustees. Motion carried unanimously.

2. Keeping branches open on election night for voting

R04-94 Moved by Trustee Powell, seconded by Trustee Shirek, to authorize the four branches (North, South, West and Claremont) to stay open from 7 a.m. until the closing of the polls on November 2, 2004. Motion carried unanimously.

3. Literacy Night at West Branch

Director Griffin informed the Board that the cut in hours has affected the Berkeley Reads program because of a conflict over meeting room space with the children's programs. Staff are still looking at possible solutions, but if they have permission to open on Tuesday nights just for the Berkeley Reads programs, it would greatly assist in planning. Staff would adjust their working hours accordingly so no extra costs would incur.

R04-95 Moved by Trustee Kupfer, seconded by Trustee Powell, to authorize the West Branch to be kept open on Tuesday evenings, as needed and appropriate, for use by the Berkeley Reads program. Motion carried unanimously.

4. Search for New Trustee

Final revisions were made to the vacancy announcement for the position to be vacated by Trustee Garcia in March 2005. The trustees asked that the document, "Responsibilities of the Trustee" be provided to applicants.

Trustee Powell informed those present that she would not be able to attend the Nov. 10th meeting. It was unanimously agreed that the November 10th meeting would be postponed to November 18th, with a location to be determined.

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

After a brief discussion, the Trustees agreed that the Director would issue a purchase order for no more than \$25,000 to Marina Mechanical, and that she would inform the Trustees when the total paid for the year reached the \$20,000 limit.

VI. Reports for Discussion

1. Organization charts

Director Griffin referred to the charts included in the agenda packet. She pointed out that the publicity position is not currently funded and is not filled at this time. Also, the Collection Development position is not funded at the management level. Trustee Powell asked that this agenda item be brought back to the table either in November or December, and that these questions be addressed:

- Which positions will reduce the Director's workload, since she currently does the work normally taken on by a Deputy Director as well as a Branch Services Manager?
- How do services such as adult, teen and children's reference integrate with branches?

Director Griffin will pull together the relevant parts of the five-year plan relating to the chart and show also how training, technology and neighborhood services are integrated.

2. RFP/Contract Process

Referring to the re-bidding process, Trustee Powell voiced her concern that a five-year cycle might be too long because of changes that could occur in any industry; however, this might not apply to the public sector.

Ms. Engel said that it is sometimes difficult to get vendors to bid for City contracts because Berkeley has a reputation for having more stringent requirements than other Bay area cities.

Trustee Kupfer asked that the Board be informed whenever any vendor does not provide a level of service that can be deemed satisfactory.

Mr. Derbin noted that the contract for delivery services would be on the agenda next month. It takes about six months to go through the process of issuing an RFP (Request for Proposals) and selecting a vendor. Staff always checks with the City to see if there is a list of qualified contractors they can use before beginning the RFP process.

3. BPL Website Mission Statement

Director Griffin noted that since the Library's part-time web designer left last spring, the Information Technology manager has taken on her duties. She has just hired a consultant to assist with the design of the website. In order to facilitate the process, it was suggested that a website mission statement be posted on the web.

The Trustees reviewed the statement and felt a more substantive one was needed. Director Griffin noted that a new mission statement was part of the Library's 5-year plan, and it was agreed that a Board retreat would be in order. Director Griffin will enquire of the City Attorney's office as to whether a retreat needs to be publicly noticed.

VII. Reports for Information

1. Earthquake Insurance

Mr. Derbin noted that the City of Berkeley's Risk Manager will ask Driver Allilant to review the four library branches as well as Central for earthquake insurance purposes. Trustee Powell suggested that this be discussed during the retreat.

2. Ed Roberts Campus

Ms. Engel noted that the Ed Roberts Campus will be going to the Zoning Adjustments Board on Oct. 28th for a public hearing to obtain a use permit, and they have asked the library for letters of support. The Trustees agreed it would be appropriate to provide such a letter.

3. Light Service Days Proposal

The Berkeley Daily Planet reported last Friday that the Library, Police and Fire departments would not participate in the Light Service Days proposal. Director Griffin felt that it would be more appropriate to discuss the proposal after the election.

4. Update on RFID Project

As of this morning, the staff have tagged 7,839 trucks; each truck holds about 100 books. There will be a staff celebration when 100,000 books have been tagged. At the next all-staff meeting on Oct. 15th, agenda items will include "RFID and Safe Practices."

5. Building Projects Update

a. Branches

Both Director Griffin and Ms. Engel will be in Sacramento on Nov. 29th and 30th for hearings for Proposition 14 funding for libraries. Construction costs are rising; libraries are seeing bids come in about 30 - 50% higher than expected. Trustee Powell offered to write letters of support to the State Library's Proposition 14 committee urging them to approve funding for our West Branch renovation project.

b. Central Library: No report.

6. BPL Calendar of Events, October 2004

7. Press Releases/Flyers

- *BPL Announces Self-service Title Requests*
- *Evelyn C. White event on Oct. 1st*
- *Wayne Wallace Quintet on Oct. 15th*
- *Cuba Viva Photography Exhibit and Artsit's Talk*
- *Teen Movie-Book Program: Misery by Stephen King*
- *Make Your Own Picture Book Workshop*
- *Wild About Books*
- *Play Cat's Cradle And Learn To Make String Figures*
- *Once Upon A Tuesday (Family Night at the Library)*
- *Middle School Book Group*
- *Baby Bounce and Toddler Time*
- *Play Chess and Scrabble at the Berkeley Public Library*

8. Newspaper articles

- *Mayor Renews Call to Pass Tax Increases (SF Chronicle, 9/15/04)*
- *Berkeley Goes To Voters for Taxes (Oakland Tribune, 9/15/04)*
- *Berkeley Mayor Supports Tax Hikes (Contra Costa Times, 9/17/04)*
- *Opponents Grip Over Mayor's Tax Plan (Berkeley Voice, 9/17/04)*
- *Mayor Pushes Tax Hikes to Help Close Budget Deficit (Daily Planet, 9/17/04)*
- *Library Is A Good Value For Residents (Berkeley Voice, 9/24/04)*
- *Budget Watch Hits Bates Tax Proposals (Berkeley Daily Planet, 9/24/04)*
- *Letter: Support Libraries: Vote Yes On L And N (Daily Californian, 10/5/04)*

VIII. Agenda Building

Next Regular Meeting: November 18, 2004, 7 p.m., location to be determined.

IX. Adjourn

R04-96 Moved by Trustee Shirek, seconded by Trustee Powell, to adjourn the meeting at 9:20 p.m. Motion carried unanimously.