

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
November 18, 2004

Minutes  
7:06 p.m.

South Branch  
1901 Russell Street

**I. Call to Order**

The regular meeting of November 18, 2004, was called to order at 7:06 p.m.

Present: Trustees Anderson, Garcia, Kupfer, Powell

Absent: Trustee Shirek

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**

Director Griffin asked that one item be added to the agenda under "Reports for Discussion." She had received some information yesterday on earthquake insurance to be shared with the Board.

Trustee Powell asked that the resignation of the Library Literacy Program Coordinator be discussed later in the meeting.

**R04-97 Moved by Trustee Powell, seconded by Trustee Kupfer, to approve the agenda as amended.** Motion carried unanimously.

**IV. Consent Calendar**

**R04-98 Moved by Trustee Powell, seconded by Trustee Kupfer, to approve the Consent Calendar.** Motion carried unanimously.

**R04-99 Approved minutes of Regular Meeting – October 13, 2004, with the following corrections:**

Page 2, Item V.5 "Approval of Purchase Order for Marina Mechanical for up to \$30,000": To remove the words "the" and "limit" so that it reads, "... total paid for the year reached \$20,000."

Page 2, Item VI.1 "Organization Charts" To add a sentence: "Trustee Kupfer asked that these items be brought to the next meeting:

- Major goals for the 5-year plan
- A revised organization chart
- A vision for technology over the next five years."

Page 3, Item VII.1 "Earthquake Insurance", Line 3: To replace the words "during the retreat" with "at the next meeting."

**R04-100 Accepted resignations:**

- Library Aide, General Services
- Library Literacy Program Coordinator, West Branch

**R04-101 BPL 2005 Holidays**

## **R04-102 2005 Meeting Schedule and Locations for BOLT**

### **V. Reports for Action**

1. Appointment of Budget Sub-committee

Director Griffin referred to the Timeline for Decisions that was included in the agenda packet (Item VI.1.d). She noted that the Board would have to approve the library budget by its March 9, 2005, meeting and then forward it to the City Council for approval. It was agreed that the budget would be an item on the agenda for the next several months.

Trustees Garcia and Powell will comprise the budget sub-committee with Laura Anderson serving as substitute when necessary.

2. Light Service Days

Director Griffin addressed the issues surrounding the City's "Light Service Days" program. Because the library had already cut its hours starting in July 2004, Director Griffin recommended that the library not participate in the program.

**R04-103 Moved by Trustee Powell, seconded by Trustee Kupfer, that the library defer taking part in the City's "Light Service Days" program for this Fiscal Year (FY) 05 and re-examine the program as part of the budget process for FY 06. Motion carried unanimously.**

3. Contract for Delivery Services

Mr. Derbin noted that the contract for delivery services was put out to bid last year, and awarded to Consolidated Routing. In accordance with City procedures, the contract may be renewed with the same company. The company delivers materials between the branches and Central, to City offices, and also to the Trustees as needed.

**R04-104 Moved by Trustee Garcia, seconded by Trustee Powell, that the contract for delivery services with Consolidated Routing be extended for one year, increasing the contract amount by \$39,000 to an amount not to exceed \$78,000. Motion carried unanimously.**

4. Selection of Board Members to appear in Sacramento on Nov. 29<sup>th</sup> and/or Nov. 30<sup>th</sup>

The California Public Library Construction and Renovation Board will meet in Sacramento on Nov. 29<sup>th</sup>, and possibly on Nov. 30<sup>th</sup>, to deliberate and make grant award decisions for the third cycle of the Library Bond Act of 2000. The various applications have been ranked, and the State Library will release those rankings tomorrow via e-mail. Trustee Kupfer asked that the rankings be forwarded to the Trustees. Director Griffin noted that staff would only attend the meeting if the library's application were ranked as Outstanding or Very Good. Library staff have solicited letters of support for its West Branch application.

### **VI. Reports for Discussion**

1. Budgeting
  - a. 5-year Plan
  - b. Organization Chart
  - c. Timeline for Decisions

The Trustees reviewed the goals for the library's 5-year plan. Director Griffin felt it was essential to continue and increase outreach to the community.

Trustee Kupfer asked if a meeting could be held with the Berkeley Public Library Foundation to discuss some fund-raising ideas. Director Griffin will also invite the Foundation and Friends of the Library to attend the Board of Library Trustees' meetings.

Next month, Director Griffin will bring a list of services, by priority level, for the Trustees to review. She will also bring a recommendation to raise to \$10 the fee charged to patrons who do not return materials after a 2<sup>nd</sup> late notice has been issued.

A brief discussion was held on how the Board would be able to meet the timeline for decisions given the amount of work to be done in the next few months. It was agreed that Director Griffin would send out information on an on-going basis, with requests for responses by a specified deadline. If that process does not work, the Board may form a program sub-committee.

2. Discussion of search for new Trustees

City Councilmember Shirek's term on the Board will end on November 30, 2004. The City Council will have to select another councilmember to sit on the Board of Library Trustees. Trustee Powell and Director Griffin will make an appointment with Mayor Bates to discuss possible appointments.

No applications have yet been received for the upcoming vacancy (March 2005) for Trustee Garcia's slot.

3. BPL Website Mission Statement

The Trustees reviewed the Mission Statement, and asked that the word "selected" on line 3 be replaced with "various".

**R04-105 Moved by Trustee Powell, seconded by Trustee Garcia, to approve the BPL Website Mission Statement as amended.** Motion carried unanimously.

4. Library Literacy Coordinator resignation

A brief discussion of the Literacy Coordinator position took place.

5. Earthquake Insurance

Mr. Derbin has received a quote from an insurance company for earthquake coverage for the branch libraries. However, it had arrived too late to be included for action on this month's agenda. Director Griffin noted it will be included in next month's meeting agenda, along with a recommendation.

**VII. Reports for Information**

1. Update on RFID Project

Ms. Engel reported that the branch libraries will begin implementing RFID tags on their materials in early December.

2. Building Projects Update

- a. Branches: No report.
- b. Central Library: No report.

3. BPL Calendar of Events, November 2004

4. Newspaper articles

- *Berkeley Voters Faced With Taxing Decisions (SF Chronicle, 10/16/04)*
- *Berkeley Ballot Measures (Contra Costa Times, 10/17/04)*
- *Letters To The Editor: Measure L (Berkeley Daily Planet, 10/19/04)*
- *Letter: Support Berkeley Libraries (Daily Californian, 10/22/04)*
- *Letter: Library Measure (Berkeley Daily Planet, 10/22/04)*
- *Commentary: Vote Yes on Measures J, K and L (Berkeley Daily Planet, 10/22/04)*
- *Opinion: Say Yes to Measures L and M, No to H, J and K (Oakland Tribune, 10/22/04)*
- *Berkeley City Measures (Daily Californian, 10/27/04)*
- *Measure Would Increase Library Funds (Daily Californian, 11/1/04)*
- *Berkeley Voters Say No To City Tax Hike (Oakland Tribune, 11/3/04)*
- *Berkeley Cuts Probable After Tax Defeats (Oakland Tribune, 11/4/04)*
- *Library Science, Home Depot Style (New York Times, 11/4/04)*
- *Council Changes, Measure B Wins, Others Lose (Daily Planet, 11/5/04)*

**VIII. Agenda Building**

Next Regular Meeting: December 8, 2004, 7 p.m., West Branch

**IX. Adjourn**

**R04-106 Moved by Trustee Kupfer, seconded by Trustee Powell, to adjourn the meeting at 9:35 p.m. Motion carried unanimously.**