

Berkeley Public Library
Board of Library Trustees

Regular Meeting
December 8, 2004

Minutes
7:03 p.m.

West Branch
1125 University Avenue

I. Call to Order

The regular meeting of December 8, 2004, was called to order at 7:03 p.m.

Present: Trustees Anderson, Garcia, Kupfer, Powell

Absent: None

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

II. Public Comments

Trustee Anderson, on behalf of the other trustees and staff, thanked Ms. Shirek for her service on the Library Board for the past seven years, and presented her with a plaque.

III. Approval of Agenda

R04-107 Moved by Trustee Kupfer, seconded by Trustee Garcia, to approve the agenda as presented. Motion carried unanimously.

IV. Consent Calendar

R04-108 Moved by Trustee Kupfer, seconded by Trustee Powell, to approve the Consent Calendar. Motion carried unanimously.

R04-109 Approved minutes of Regular Meeting – November 18, 2004, with the following corrections:

Page 3, Item VI.4 Replace the word "position" with "departure" so that it reads "A brief discussion of the Literacy Coordinator's departure took place."

V. Reports for Action

1. Budget

Director Griffin distributed copies of organization charts showing both the current and proposed future states of the organization. The library faces a shortage of about \$800,000 in the budget next fiscal year. Unless the organization changes, staff will be facing a budget crisis every year. Any changes have to result in long-term solutions. The Trustees discussed the proposed changes in staffing at the branches, in management, General Services, and Teen Services. Director Griffin will bring organization charts for the other departments to the next meeting.

Trustee Powell asked if staff had considered cutting hours as a result of the failure of the ballot measure. Trustee Kupfer noted she would prefer to see the library closed on Mondays. Trustee Anderson felt that cutting hours should be a last resort.

Director Griffin anticipates that with the RFID project in place, up to 90% of library patrons will be handling their own checkouts. That would free up some staff to do other critical tasks in the library.

a. Library Aides/Library Assistants Proposal

Director Griffin informed the Board that the staff are examining a proposal to eliminate the Library Aide classification and to re-classify all Library Aide employees to the Library Assistant level. Library Aides are the lowest paid employee; the next pay range on the scale would be Library Assistant. As Library Aides currently have a limited range of duties, moving them to the Assistant position would create a more flexible workforce with a broader range of tasks and responsibilities. Staff will need to modify job descriptions, meet and confer with the unions, and take the proposal to the City of Berkeley's Personnel Review Board for approval before returning to the trustees for final approval.

2. Earthquake Insurance

Mr. Derbin had asked the City to request a quote for earthquake insurance for the four branches, as included in the agenda packet. He has not yet received the information for the Central Library.

R04-110 Moved by Trustee Kupfer, seconded by Trustee Powell, to authorize the Library Director and Library Financial Manager to negotiate up to \$30,000 for earthquake insurance premium for the four branches, and to come back to the Board with a proposal for earthquake insurance for the Central Library. Motion carried unanimously.

VI. Reports for Discussion

1. Report from Berkeley Public Library Foundation

There was no report.

2. Report on meeting with Foundation President on Dec. 1, 2004

Trustee Kupfer reported that she and Director Griffin had met with the Foundation President, Ranko Yamada, to discuss some ideas for fundraising. Foundation members are enthusiastic about the idea of an endowment plan.

The Authors Dinner is very popular; the Foundation may not need to do any publicity as tables are almost sold out. The Foundation has received two large donations for the Dinner, and another two large donations for library materials.

3. Discussion of search for new Trustees

Only two applications have been received so far for the trustee position which will be vacant in mid-March. The Trustees unanimously agreed to extend the application period to January 10, 2004.

4. Report on Nov. 29th meeting of the California Library Construction and Renovation Board re: Proposition 14 funding

The California Library Construction and Renovation Board released its rankings of library applications for Proposition 14 funding. In the first category, "Outstanding", there was over \$212 million worth of projects. Unfortunately, there was only \$77 million in funding available. The Berkeley Public Library was ranked in the second category, "Very Good." The library will have to wait till more funding is made available to apply again.

Trustee Powell suggested that a letter be written to the President of the Berkeley Unified School District to inform them of the results; Director Griffin agreed to do so.

5. Quarterly Financial Report - September 30, 2004

The trustees thanked Mr. Derbin for a clearly written quarterly financial report. There were no questions.

VII. Reports for Information

1. Update on RFID Project

Ms. Engel reported that Claremont Branch staff began tagging materials today. So far, the Central Library staff have tagged about 150,000 items.

2. Building Projects Update

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

3. BPL Staff News, November 2004

4. BPL Calendar of Events, December 2004

5. Flyers: Live! From Berkeley's Poetry Walk, December Children's Programs

6. Newspaper articles

- *Berkeley People: Tom Wolfe Read From New Book At Berkeley Library (Berkeley Voice, 11/25/04)*
- *Privacy Advocates Promise to Fight Electronic Tags in Library Books (KCBS Radio, 11/29/04)*
- *Backers of New Union City Library Seek Funds From State (Oakland Tribune, 11/29/04)*
- *State Grants Local Libraries Funds To Build (Contra Costa Times, 11/30/04)*
- *Snubbed Cities Ready New Strategies To Win Library Building Funds (SF Chronicle, 12/1/04)*

VIII. Agenda Building

Next Regular Meeting: January 12, 2005, South Branch, 1901 Russell Street

Ms. Engel noted that on the next agenda, there will be a resolution from the Board releasing the Berkeley Public Library Foundation from a commitment to the bond campaign of \$126,000.

The trustees will discuss the possibility of holding a retreat on Jan. 26, 2005.

Agenda Items: Earthquake insurance, applications for trustee position, budget, retreat.

IX. Adjourn

R04-111 Moved by Trustee Kupfer, seconded by Trustee Powell, to adjourn the meeting at 9:30 p.m. Motion carried unanimously.