

Berkeley Public Library
Board of Library Trustees

Regular Meeting
July 13, 2005

Minutes
7:05 p.m.

South Berkeley Senior Center
2939 Ellis Street

I. Call to Order

The regular meeting of July 13, 2005, was called to order at 7:05 p.m.

Present: Trustees Kupfer, Lee, Moore, Powell

Absent: Trustee Anderson

Also present: Director of Library Services Jackie Griffin, Adult Services Manager Tom Fortin,
Administrative Secretary Yvette Gan

II. Public Comments

There were 9 speakers.

III. Approval of Agenda

R05-62 Moved by Trustee Ying, seconded by Trustee Powell, to approve the agenda as presented. Motion carried unanimously.

IV. Consent Calendar

Trustee Powell asked that Consent Items IV.2 (Authorize Library Director to approve payments of FY05 Library Materials Expenditure) and IV.3 (Authorize Library Director to execute contract and any amendments with EBSCO Subscription Services for \$80,000 for one year) be moved to "Reports For Action." The Trustees agreed to her request.

R05-63 Moved by Trustee Ying, seconded by Trustee Powell, to approve the Consent Calendar as amended. Motion carried unanimously.

R05-64 Approved minutes of regular meeting – June 8, 2005.

V. Reports for Discussion

1. Communication Plan

Alan Bern introduced himself as the Community Relations Librarian for the Berkeley Public Library. He provided details of his background and the importance of a communications plan for the Library. He will be sharing drafts of his plan with the Director, the Board of Library Trustees, Library management, staff, and support organizations such as the Friends and the Foundation. Once there is agreement on the plan, he will obtain feedback from the community with surveys, focus groups, and interviews.

2. Consideration of revised procedure for public comment section of agenda

Trustees Powell and Lee submitted their recommendations for revisions to the "public comments" procedure for the Board of Library Trustee meetings. The recommendations were briefly discussed and the Trustees agreed that the revised public comment procedures will be placed on next month's "Action Items" agenda.

3. Community Forum on RFID

Trustee Powell announced that the Community Forum on RFID will be held on Monday, August 1st, 6:30 - 9:00 p.m. at the South Berkeley Senior Center. There will be two broad areas of discussion, as previously outlined at last month's Board meeting. She provided details of speakers who had been invited. Trustee Moore has invited Lee Tien of the Electronic Frontier Foundation, and Nicole Ozer of the American Civil Liberties Union.

VI. Reports for Action

1. Meeting Room Policy revisions

Trustee Kupfer asked that Item 5 of the Meeting Room Policy be amended so that applications could be submitted earlier than one month ahead. After a brief discussion, it was agreed that applications should be submitted at least two weeks in advance.

R05-65 Moved by Trustee Moore, seconded by Trustee Kupfer, to approve the Meeting Room Policy with revisions as discussed and as included in the agenda packet. Motion carried unanimously.

2. Authorize the Library Director to keep any or all library buildings or meeting rooms open till 9 p.m. for programs as needed

Director Griffin explained that she was requesting the that Board give her authorization to keep any of the library buildings or meeting rooms open past the usual closing time for library-sponsored programs as needed. In the case of Library closings (whether for part of a day or a whole day), however, she felt that the Board should review each request.

R05-66 Moved by Trustee Ying, seconded by Trustee Moore, to authorize the Library Director to keep any or all library buildings or meeting rooms open till 9 p.m. for programs as needed. Motion carried unanimously.

3. Request to close the Berkeley Public Library on Thursday, July 28, 2005, for all staff to attend a meeting on Organizational Diagnosis

Director Griffin explained that Mr. Seth Schapiro would undertake a process called "Organizational Diagnosis" with all library staff on July 28, 2005. Because there are five different locations and different operating hours for Central than the branches, she is requesting that the library be closed till 2 p.m. so that all staff can attend the meeting.

R05-67 Moved by Trustee Moore, seconded by Trustee Ying, to close the Berkeley Public Library till 2 p.m. on Thursday, July 28, 2005, so that all staff could attend a meeting on Organizational Diagnosis. Motion carried unanimously.

4. Increase Library Director's authority to approve purchases of materials, supplies and equipment to \$50,000.

Trustee Powell noted that two Department heads within the City, besides the City Manager, had the authority to approve purchases of materials and supplies up to \$50,000. She asked that the third paragraph in the resolution be removed.

R05-68 Moved by Trustee Moore, seconded by Trustee Ying, to increase Library Director's authority to approve purchases of materials, supplies and equipment to \$50,000, and to request the Director to provide a quarterly report on all contracts between \$25,000 and \$50,000 that were approved. Motion carried unanimously.

5. Authorize Library Director to approve payments of FY05 Library Materials Expenditure

Francisca Goldsmith, the Collection Development Manager, is putting together a Request For Proposals (RFP) for bids on subscriptions. Director Griffin will ask Ms. Goldsmith and Ms. Marshall, the Library Financial Manager, to report to the Board.

R05-69 Moved by Trustee Kupfer, seconded by Trustee Lee, to authorize the Library Director to approve payments of FY05 Library Materials Expenditure. Motion carried unanimously.

6. Authorize Library Director to execute contract and any amendments with EBSCO Subscription Services for \$80,000 for one year (Jan. 1 - Dec. 31, 2006)

Trustee Moore said he would like to see an RFP issued for 2007 for this item.

R05-70 Moved by Trustee Moore, seconded by Trustee Powell, to authorize the Library Director to execute a contract and any amendments with EBSCO Subscription Services for \$80,000 for one year (Jan. 1 - Dec. 31, 2006). Motion carried unanimously.

VII. REPORTS FOR INFORMATION

1. Update on Media Formatted Materials and Checkout Limits (Jan. - June 2005)
2. Director's Report
3. Formal Bid Solicitations and Request for Proposal Scheduled for Issuance in the next 30 days
4. Upcoming Library Events (flyers)

VIII. AGENDA BUILDING

Next Regular Meeting: August 10, 2005, 7:00 p.m., South Berkeley Senior Center, 2939 Ellis Street, Berkeley

IX. ADJOURN

The Trustees unanimously adjourned the meeting at 8:55 p.m.