

Berkeley Public Library
Board of Library Trustees

Regular Meeting
September 14, 2005

Minutes
7:03 p.m.

South Berkeley Senior Center
2939 Ellis Street

I. CALL TO ORDER

The regular meeting of September 14, 2005, was called to order at 7:03 p.m.

Present: Trustees Anderson, Kupfer, Lee, Moore, Powell

Absent: None

Also present: Director of Library Services Jackie Griffin, Library Financial Manager Beverli Marshall, Administrative Secretary Yvette Gan

II. PUBLIC COMMENTS

There were 5 speakers.

III. APPROVAL OF AGENDA

Trustee Powell requested that Item VI.2 (Report on RFID Project and RFID tag cost-analysis) be moved to "Reports for Action".

R05-71 Moved by Trustee Moore, seconded by Trustee Powell, to approve the agenda as amended. Motion carried unanimously.

IV. CONSENT CALENDAR

Trustee Ying requested that the following Items be moved to "Reports for Action":

- Item IV.2: Minutes of Special Meeting - August 1, 2005
- Item IV.5: Contract amendment with Seth Shapiro for organizational diagnosis and interest-based bargaining not to exceed \$50,000
- Item IV.7: Contract with Securitas to provide security services not to exceed \$325,000 for 3 years
- Item IV.10: Adoption of American Library Association's Resolution on Workplace Speech

Trustee Moore noted that Items IV.6 and IV.7 (contracts with Nova Commercial Company for janitorial services and Securitas for security services) should be corrected to read that these contracts are for 3 years each, not 1 year each.

Trustee Powell requested that the sub-headings in the Director's Report be included in the minutes.

R05-72 Moved by Trustee Ying, seconded by Trustee Powell, to approve the Consent Calendar as amended. Motion carried unanimously.

R05-73 Approved minutes of regular meeting – July 13, 2005.

R05-74 Grant award from California State Library to fund the Local History Digital Resources program for \$6,000

R05-75 Grant award from California State Library to fund the Public Library Staff Education Program for FY06 for \$5,762

R05-76 Contract with Nova Commercial Company for Janitorial Services for \$500,000 for 3 years

R05-77 License Agreement between Berkeley Public Library and the Friends of the Berkeley Public Library for office and store space at \$1/year

R05-78 License Agreement between Berkeley Public Library and the Berkeley Public Library Foundation for office space at \$1/year

V. REPORTS FOR ACTION

1. Revised Procedure for Public Comment section of agenda

Trustee Powell noted that she had received a communication from SuperBOLD requesting that all interested persons be allowed to speak during the Public Comment section. Trustee Powell has spoken to the City Attorney's staff and has been advised that 30 minutes is within the Brown Act guidelines for Public Comment section. SuperBOLD has also requested for a sequence of speakers, with children and disabled people speaking first.

Trustee Lee asked that copies of the agenda be made available at the Information Desk and the Reference Desk.

R05-79 Moved by Trustee Ying, seconded by Trustee Moore, to adopt the revised procedures for Public Comment as recommended by the Ad Hoc Committee on Procedure for Public Comment at Meetings. Motion carried unanimously.

2. Opening Central Library on Sundays beginning Sept. 25, 2005

Director Griffin noted that the City Council had approved a 5.26% increase in the library tax for FY 2006 and strongly advised that the Central Library re-open on Sundays. A staff committee met several times to look into this, and recommends that Central be opened on Sundays from mid-September through mid-June with an estimated cost of \$99,000. This includes staffing, electricity, janitorial and other operational costs. Library staff will reassess the Sunday hours to determine if the proposed staffing is appropriate based on actual service levels and will report back to the Board in January 2006.

Trustees Powell and Kupfer expressed their interest in seeing the Library return to the hours it had prior to July 2004. Director Griffin noted that the 5.26% increase was a one-time increase for a year only, and that staffing costs would continue to rise. She was concerned that the cost of extending hours would be more than the funding provided by the tax increase.

R05-80 Moved by Trustee Powell, seconded by Trustee Ying, to adopt a resolution to re-open the Central Library on Sundays, beginning September 25, 2005 through mid-June 2006 with an estimated cost of \$99,000, and to request a report at the October 12, 2005, meeting on extending hours, including funding and staffing costs. Motion carried unanimously.

Trustee Moore cautioned the Board that the 5.26% increase was already offset by a COLA of 5% and that the Library budget could not sustain further increases.

3. Amendment to FY06 Adopted Budget - Carryover of F05 Funds

Trustee Moore requested that the Board receive quarterly expenditure reports by division, such as Art and Music, Branches, etc. Trustee Powell asked for an itemized list of the savings of \$860,000 in the non-personnel budget.

R05-81 Moved by Trustee Moore, seconded by Trustee Powell, to adopt a resolution amending the FY06 adopted budget based upon recommended re-appropriation of committed FY05 funding and other adjustments authorized since July 1, 2005, in the amount of \$539,917, and to request quarterly reports starting with the First Quarter of FY06. Motion carried unanimously.

4. Proposal for Teen Amnesty Program for 1 week

R05-82 Moved by Trustee Moore, seconded by Trustee Ying, to authorize the Library Director to implement a Teen Amnesty Week, from October 16 through 25, 2005. Motion carried unanimously.

5. Minutes of Special Meeting - August 1, 2005

R05-83 Moved by Trustee Powell, seconded by Trustee Ying, to approve the minutes of special meeting of August 1, 2005, with the following changes under Item III (Community Forum on RFID):

- Line 2: Keven Guillory is "a" producer of Forum on KQED 88.5 FM, not "the" producer.
- Addition of a sentence, "There were about 25 public speakers who spoke in opposition to RFID."

Motion carried unanimously.

6. Contract amendment with Seth Shapiro for organizational diagnosis and interest-based bargaining (IBB) not to exceed \$50,000

Trustee Lee expressed concern that there would not be a written report from Mr. Schapiro as it had not been specified in the contract. Director Griffin stated that this was Mr. Schapiro's desire and in keeping with normal process.

Trustee Powell asked if any other parties would be contributing to the cost of these projects being handled by Mr. Schapiro.

R05-84 Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt a resolution authorizing the Director to execute a contract amendment with Seth Schapiro for the facilitation of organizational diagnosis and interest-based bargaining services for the period June 13, 2005 through June 30, 2006, in a total amount not to exceed \$50,000, and that Trustee Moore and the Director will meet with the City Manager and representatives of SEIU Local 535 to discuss the possibility of the City and/or Local 535 contributing towards the cost of these processes. Motion carried unanimously.

7. Contract with Securitas to Provide Security Services not to exceed \$325,000 for 3 years

Ms. Marshall explained that City procedures require that contracts go through the RFP process every 3 years.

R05-85 Moved by Trustee Moore, seconded by Trustee Lee, to adopt a resolution authorizing the Library Director to execute a contract and any amendments with Securitas for the provision of security services for the period Oct. 2, 2005 through Sept. 30, 2008, in a total amount not to exceed \$325,000. Motion carried unanimously.

8. Adoption of American Library Association's Resolution on Workplace Speech

Trustee Lee said that since joining the Board, she has sought out several staff to obtain information about Library operations, and was informed recently that it was against City policy to do so. She then called the City Manager and was told that the Library makes its own policies.

Trustee Moore noted that, as a City Councilmember, he poses questions relating to City operations to the City Manager, and not directly to City staff. He felt that it was an appropriate practice to follow.

Trustee Lee proposed that the ALA resolution be amended to add the words, "and trustees" to Line 2. The motion was not seconded.

9. Report on RFID Project and RFID tag cost-analysis

Trustees Powell explained that she had asked that this agenda item be moved from "Information" to "Action" as there is a report from Mr. Marrow, and also the Ad Hoc Committee has a report with recommendations that the Library develop a confidentiality policy and conduct a privacy audit. Director Griffin stated that libraries are mandated by state law to protect patron privacy; library staff are in the midst of conducting an extensive privacy audit now.

Trustee Kupfer agreed to serve on the task force to develop a confidentiality policy. Trustee Lee asked if the committee will look at health concerns, and Trustees Moore and Powell noted that suggestions from other Trustees regarding follow-up issues will be included in a summary report to the Board.

R05-86 Moved by Trustee Powell, seconded by Trustee Kupfer, to accept the recommendations of the Ad Hoc Committee on the RFID Forum to develop a confidentiality policy and to conduct a privacy audit. Motion carried unanimously.

Circulation Services Manager Mark Marrow reported that the Library had begun using RFID check-in stations. One was installed in Central's book-drop room on March 4, 2005, and in April another three check-in stations were added. In June, the South and Claremont branches were each provided with a check-out station, and West and North Branches each had two stations. Starting in July, self-checkout stations were added at the Central Library (two on the first floor, and one on the fourth floor) and one checkout was provided at each of the branches. Beginning the week of Sept. 26th, the Library will receive six more self-check machines and 10 disc-check machines to be installed at the five locations.

Trustee Powell asked for information on how many items are checked in or out using RFID and the number of staff hours used in implementing RFID. Trustee Moore asked how patrons were faring, and Mr. Marrow stated that within the first 24-hour period, 368 users checked out 1077 items on one self-check machine.

VI. REPORTS FOR INFORMATION

1. Report on Teen Services
2. Collection Management Annual Report
3. Director's Report
 - Hiring Report
 - Checkout Limits on DVDs and CDs
 - IBB and Organizational Diagnosis
 - Professional Organizations
4. Library News/Press Releases

VII. AGENDA BUILDING

Next Regular Meeting: October 12, 2005, 7:00 p.m., South Berkeley Senior Center,
2939 Ellis Street, Berkeley

Agenda items:

Trustee Moore requested a closed session to discuss the selection process for the Deputy Director position as it is a personnel matter.

Trustee Lee requested a report on the IBB process as well as a timeline. Director Griffin informed her that the process was confidential but that she would inform the other IBB participants of Trustee Lee's request.

VIII. ADJOURN

R05-87 Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the meeting at 10:00 p.m. Motion carried unanimously.