

Berkeley Public Library
Board of Library Trustees

Regular Meeting
October 12, 2005

Minutes
7:08p.m.

South Berkeley Senior Center
2939 Ellis Street

I. CALL TO ORDER

The regular meeting of October 12, 2005, was called to order at 7:08 p.m.

Present: Trustees Lee, Moore, Powell

Absent: Trustees Anderson, Kupfer

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

II. PUBLIC COMMENTS

Trustee Powell noted that Trustees Anderson and Kupfer could not attend the meeting, and as the most senior of the Trustees present, she would act as Chair for this meeting. She noted that an error was on the agenda. For the Public Comment section, there would be 10 speakers for 3 minutes each, and not 15 speakers for 2 minutes. This is in accordance with the revised procedures adopted at the Sept. 14, 2005, meeting of the Board of Library Trustees.

Trustee Lee asked if it would be possible to respond to points raised by members of the public during the Public Comment section. Trustee Powell explained that it would be out of order; that such items could be placed on the next agenda as addressing them within the same meeting would not provide adequate notice for the public. Trustee Powell also said she had looked into the question of the "point of privilege or personal privilege" and that it pertains to noise or personal comfort. Trustee Lee also asked if an item could be added to the end of agendas for the Board to follow up on issues. Director Griffin noted that the City Attorney's office could provide language for such an agenda item.

There were 9 speakers.

III. APPROVAL OF AGENDA

R05-88 Moved by Trustee Moore, seconded by Trustee Lee, to approve the agenda as amended.
Motion carried unanimously.

IV. CONSENT CALENDAR

After a brief discussion, Trustee Moore asked that Item V.1 (Request to close Central Library and 4 branches on Oct. 28, 2005, for staff to meet with Seth Schapiro on Organizational Diagnosis) be moved to the Consent Calendar.

R05-89 Moved by Trustee Moore, seconded by Trustee Lee, to approve the Consent Calendar as amended. Motion approved unanimously.

R05-90 Approved minutes of regular meeting – Sept. 14, 2005.

R05-91 Request to close Central Library and 4 branches on Oct. 28, 2005, for staff to meet with Seth Schapiro on Organizational Diagnosis.

Director Griffin noted that if enough staff chose not to attend the meeting, that it might be possible to staff one of the branches on Oct. 28, 2005.

V. REPORTS FOR ACTION

1. Nov. 8, 2005, Special Election: Request to open 4 branches at 7 a.m. and to close branches when polls close

Trustee Lee asked if the State reimbursed the library for election costs, since this was a special election. Director Griffin will follow-up with the State.

R05-92 Moved by Trustee Ying, seconded by Trustee Moore, to approve opening the 4 branches at 7 a.m. on Nov. 8, 2005, for the special election and to close the branches when polls close. Motion carried unanimously.

2. Adopt Recommendations of the Ad Hoc Committee on RFID Forum

Trustee Powell clarified that the RFID Forum committee was not and is not a standing committee. The two recommendations from the RFID Forum Committee were a result of what was learned at the RFID Forum, and actually address issues beyond just that of RFID. It seemed that other City governments might be interested in developing confidentiality policies and conducting privacy audits.

R05-93 Moved by Trustee Moore, seconded by Trustee Ying, to adopt the recommendation to develop a confidentiality policy, and to ask the Director of Library Services to come back to the Board with a cost estimate for a privacy audit. Motion carried unanimously.

Trustee Lee also asked that the Board be provided the criteria used to select a consultant for the privacy audit.

Trustee Lee noted that the minutes had not included details on a discussion about whether the janitorial contract was awarded to a company that did not have an employees' union. Director Griffin replied that that conversation had actually taken place in reference to the security contract, not the janitorial contract. She further added that in accordance with state law, a company cannot be awarded a contract based on whether they have, or do not have, an employees' union.

VI. REPORTS FOR INFORMATION

1. Library News/Press Releases
2. News clippings
3. Director's Report
 - a. Hiring Report
The process for hiring a Deputy Director will be placed on the agenda for the special meeting on Oct. 19, 2005.
 - b. Interest-Based Bargaining
 - c. Self-check Update
 - d. Sundays

Trustee Powell asked for an informational report from the Circulation Services Manager on the donut tags used on CDs and DVDs.

4. Written Communications
 - a. Brown Act violation, from SuperBOLD
 - b. Request for information, from SuperBOLD
 - c. RFID Cost, from SEIU Local 535

Trustee Powell asked that copies of the responses to communications be provided to the Board. Director Griffin asked that this be placed on the agenda for the next regular meeting (Nov. 9, 2005).

Trustee Lee asked if a reply had been provided to the patron who complained about his fines. Director Griffin will send a copy of the response to the Board.

Trustee Lee asked if the agendas for Board meetings were available at all public desks. Director Griffin noted that the agendas are available at all of the branches, and that the Reference Desk in the Central Library has responsibility for the agendas at that location.

Trustee Moore asked that a response to the SEIU Local 535 letter on RFID cost be available at the Nov. 9, 2005, meeting.

VII. AGENDA BUILDING

Next special meeting: October 19, 2005, 2:00 p.m., 4th floor Story Room, Central Library, 2090 Kittredge Street, Berkeley

Agenda items for special meeting on Oct. 19, 2005:

1. Process for hiring Deputy Director

Next Regular Meeting: November 9, 2005, 7:00 p.m., South Berkeley Senior Center, 2939 Ellis Street, Berkeley

Agenda items for regular meeting on Nov. 9, 2005:

1. Issues raised in public comment
2. RFID: Use of foil to foil RFID, donut tags on CDs and DVDs, and response to SEIU letter on RFID costs
3. 1st quarter financial report
4. "Carryover" items – follow-up on both oral and written communications.

Trustee Powell noted that the agenda usually has items for information, and items for action, and it is acceptable to move them from one section to the other, and vice versa.

Trustees Powell and Lee volunteered to work on a procedure for how to handle issues raised in public comment.

Trustee Moore felt that it would be advisable to have a member of the City Attorney's staff available at Board meetings. Trustee Lee felt that it would be useful for the trustees to have training, and perhaps the expense of a City Attorney staff member might not be necessary.

VIII. ADJOURN

R05-94 Moved by Trustee Moore, seconded by Trustee Lee, to adjourn the meeting at 8:20 p.m.
Motion carried unanimously.