

Berkeley Public Library
Board of Library Trustees

Regular Meeting
November 9, 2005

Minutes
7:03p.m.

South Berkeley Senior Center
2939 Ellis Street

I. CALL TO ORDER

The regular meeting of November 9, 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 3 speakers.

Trustee Lee asked staff to report on Board of Library Trustee agendas being posted in the branch libraries and at Central Library.

III. APPROVAL OF AGENDA

Director Griffin asked that Item VI.1 (withdrawing the previously awarded contract with Nova Commercial Company Inc. and executing a contract with Township Building Services Inc. for janitorial services) be removed from the agenda due to a technical error.

Trustee Powell asked that Item IV (Closed session to discuss the appointment of the Deputy Director) be moved to the end of the meeting.

R05-96 Moved by Trustee Powell, seconded by Trustee Lee, to approve the agenda as amended.
Motion carried unanimously.

IV. CONSENT CALENDAR

Trustee Lee asked that Items V.5 (donation from Friends of the Berkeley Public Library of \$76,405 for library programs) and V.7 (adopting City of Berkeley Administrative Regulations as the Administrative Regulations for the Library) be moved to the "Action Items" calendar.

Trustee Moore asked that Item V.3 (BOLT Meeting Schedule 2006) be moved to the Action calendar. Trustee Powell supported the request.

R05-97 Moved by Trustee Lee, seconded by Trustee Powell, to approve the remaining Consent Calendar items. Motion approved unanimously.

R05-98 Approved minutes of regular meeting – October 12, 2005, with one correction:

Page 1, under Item II, Public Comments: The minutes to be corrected to show that there were 8 public speakers, not 9 public speakers.

R05-99 Approved minutes of Special Meeting – October 19, 2005

R05-100 Approved request to close the Berkeley Public Library on Sunday, December 25, 2005, and on Sunday, January 1, 2006.

R05-101 Acceptance of a donation from the Berkeley Public Library Foundation in the amount of \$100,000 to supplement the FY 06 Library Materials Budget

V. REPORTS FOR ACTION

1. American Library Association (ALA) Resolution on Workplace Speech

Trustee Lee noted that she would like to add the word "trustees" to the American Library Council's resolution on workplace speech (Policy 54.21).

R05-102 Moved by Trustee Lee, seconded by Trustee Anderson, to ask the City Attorney's office to review the language of the ALA resolution on Workplace Speech and come back to the Board with their analysis. Motion carried unanimously.

2. Election of Chair and Vice-Chair

R05-103 Moved by Trustee Powell, seconded by Trustee Moore, to nominate Trustee Kupfer as Chair. Motion carried unanimously.

R05-104 Moved by Trustee Lee, seconded by Trustee Moore, to nominate Trustee Powell as Vice-Chair. Motion carried unanimously.

Both nominations were effective immediately. The trustees thanked Trustee Anderson for having served as chair for the past year.

VI. REPORTS FOR INFORMATION

1. Procedure to address issues raised in Public Comment

Trustee Lee thanked Trustee Powell for having written both reports for Items VII.1 (Issues raised in public comment) and VII.2 (Follow-up and carryover process).

Trustee Powell said that the public comment procedures were for discussion only this month, and that it would be on next month's agenda for a vote.

2. Follow-up and Carryover Process

Director Griffin noted that the staff will develop a tracking chart for Board of Library Trustee issues, and agreed that there would be an annual calendar of BOLT activity, including contracts, work program, budget, etc. Trustee Lee asked that it also include terms of trustees, elections of chair and vice-chair, performance reviews and evaluations.

3. 1st Quarter Financial Report for FY 06

Ms. Marshall presented the 1st quarter's financial report for FY 06, and the five-year fund forecast. Trustee Moore asked that she add in a "Year-to-date" column in between the "FY 06 Adjusted" and "FY 06 Projected" columns, and remove the "FY 10 Projected"

column. Trustees Lee and Powell felt it would be helpful if they could meet briefly with Ms. Marshall to better understand the budget.

Trustee Moore asked if the \$75,000 targeted for computer replacement in FY 06 was part of the City's budgeted computer replacement plan, and was informed that this is for the Library only, and that it had been included in the adopted budget. Director Griffin will ask the Information Technology Manager to provide a report on the computer replacement program.

4. Status Report on Confidentiality Policy and Privacy Audit

Director Griffin reported that the Privacy Audit staff committee is continuing to work on the issue.

5. Mission Statement for Berkeley Public Library

Trustee Lee said she had asked for this item to be placed on the agenda as she would like to know how technology would fit into the Library's mission statement. Trustee Powell spoke about the 5-year plan process that had taken place two years ago, and asked for the vision statement from that process.

6. Library News/Press Releases

There was no discussion.

7. Written Communications

- a. Request for speaker cards, from SuperBOLD
- b. Response to SEIU Local 535 letter on RFID costs
- c. Response to Ms. Gene Bernardi's letter of Sept. 21, 2005

8. BOLT Meeting Schedule 2006

Trustee Powell asked about the possibility of changing the BOLT meeting cycles to another day in the month. Trustee Moore suggested that the Trustees submit to the Library's Administrative Secretary the days of the month that they are available for meetings.

9. Acceptance of a donation from the Friends of the Berkeley Public Library in the amount of \$76,405 to support library programs for FY 06

Trustee Lee enquired about the procedure for accepting donations from the Friends, and which programs the money is funding. Ms. Marshall noted that the Art & Music department is receiving \$21,000, Children's is receiving about \$21,000, Berkeley READS has asked for about \$3,400, the branches are receiving \$1,500 each and the remainder is going to collections and special projects. Staff submit their project applications to the Friends, through the Director, and the Board of the Friends determines which projects will be funded.

R05-105 Moved by Trustee Lee, seconded by Trustee Powell, to accept the donation from the Friends of the Berkeley Public Library in the amount of \$76,405 for library programs for FY 06 and to write a letter of thanks to the Friends. Motion carried unanimously.

Director Griffin said that she would like to write a letter of thanks to the Foundation also.

10. Adopt City of Berkeley Administrative Regulations as the administrative regulations for the Berkeley Public Library

Ms. Marshall explained that the Administrative Regulations (ARs) encompassed such items as purchasing and harassment policies, travel regulations, etc. The Library follows the City's Human Resources policies and regulations as those are based on local, state or federal statutes. Trustee Moore said he would prefer that the ARs are adopted separately, rather than as a whole, and asked for a list of the ARs.

VII. AGENDA BUILDING

Next meeting: December 14, 2005, 7:00 p.m., North Berkeley Senior Center

The following items were proposed for the next agenda:

- report on whether the state will reimburse for costs incurred for the special elections.
- report on the rationale for the transfer of two librarians from one branch to another branch
- status report on the Teen librarians program
- report on the donut tags and whether there has been damage to machines

Trustee Lee asked that a link be established from the Library's webpage to the Board's agenda and minutes which are on the City's website.

VIII. CLOSED SESSION

R05-106 Moved by Trustee Lee, seconded by Trustee Powell, to move into Closed Session at 8:35 p.m. Motion carried unanimously.

The Trustees returned to open session at 9:05 p.m. and agreed that they would move the December meeting to a time convenient to have a closed session.

IX. ADJOURN

R05-107 Moved by Trustee Moore, seconded by Trustee Kupfer, to adjourn the meeting at 9:06 p.m. Motion carried unanimously.