

Berkeley Public Library  
Board of Library Trustees

Special Meeting  
May 10, 2006

Minutes  
5:05 p.m.

South Branch  
1901 Russell Street

**I. CALL TO ORDER**

The special meeting of May 10, 2006, was called to order at 5:05 a.m.

Present: Trustees Laura Anderson, Ying Lee (5:08 p.m.), Susan Kupfer, Darryl Moore, Terry Powell (5:55 p.m.)

Absent: None

Also Present: Director of Library Services Jackie Griffin, Deputy Director of Library Services Vivian Pisano, Library Financial Manager Beverli Marshall, Administrative Secretary Yvette Gan

**II. PUBLIC COMMENT**

There were 3 speakers on the topics of Reference department staffing and scheduling of BOLT meetings.

**III. APPROVAL OF AGENDA**

**R06-23 Moved by Trustee Moore, seconded by Trustee Powell, to approve the agenda as presented.** Motion carried unanimously.

**IV. CLOSED SESSION**

Public employee performance evaluation: Director of Library Services

The Board went into closed session at 5:16 p.m. and returned to open session at 6:51 p.m. No action was taken.

**V. REPORTS FOR DISCUSSION AND POSSIBLE ACTION**

1. FY06 Budget status report and FY07 Preliminary Budget Discussion

Trustee Powell referred to the memo from herself and Trustee Moore which proposed budget priorities for FY 07:

- I. Provide Library public services:
  - a. restore open library hours as much as possible to pre-July 2004 hours.
  - b. evaluate need, cost and benefits of WiFi, by branch.
  - c. evaluate the need, cost and benefits for purchase and operation of a bookmobile.
- II. For proposed Capital Improvement Projects, consider the use of one-time funds and/or the set-aside of a certain percentage of annual operating budgets:
  - a. fund the re-submittal of the grant proposal for West Branch renovation to the State.
  - b. Consider the South Berkeley community's library needs and decide if the proposed Ed Roberts Campus space is the appropriate long-term solution.

- III. Make staffing adjustments:
  - a. adopt a no-layoff policy.
  - b. increase staffing for identified needs as reasonable and possible.
- IV. Eliminate Library's structural deficit.
- V. Develop an unrestricted reserve policy.

The Trustees discussed the proposed budget priorities.

- It was agreed that a needs assessment plan was needed for the South Berkeley area.
- Trustee Moore thought that it might not be possible to achieve all of the goals within the next FY or next two FYs.
- Trustee Lee asked how the Board would meet improvements in services before meeting all the priorities proposed – it would be good to have expanded hours but not at the expense of services.
- Trustee Moore thought it was important to adopt a no layoff policy but in the language as used by the City Council, i.e. avoid elimination of filled positions to prevent staff layoffs.
- The Director reported that the branch heads had requested WiFi for their locations, and they are willing to be involved in a pilot project.
- Upon hearing of Trustee Powell's interest in the project undertaken by the children's librarians at the Frances Albrier Park, Children's Services Manager Linda Perkins offered to have her staff make a report to the Board.

Library Financial Manager Beverli Marshall explained the FY07 budget and distributed a revised fund analysis sheet. The budget numbers are continually updated as the year progresses and funds are spent or encumbered. The assumption is that any City department will use up 97% of their projected salary costs. Her fund analysis also assumes that the Library is closed on Sundays during the summer.

With respect to the Shelving Task Force recommendations, the Director suggested that instead of hiring an additional 2.245 FTE Library Aides (which equals six 15 hr/week Aides), that four half-time Library Assistants (2.0 FTE) be hired instead. Library assistants also have shelving duties, but as they are at a higher level than aides, they can also turn to other tasks as needed that are not within the Aide classification, such as issuing library cards.

Trustee Powell asked for the following information:

- how to determine the right percentage of the budget for a reserve fund.
- the amount of FY07 grants
- A breakout of subsets in personnel costs.

Trustee Moore would like to hear regular reports from each of the library divisions. By January or February 2007 the Board would have more information for budgetary decisions.

**R06-24 Moved by Trustee Moore, seconded by Trustee Lee, to approve the budget goals for FY 07 as follows:**

- 1. Increase hours at Central by 2 hours/week and at branches by 4 hours/week (first priority)**
- 2. hire 2.0 FTE library assistants**
- 3. move forward with WiFi**
- 4. have a conversation with Friends and Foundation about purchase of a bookmobile; and**
- 5. move forward with the South Branch needs and interest study.**

Motion carried unanimously.

Trustee Lee asked that a report be provided, one or two months after hiring, as to whether the library assistants are able to meet the shelving needs as noted in the Shelving Task Force report.

**VI. AGENDA BUILDING**

Next regular meeting: May 17, 2006, 7:00 p.m., South Berkeley Senior Center, 2939 Ellis Street

**VII. ADJOURN**

Trustee Kupfer announced that this was the last meeting for Deputy Director Vivian Pisano; she had enjoyed working with her and wished her well in her future endeavors.

**R06-25 Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the meeting at 9:05 p.m. Motion carried unanimously.**