

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
June 21, 2006

Minutes  
7:05 p.m.

South Berkeley Senior Center  
2939 Ellis Street

**I. CALL TO ORDER**

The regular meeting of June 21, 2006, was called to order at 7:05 p.m.  
Present: Trustees Laura Anderson, Susan Kupfer, Ying Lee, Darryl Moore, Terry Powell  
Absent: None  
Also present: Administrative Secretary Yvette Gan

**II. PUBLIC COMMENTS**

There were no speakers.

**III. APPROVAL OF AGENDA**

**R06-41 Moved by Trustee Moore, seconded by Trustee Powell, to approve the agenda as presented.** Motion carried unanimously.

**IV. CONSENT CALENDAR**

**R06-42 Moved by Trustee Lee, seconded by Trustee Moore, to approve the Consent Calendar as amended.** Motion approved unanimously.

**R06-43 Approved minutes of regular meeting – April 19, 2006**

**R06-44 Approved minutes of special meeting – May 10, 2006**

**R06-45 Approved minutes of regular meeting – May 17, 2006**

**R06-46 Approved minutes of special joint meeting with City Council – June 7, 2006**

**R06-47 Approved minutes of special meeting – June 7, 2006**

**R06-48 Accepted resignation of Director of Library Services Jackie Griffin effective June 30, 2006**

**R06-49 Accepted donation of \$100,000 for library materials for fiscal year 07 from the Berkeley Public Library Foundation.**

Trustee Powell agreed to draft a letter of thanks to the Berkeley Public Library Foundation for the donation of \$100,000 to the Library.

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

1. Appointment of Interim Director Roger Pearson

Trustee Kupfer provided some background information on Interim Director Roger Pearson. At its meeting of June 7, 2006, the Board offered the position of Interim Director to Mr. Pearson, and also authorized Trustee Kupfer to negotiate the terms and scope of employment.

**R06-50 Moved by Trustee Moore, seconded by Trustee Powell, to appoint Roger Pearson as Interim Director of Library Services for the Berkeley Public Library effective July 1, 2006.**  
Motion carried unanimously.

2. Report from Library employees and unions, discussion of staff issues

Trustee Lee asked that each union be allowed to speak for 15 minutes. Trustee Kupfer suggested that this be addressed at another time as it was not on the agenda.

Local 535 representatives Andrea Segall and Tom Dufour asked that a decision on hiring a Supervising Librarian in Reference be deferred as they would like to obtain staff input. Ms. Segall asked for information on how the decision on expanded hours had been reached.

Local 1 representative Eric Brenman thanked the Board for its quick action in hiring an Interim Director. He hoped that the Board and Local One could engage in discussion regarding the Board's role in both setting policy as well as implementing it.

3. General discussion on leadership transition under Interim Director Roger Pearson

Trustee Kupfer informed the Board that there would be an all-staff meeting on June 30, 2006, and at that time, Mr. Pearson would be introduced to the staff. Trustee Kupfer has been meeting with the head of the City's Human Resources department on personnel recruitments. The search for a permanent Library Director will begin soon, along with recruitments for other vacant library positions.

Trustee Powell would like an outline or a report on how the Board's budget policies are to be implemented, especially since the staff implications are considerable.

4. Update on investigation of Local 535 complaints

Trustee Kupfer has heard from the City Attorney that due to the heavy workload in her department, the investigation of complaints filed by Local 535 representatives is in progress but not yet completed. She hopes to have a report by September.

5. Recommendation concerning timing and scope of expansion of hours of service at Central Library and branches for fiscal year 2007

Trustee Kupfer noted that before the expansion of hours could take effect, that vacant positions needed to be filled in order to have enough staff available for the extra work. She will ask Mr. Pearson to report to the Board at the July 2006 meeting with a

recommendation. Trustee Moore agreed and felt that September 1, 2006, would be an appropriate time to implement the new hours.

In response to Ms. Segall's remarks about the expansion of hours, Trustee Kupfer explained that the Board was responding to community requests for more hours, and that the two hours/week at Central and four hours/week at branches had been determined after considering staffing needs, including the configuration of work shifts.

6. Appointment of committee to review and advise BOLT on Adoption of City of Berkeley Administrative Regulations

Trustee Kupfer has asked Trustee Anderson, Library Network Administrator Alicia Abramson and Library Financial Manager Beverli Marshall to work as a committee to review the City's Administrative Regulations (ARs) and recommend which ones to adopt or to revise to fit the library's needs. Trustee Moore expressed his opinion that a member of the Board should not be on this committee as it is the Board's role to adopt policy but not to formulate it; it is the responsibility of the Library Director to bring the ARs to the Board for adoption. Trustees Kupfer, Powell and Lee felt that Trustee Anderson's inclusion in the committee was necessary.

At 8:10 p.m., Trustee Kupfer called for a five-minute recess. The Board returned to the table at 8:15 p.m.

**R06-51 Moved by Trustee Powell, seconded by Trustee Moore, to place an emergency item on the agenda to be discussed immediately.** Motion carried unanimously.

7. Discussion of Shooting Threat at South Branch Library on Friday, June 30, 2006

Trustee Kupfer said that the South Branch staff had received a shooting threat that was to take place on Friday, June 30, 2006. She asked library managers present if they had experience in such matters. Library Circulation Services Manager Mark Marrow noted that he had; he advised that in such cases the police be contacted immediately, and a request made for police presence to be on the premises on that day. The Supervising Librarian at the branch has already contacted the police who have been going to the branch daily.

The library's security guards cannot be involved as they are not police officers and they cannot make arrests. Trustee Moore recommended that Trustee Kupfer contact the City Manager as soon as possible to apprise him of the situation. Trustee Kupfer and Mr. Marrow will keep in touch with each other tomorrow. Trustee Kupfer will also call the Director of the Oakland Public Library for advice and information, and she will ask the South Branch staff to also speak with the Police Department's Area Coordinator.

## VI. REPORTS FOR INFORMATION

1. Report on potential South Berkeley area facility opportunities – Trustee Powell
2. Report on re-boxing of CDs jewel cases, liner notes and spine labels
3. Library events: Fliers and press releases for various library programs

**VII. COMMUNICATIONS - Action cannot be taken on any of these items**

1. Letter of thanks from Brian Lipson re: library materials.

**VIII. AGENDA BUILDING (5 minutes)**

Next regular meeting: July 19, 2006, 7:00 pm, South Berkeley Senior Center, 2939 Ellis Street, Berkeley.

1. Tracking chart for follow-up on Board items

Trustee Kupfer asked that any contracts that are due be included in the tracking chart.

Trustee Lee would like to add recruitment issues to the agenda.

Trustee Moore asked for the following items for the next agenda: the role of the Board, hiring of a recruitment firm for the position of Library Director (including costs and timeline), and for the September agenda, a report on staff diversity.

Trustee Powell suggested that any ARs that are ready be placed on the July agenda.

**XI. ADJOURN**

**R06-52 Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the meeting at 8:30 p.m. Motion carried unanimously.**