

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
July 19, 2006

Minutes  
7:05 p.m.

South Berkeley Senior Center  
2939 Ellis Street

**I. CALL TO ORDER**

The regular meeting of July 19, 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 was one speaker on the topic of RFID.

**III. APPROVAL OF AGENDA**

**R06-53 Moved by Trustee Moore, seconded by Trustee Powell, to approve the agenda as presented. Motion carried unanimously.**

**IV. CONSENT CALENDAR**

**R06-54 Moved by Trustee Moore, seconded by Trustee Lee, to approve the Consent Calendar as presented. Motion approved unanimously.**

**R06-55 Approved minutes of regular meeting – June 21, 2006.**

**R06-56 Approved contract with Hatchuel Tabernik and Associates to provide Planning Consultant Services for the South Branch Library for the period August 1 through December 31, 2006, in an amount not to exceed \$25,000.**

**R06-57 Accepted grant award from Gates Foundation for public access computer hardware upgrade in the amount of \$73,500.**

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

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

Local 535 representative Andrea Segall had a procedural question regarding placing items in the BOLT agenda packet. Trustee Kupfer asked that she work with Director Pearson to submit items in time to be included in the packet. Ms. Segall reported on the staff art show. Ms. Segall and Ms. Anes Partridge voiced their support of the City of Berkeley Personnel Board's report on library recruitment, examination and hiring practices.

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

Interim Director Roger Pearson asked that the new service hours start on October 1<sup>st</sup>, instead of September 1<sup>st</sup>. The extra month is needed to finalize many details, such as hiring new staff, changing library brochures and arranging for publicity. He has met with some members of the Task Force and has proposed a slightly different set of hours from that submitted in June. Two members of the Task Force felt that having all library locations closed on a Thursday night would not serve the public well. Children's Services Manager Linda Perkins noted that adding two hours at Central on Tuesday mornings (from 10 am – 12 pm) would be very helpful for holding programs designed for children and seniors.

**R06-58 Moved by Trustee Moore, seconded by Trustee Powell, to authorize staff to proceed with expansion of service hours by 2 hours weekly at Central Library and 4 hours weekly at each of the branches effective October 1, 2006.** Motion carried unanimously.

3. Report from Trustee Kupfer re: recruitment of Director of Library Services

Trustee Kupfer distributed copies of her memo regarding a plan of recruitment for the Director of Library Services position. She had discussed this topic with Director Pearson, the City's Human Resources Director, David Hodgkins, and the Library's Associate Management Analyst Larry Groce. An Advisory Committee comprising several former and current library directors will work with her to find candidates. Trustee Anderson has been asked to participate on this committee. Trustee Moore suggested that the Chair return to the Board in August with a list of the committee members so the names could be placed in the public record. Trustee Lee would like to have someone on the committee who is sensitive to labor issues.

Trustee Kupfer will also be selecting an executive search firm to carry out recruitment. Library Financial Manager Beverli Marshall noted that the contract with any such firm would be limited to \$25,000, and that the City's purchasing policies would apply.

Trustee Kupfer asked Trustees Lee and Moore to work together on developing input from those at BPL and the Berkeley community regarding the selection process. The Board will interview the top candidates. Trustee Powell asked that the list of advisory committee members be brought to the Board in August, and requested a recruitment timeline.

**R06-59 Moved by Trustee Lee, seconded by Trustee Powell, to authorize Trustee Kupfer to appoint an advisory committee and report back to the Board a list of members; also Trustee Kupfer is authorized to retain an executive search firm to recruit candidates for the Director of Library Services position for a cost not to exceed \$25,000, and report back to the Board the name of the executive search firm selected and a timeline for the recruitment process.** Motion carried unanimously.

## VI. REPORTS FOR INFORMATION

1. Information on South Berkeley Community Library Needs Assessment, South Branch

Trustee Powell noted that the Board had earlier in this meeting approved a contract with Hatchuel Tabernik and Associates to conduct a needs assessment survey for the South Branch library.

2. Report from City of Berkeley Personnel Board re: Library Recruitment, Examination and Hiring Practices

Trustee Kupfer met with Mr. Hodgkins and asked him for recommendations on the Board's future actions with regard to recruitment and hiring. While the Human Resources (HR) department does not have the staff available to handle library recruitment, it is possible to hire an HR analyst to replace the Library's Associate Management Analyst who is planning to retire. Trustee Powell noted that the Library is not the only department in the City that does not use "best practices", and that no improprieties were found in administration of the recruitment and examination processes.

3. Monthly report, July 2006, from Interim Library Director
  - a. Library development: Public Library Fund (PLF) Funding Augmentation, Gates Grant  
Trustee Moore asked if the grant award of \$73,500 from the Gates Foundation was already included in the budget, and was informed it was not. He asked the staff to report at the next meeting in August on the disposal of old computer equipment.
  - b. Internal Operations: Unique Management Services, Internet Speed Boost
  - c. Human Resources: Announcements regarding appointment of Acting Deputy Director, CSL Staff Education Award, Library Staff Art Show, Staff loan to Berkeley Housing Authority, American Library Association Conference in New Orleans
  - d. Programs and Services: Link+, Summer Reading Program

4. FY06 Budget Status Report

Ms. Marshall noted that it was unusual for the Library to present a closing report on the FY06 budget before the City has completed its first round of the budget closing (usually there are three rounds). The final disbursement check for library tax funds from Alameda County did not arrive till last week, and therefore could not be entered into the budget previously. That would have given the Board a different picture of the budget if it had not arrived.

Trustee Moore thought the Board should wait until October for the closing report, and then at that time, they could also receive the first quarter report of the FY07 budget. He asked the FY05 actual figures also be listed on the report each time.

5. Circulation Statistics Comparison for FY 04/05 and FY 05/06

Circulation Services Manager Mark Marrow answered several questions from the Board regarding circulation statistics.

6. Library events: Fliers and press releases for various library programs

There was no report.

**VII. 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

Future agenda items: Recruitment, Human Resources issues, expansion of hours, contracts, policy on unattended children in the library.

Trustee Moore asked a report on the race and ethnicity of staff by job classification, and asked for an item to be placed on a Fall meeting agenda on the role of the Board.

Trustee Lee asked for a list of books that were weeded last year.

Trustee Powell asked for a report on the shooting threat at South branch last month.

Administrative Regulations are to be deferred to a Fall meeting agenda.

**VIII. ADJOURN**

**R06-60 Moved by Trustee Lee, seconded by Trustee Moore, to adjourn the meeting at 9:05 p.m.** Motion carried unanimously.