Berkeley Public Library
Board of Library Trustees

Regular Meeting	Minutes	South Berkeley Senior Center
August 16, 2006	7:07 p.m.	2939 Ellis Street

I. CALL TO ORDER

The regular meeting of August 16, 2006, was called to order at 7:07 p.m.
Present: Trustees Laura Anderson, Susan Kupfer, Ying Lee, Darryl Moore (7:45 p.m.), Terry Powell
Absent: None
Also present: Interim Director Roger Pearson, Acting Deputy Director Linda Perkins, Library Financial Manager Beverli Marshall, Administrative Secretary Yvette Gan

II. PUBLIC COMMENTS

There was four speakers on the following topics: Library hours and closing procedures, Ed Roberts campus, weeded books.

III. APPROVAL OF AGENDA

R06-61 **Moved by Trustee Lee, seconded by Trustee Powell, to approve the agenda as presented.** Motion carried unanimously.

IV. CONSENT CALENDAR

R06-62 **Moved by Trustee Lee, seconded by Trustee Powell, to approve the Consent Calendar as presented.** Motion approved unanimously.

R06-63 **Approved minutes of regular meeting – July 19, 2006.**

R06-64 **Accepted grant award from the American Library Association and National Video Resources of $1,000 and six videos to present a program on the history of jazz.**

R06-65 **Adopted a resolution to adopt the City of Berkeley's policy on the disposal of used computer equipment.**

V. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

1. Contract with Township Building Services, Inc. for janitorial services

Library Financial Manager Beverli Marshall noted that the contract with Nova Commercial Company Inc will expire on September 30, 2006. Services provided by Nova have not been satisfactory, and all efforts to improve service have not been successful. Based on the results of the RFP, staff recommend that the janitorial contract be awarded to Township Building Services for the period Oct. 1, 2006 through Sept. 30, 2007.

R06-66 **Moved by Trustee Powell, seconded by Trustee Anderson, to approve a contract with Township Building Services Inc. for janitorial services from October 1, 2006 through September 30, 2007 in a total amount not to exceed $160,000 with the option of one 12-month extension in an amount not to exceed $166,000.** Motion carried unanimously.

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

Local 535 representative Andrea Segall spoke on the topic of shelving statistics, courtesy notices to patrons re: materials due, the Link+ project, damage to the CD player in the Art & Music department, and patron violence in the library. She also distributed to the Trustees copies of an article from Library Journal about the top 10 services that the public wants from libraries.

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

Interim Director Roger Pearson explained that Library Financial Manager Beverli Marshall had just returned to the Library after working for the Berkeley Housing Authority for the past six months. She had spent the past two weeks reviewing the budget, and based on new information, staff are recommending that the Board not expand library hours at this time. In about three years, the library will have a negative fund balance. In addition, the library faces the possibility of moving the South Branch to the Ed Roberts Campus which would cause staffing and other operational costs to increase significantly. The MOUs with the three unions have not yet been negotiated, and therefore staff cannot predict the cost-of-living increases for the next few years.

Trustee Moore asked to see a list of staffing classifications and salary amounts, starting with filled positions, followed by vacant ones. Benefits should also be shown in another column, as a percentage of salary. Trustee Lee felt that while expanded hours are a priority, it should not be done at the expense of current services. Trustee Kupfer would like to know how much it costs to be open on Sundays.

The Trustees agreed to table the motion till the September meeting. They asked staff to move forward with filling the five Library Aide and two Library Specialist positions as planned.

4. Report on recruitment for position of Director of Library Services

Trustee Kupfer said that the announcements for the position of Director of Library Services are to be ready by September 1, 2006, and the application period would close on October 15, 2006 (45 days later). The executive search firm will be screening and checking references, and interviews would take place from October 15 through December 1, 2006. Trustee Moore and Lee have been asked to design the selection process which will allow input from staff and the community.

a. Membership of Director Recruitment Advisory Committee

The seven members of the Advisory Committee, besides Trustees Anderson and Kupfer, for the search are:

Anne Cain, County Librarian, Contra Costa County Library
Linda Crowe, System Director, Bay Area Library and Information System
Susan Hardie, retired (previously Director of Alameda City Library)
Carol Starr, Director of Library Services, Marin County Free Library
Luis Herrera, City Librarian, San Francisco Public Library
Susan Hildreth, California State Librarian
Carmen Martinez, Library Director, Oakland Public Library

b. Selection of executive search firm

Trustee Kupfer has contacted four executive search firms. Two proposals have been received, both of which cost less than $25,000. Trustees Kupfer and Powell expect to select a firm very soon.

VI. REPORTS FOR INFORMATION

1. FY 06 Budget Status Report – First Closing

Ms. Marshall mentioned that the City would not have a final closing of the FY 06 budget till October or November, so the report for the Library's budget closing is just a preliminary version.

Trustee Moore asked if the City had determined a timeline for the FY 08/09 budget. Ms. Marshall replied that the City usually starts the process in December.

2. Monthly Report, August 2006, from Interim Library Director Roger Pearson

- Library Development: Ed Roberts Campus Collaboration
- Library Programs and Services: Blöödhag, Funny in Farsi
- Library Operations: Courtesy Notices, Unattended Children Policy, Internet Privacy Screen Pilot, RFID in California Libraries, Staff Training
- Human Resources: Acting Deputy Director appointment, Associate Management Analyst retirement; return of Library Financial Manager, Acting President of Local 535.

Trustee Kupfer reported on a shooting threat at the South branch on June 30, 2006. The Berkeley police and a security guard were present that day. Library Services Manager Trarie Kottkamp and Library Assistant Joseph Alvarez from the Central Library went to work at South that day. The police had been visiting the branch daily and had made their presence known. It had otherwise been a quiet day.

Director Pearson had spoken with Captain Gustafson of the Police Department regarding having the bike patrols stop in more often, and also having an officer speak at the next all-staff meeting on safety issues.

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

There was no report.

VII. AGENDA BUILDING (5 minutes)

The Trustees agreed to postpone their regular September meeting, originally scheduled for September 20, 2006, to Tuesday, September 26, 2006. A location will need to be found.

1. Tracking chart for follow-up on Board items

Future agenda items:
Budget
Opening expanded hours
Unattended children policy
City Attorney's report of investigation into union complaints
Needs assessment of South Berkeley Public Library
Administrative Regulations.

VIII. ADJOURN

R06-67 **Moved by Trustee Moore, seconded by Trustee Lee, to adjourn the meeting at 8:55 p.m.** Motion carried unanimously.