

Berkeley Public Library
Board of Library Trustees

Special Meeting
September 26, 2006

Minutes
7:03 p.m.

North Berkeley Senior Center
1901 Hearst Avenue

I. CALL TO ORDER

The special meeting of September 26, 2006, was called to order at 7:03 p.m.

Present: Trustees Laura Anderson, Susan Kupfer, Ying Lee, Terry Powell

Absent: Trustee Darryl Moore

Also present: Interim Director Roger Pearson, Acting Deputy Director Linda Perkins, Library Financial Manager Beverli Marshall, Administrative Secretary Yvette Gan

II. PUBLIC COMMENTS

There were two speakers on the following topics: Workload and staffing at the North Branch, Administrative Regulation 2.10 regarding outside employment, recruitment of the Library Director, weeded books, RFID and fines.

III. APPROVAL OF AGENDA

Trustee Powell asked that Items V.3 (contract with Unique Management) and V.4 (contract with Innovative Interfaces) be moved to the Consent Calendar.

R06-68 Moved by Trustee Powell, seconded by Trustee Anderson, to move Items V.3 and V.4 to the Consent Calendar. Motion carried unanimously.

R06-69 Moved by Trustee Powell, seconded by Trustee Kupfer, to approve the agenda as amended. Motion carried unanimously.

IV. CONSENT CALENDAR

R06-70 Moved by Trustee Lee, seconded by Trustee Powell, to approve the Consent Calendar as amended. Motion carried unanimously.

R06-71 Approved minutes of regular meeting – August 16, 2006.

R06-72 Approve request for Leave Without Pay for Library Aide, from August 22, 2006 through November 14, 2006.

R06-73 Accepted grant from Friends of the Berkeley Public Library in the amount of \$88,050 to support library programs for FY 07.

R06-74 Adopted a resolution authorizing the Interim Director of Library Services to enter into purchase orders for vendors for FY 07.

Trustee Powell asked that staff come back next meeting with information on whether Thomson Gale and Gale Group were the same vendor.

R06-75 Approved program to forgive teen fines during Teen Read Week (October 15 – 22, 2006).

R06-76 Approved request to close the four branches at 6 p.m. on Wednesday, November 22, 2006.

R06-77 Approved request to close the Central Library on Sunday, December 31, 2006.

R06-78 Approved purchase of two new public-use microfilm reader printers in a total amount not to exceed \$25,000.

Trustee Powell asked that staff let the Board know next month if some of the items currently offered only on microfilm could be digitized for future use.

R06-79 Awarded collection services contract to Unique Management Services, Inc. for the period July 1, 2006 through June 30, 2007, in an amount not to exceed \$25,000

R06-80 Awarded contract to Innovative Interfaces for automated circulation system maintenance services for the period July 1, 2006 through June 30, 2007 in an amount not to exceed \$60,000. Motion carried unanimously.

V. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

1. Adopt amendment to FY07 Adopted Budget

Library Financial Manager Beverli Marshall noted that the City Council does an adjusting ordinance to amend the budget twice a year. She distributed the 5-year Fund Forecast for the Library Tax Fund, and the Year-To-Date Expenditure Details for FY 06 and FY 07. The Library has not yet done its second closing of the FY 06 budget.

Interim Director Roger Pearson suggested that the Board have a budget workshop that is separate from the regular monthly meeting. The Trustees agreed, and felt it would be ideal to hold one when a new Library Director is hired.

R06-81 Moved by Trustee Powell, seconded by Trustee Kupfer, to adopt a resolution amending the FY07 Adopted Budget based upon recommended re-appropriation of committed FY06 funding and other adjustments authorized since July 1, 2006 in the amount of \$475,299, for a total FY07 Amended Budget of \$14,639,507. Motion carried unanimously.

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

Interim Director Pearson noted that at the last meeting of the Board on August 16, 2006, he had recommended that the decision to expand hours of service be postponed, and that he was once again recommending the same because of the library's financial health. He advised that in the short run that the Board consider more one-time expenses, such as repairs to facilities but recommended against incurring on-going expenses.

Trustee Powell felt that the labor contract issues, including COLAs, are unknown at this point. She would like to expand the hours by two per week at Central. She asked that the Board review the expansion of branch hours in January 2007. She would like to know what the deferred maintenance items are for the facilities.

Interim Director Pearson felt that January 2007 would be an appropriate date to add the two extra hours on Tuesdays, from 10 am to 12 noon. Schedules will have to be re-arranged, along with publicity (re-printing brochures, etc.)

R06-82 Moved by Trustee Lee, seconded by Trustee Powell, to authorize the Interim Director to expand the hours of service at the Central Library by two hours a week, on Tuesdays, from 10 a.m. to 12 noon, and to authorize the hiring of a half-time (0.5 FTE) Children's Librarian. Motion carried unanimously.

3. Adopt City of Berkeley Administrative Regulations covering personnel, payroll, financial and purchasing as Berkeley Public Library Administrative Regulations

Ms. Marshall explained that the committee for reviewing the Administrative Regulations (ARs) met to consider which ARs adopted by the City could be adopted by the Library with little change. The committee members were Trustee Anderson, Ms. Marshall and Network Administrator Alicia Abramson. There will be a set of ARs that apply only to the Library.

The Board reviewed the ARs and discussed them. Trustee Powell will send her changes to Trustee Anderson and Ms. Marshall. They agreed that a second reading of the ARs would be appropriate after they have been revised. Trustee Kupfer will meet with Ms. Marshall in two weeks to review the ARs for submission to the City Attorney's office.

4. Oral report from Chair on status of City Attorney review of a Library Grievance and Retaliation Report submitted by SEIU Local 535

Trustee Kupfer reported that the City Attorney's staff had one meeting with Library staff and representatives of SEIU Local 535 but not all issues have been resolved. She will report back to the Board when there is further news.

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

Anes Lewis Partridge, SEIU Local 535 Senior Field Representative spoke about retaliation in the workplace, the reduction of staff and workplace injuries.

6. Recommendation from Trustees Lee and Moore for interview process for Library Director candidates

Trustee Lee referred to the memo in the agenda packet written by Trustee Moore and herself, and also to the addendum distributed at the meeting. Trustee Kupfer mentioned that the executive search firm would be organizing a community forum for the finalists to meet the community.

Interim Director Pearson suggested that the expertise of the search firm be utilized in the interview process. He also asked for a clearer definition of the groups participating in the interviews, e.g. "Library support groups and school or elected officials" as the size of panels were quite large. Administrative Secretary Yvette Gan asked that a member of the unrepresented staff be allowed to participate in the interview process also.

Trustee Kupfer suggested that the panels could be composed of a mixture of the different groups. She asked that the Board affirm the intent of the memos submitted on this topic.

VI. REPORTS FOR INFORMATION

1. Summary report from Hatchuel Tabernik and Associates on Community Assessment of South Berkeley Library Needs

There was no discussion.

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

- Library Development: PLF Funding Estimates, RFID Privacy Bill, ELF Grant Application
- Library Programs and Services: Link+, Face of Poetry, Library Card Sign-up month, Solano Stroll

- Human Resources and Staff Development: Director Recruitment, Assoc. Human Resources Analyst
- Internal Operations: Internet Task Force, Branch Recarpeting, Bookmobile Research

Trustee Powell asked for a further report on the bookmobile research undertaken by Special Services Coordinator Alan Bern.

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

There was no discussion.

VII. AGENDA BUILDING

Next regular meeting: 7:00 p.m., Wednesday, October 18, 2006, at the South Berkeley Senior Center, 2939 Ellis Street, Berkeley.

Agenda items:

Administrative regulations – 2nd reading
Progress report on recruitment of library director
Expansion of hours
Election of chair and vice-chair
Presentation on survey of South Berkeley Public Library needs
Ed Roberts Campus
Renewal of term for Trustee Powell

VIII. ADJOURN

R06-83 Moved by Trustee Lee, seconded by Trustee Powell, to adjourn the meeting at 9:43 p.m. Motion carried unanimously.