

Berkeley Public Library
Board of Library Trustees

Regular Meeting
October 18, 2006

Minutes
7:08 p.m.

South Berkeley Senior Center
2939 Ellis Street

I. CALL TO ORDER

The regular meeting of October 18, 2006, was called to order at 7:08 p.m.

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

Absent: None

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

II. PUBLIC COMMENTS

There were three speakers on the following topics: selection of a new Director, LSSI and privatization of public libraries, weeded books.

III. APPROVAL OF AGENDA

R06-85 Moved by Trustee Powell, seconded by Trustee Moore, to approve the agenda as amended. Motion carried unanimously.

IV. CONSENT CALENDAR

Trustee Moore requested that items V.4 (Accrual of vacation Rates for Director and Deputy Director) and V.5 (Renewal of second term for Trustee Powell) be moved from the Discussion and Possible Action Calendar to the Consent Calendar.

R06-86 Moved by Trustee Moore, seconded by Trustee Powell, to approve the Consent Calendar as amended. Motion carried unanimously.

R06-87 Approved minutes of special meeting – September 26, 2006.

R06-88 Approved request to authorize the four branches (Claremont, North, South and West) to be open for voting only from 7 a.m. to 10 a.m. and to be open for voting and library services from 10 a.m. to 8 p.m. on Tuesday, November 7, 2006.

R06-89 Adopted resolution authorizing the Interim Director to enter into a purchase agreement with Pitney Bowes to lease two (2) postage meters, an inserting system, scale and related software for sixty-three (63) months in a total amount not to exceed \$57,000.

R06-90 Adopted resolution authorizing the Interim Director to enter into a contract with Floor Maintenance Systems to clean and re-glaze the floors in the public and staff restrooms at the Central Library in a total amount not to exceed \$25,000.

R06-91 Approved change of Accrual Vacation Rates for Director and Deputy Director of Library Services to start at 3 weeks/year for the first five years.

R06-92 Approved renewal of second term for Trustee Powell from January 15, 2007 through January 14, 2011.

V. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

1. Report from Hatchuel Tabernik Associates (HTA) on the results of the community library needs assessment conducted regarding the South Berkeley branch

Jamie Harris, Senior Consultant, Training & Technical Assistance, of Hatchuel Tabernik Associates (HTA) gave a presentation about the recent survey of South Berkeley library needs. HTA is a Berkeley-based organization that was charged with looking at usage of the South Branch and exploring the community's views about the possible move of the branch to the Ed Roberts Campus. HTA found that on the latter issue, "31% felt there were no negative consequences associated with the move, compared with 9% who felt there would be no positive results."

Trustee Powell noted that 67% of those interviewed had used the library at least once a year. From the survey, it appears that the top three items users want are expanded collections for books and media, more computers/internet, and more space. She would like the library Board to create an ad hoc sub-committee to further explore the needs of the South Berkeley community and investigate the potential Ed Roberts Campus option. The committee could hold public meetings at different venues with different community groups and aggressively promote these meetings to build attendance.

Trustee Moore suggested that several copies of the needs assessment report be made available at the Central library and the branches. Councilmember Max Anderson should also receive one as the South Branch is in his district.

R06-93 Moved by Trustee Powell, seconded by Trustee Lee, to create an ad hoc committee, comprising Trustees Powell and Lee, to further explore the needs of the South Berkeley community and investigate the potential Ed Roberts Campus option. Motion carried unanimously.

2. Adopt City of Berkeley Administrative Regulations covering personnel, payroll, financial and purchasing as Berkeley Public Library Administrative Regulations (2nd reading)

Trustee Kupfer asked that Administrative Regulation 3.4 (Purchasing Policy) be removed from consideration.

R06-94 Moved by Trustee Moore, seconded by Trustee Lee, to adopt the City of Berkeley's Administrative Regulations as listed in Exhibit A, with the exception of AR 3.4, as the corresponding Administrative Regulations for the Berkeley Public Library, and to use the same numbering system for consistency, and delegate the procedures and implementation to the Director of Library Services and the Library's management staff subject to the Board of Library Trustees' periodic review . Motion carried unanimously.

The trustees thanked Trustee Anderson, Ms. Marshall, and Network Administrator Alicia Abramson for their work on the ARs.

3. Progress report from Trustee Kupfer regarding recruitment for position of Director of Library Services

Trustee Kupfer announced that 13 applications have been received for the position of Director of Library Services. The proposed dates for interviews were November 9 – 11, 2006.

There will be 3 different panels who will interview the candidates: a staff/management panel, a community leaders/elected officials panel, and a library directors panel. There would also be a community forum where each candidate would be available for an hour

to speak to members of the public. The final decision will be made by the Board of Library Trustees.

The interview dates were discussed. Because Trustee Moore is not available that weekend, and also because Veterans Day falls on Saturday, Nov. 11, 2006, it was agreed that the interviews would be scheduled for the following week, from Nov. 16 – 18, 2006.

Trustee Lee asked Trustee Kupfer to put in writing the schedule of events for those three days. Trustee Powell asked that the Board not hold its regular meeting in November due to the interview schedules.

4. Election of Chair and Vice-Chair of the Board of Library Trustees for one year, till October 2007

R06-95 Moved by Trustee Moore, seconded by Trustee Lee, to re-appoint Trustee Kupfer as Chair and Trustee Powell as Vice-Chair for another year, till October 2007. Motion carried unanimously.

5. 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 another meeting had taken place with SEIU Local 535 representatives, City Attorney's staff and library staff regarding the review of a Library Grievance and Retaliation Report and that all of the open grievances had been resolved. She wished to thank the Interim Director and Acting Deputy Director for their assistance.

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

Lisa Hesselgesser, Secretary to SEIU Local 535, thanked the Board for their efforts to restore stability and asked that the Board refrain from implementing any further changes. She noted that any changes in hours would require a meet-and-confer with union officials.

VI. REPORTS FOR INFORMATION

1. Report from Trustee Lee on 4 x 2 committee meeting of Oct. 4, 2006

Trustee Lee reported on the 4 x 2 committee meeting held October 4, 2006. The Foundation is seeking a specific purpose for fund-raising. As the Bookmobile project will involve long-term costs such as staffing and maintenance, rather than just one-time costs, it would be helpful to determine if another neighboring city would be interested in a collaborative project. Trustee Powell asked that the Board receive a report in December on possible interest indicated by Emeryville. Trustee Lee asked for an estimate of costs.

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

Interim Director Pearson noted that two staff had notified him of their impending departures: Mark Marrow has resigned to take a new position and Pat Mullan will be retiring.

- Library Development: Library awarded ELF Grant, BPLF Authors Dinner
- Library Programs and Services: Electronic Classroom, Banned Book Week
- Internal Operations: Janitorial Service, Added Hours at Central
- Human Resources: Quarterly Staff Meeting, Former Director in New Position, Susan Khoo to Berkeley FD

3. City of Berkeley Injury and Illness Prevention Policy as requested by Trustee Powell

There was no discussion.

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

There was no discussion.

VII. AGENDA BUILDING

- R06-96 Moved by Trustee Powell, seconded by Trustee Lee, that the Board cancel its regular meeting on November 15, 2006.** Motion carried unanimously.

Next regular meeting: 7:00 p.m., Wednesday, December 20, 2006, at the South Berkeley Senior Center, 2939 Ellis Street, Berkeley.

- In response to Trustee Lee's inquiry about the Quilt Show, Trustee Powell asked for a one-paragraph report in the next Library Director's report.
- Trustee Moore asked to revisit the weeded books issue. He would like a report on what information can be retrieved and how many hours it would take in staff time to do this.
- In response to Local 535's statement that an increase in library hours would require a meet-and-confer, Trustee Moore would like to receive a response from the City's Human Resources Director. Interim Director Pearson noted he had already informed HR of that statement, and the answer was that the decision may be subject to bargaining if Local 535 could articulate the impact of that decision on their members.
- Trustee Kupfer asked if staff could look into whether some part-time positions could be combined into full-time ones.

VIII. ADJOURN

- R06-97 Moved by Trustee Lee, seconded by Trustee Powell, to adjourn the meeting at 8:44 p.m.** Motion carried unanimously.