

Berkeley Public Library
Board of Library Trustees

Special Meeting
December 6, 2006

Minutes
7:01 p.m.

North Berkeley Senior Center
1901 Hearst Avenue

I. CALL TO ORDER

The special meeting of December 6, 2006, was called to order at 7:01 p.m.
Present: Trustees Laura Anderson, Susan Kupfer, Ying Lee, Darryl Moore, 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 were nine speakers on the following topics: selection of a new Director, public comment procedures, and backlog on cataloging new DVDs and videos.

III. APPROVAL OF AGENDA

R06-101 Moved by Trustee Moore, seconded by Trustee Powell, to amend the agenda so that Item VIII (Personnel Matters) could be addressed next on the agenda. Motion carried unanimously.

R06-102 Moved by Trustee Moore, seconded by Trustee Anderson, to move into Closed Session. Motion carried unanimously.

IV. PERSONNEL MATTERS

1. CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT – PURSUANT TO GOVERNMENT CODE SECTION 54957

Title: Director of Library Services

CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Library Negotiator: Susan Kupfer, Chair, Board of Library Trustees
Unrepresented position: Director of Library Services

The Board recessed into closed session at 7:25 p.m. to consider the appointment of a Director of Library Services.

2. OPEN SESSION

Possible action on appointment of Director of Library Services

The Board returned to open session at 8:40 p.m. Trustee Kupfer announced that the Board of Library Trustees had unanimously agreed to select Donna Corbeil to be the new Director of Library Services effective January 8, 2007. The salary range for the position is \$127,000 to \$167,000 annually. The Trustees will offer Ms. Corbeil a salary of \$143,000.

R06-103 Moved by Trustee Moore, seconded by Trustee Anderson, to offer Donna Corbeil the position of Director of Library Services with an annual salary of \$143,000. Motion carried unanimously.

R06-104 Moved by Trustee Powell, seconded by Trustee Lee, to amend the agenda so that the Board could address Item VI.5 (Oral report on selection of Library Director) next. Motion carried unanimously.

V. REPORTS FOR INFORMATION

1. Oral Report from Chair of the Board and discussion regarding selection of Library Director

Trustee Kupfer spoke for several minutes and provided details of the selection process for the new Director of Library Services. Trustee Powell noted that the Trustees, and not the executive search firm of Dubberly and Garcia, had written the job description that was in the brochure. The comment forms provided to staff and the public were designed by Dubberly and Garcia. Trustee Lee asked that everyone allow the new Director to do her best, and asked for support and cooperation. Trustee Kupfer also addressed the rumor regarding outsourcing. Among the clients of Dubberly and Garcia is an organization named LSSI, which provides library services through outsourcing for those communities that cannot afford to have a library. There is no plan to outsource library service at the Berkeley Public Library.

VI. CONSENT CALENDAR

R06-105 Moved by Trustee Moore, seconded by Trustee Powell, to approve the Consent Calendar as presented. Motion carried unanimously.

R06-106 Approved minutes of special meeting – October 18, 2006

R06-107 Approved minutes of regular meeting – October 18, 2006

R06-108 Approved minutes of special meeting – November 18, 2006

R06-109 Approved minutes of special meeting – November 29, 2006

R06-110 Approved Berkeley Public Library 2007 Holidays and Closures

R06-111 Approved 2007 Meeting Schedule for Board of Library Trustees

R06-112 Approved request for Leave of Absence Without Pay for Librarian II from January 1, 2007 through April 15, 2007

R06-113 Approved request from Trustee Moore that the Berkeley Public Library formally join the Urban Libraries Council with an annual membership fee of \$7,500

VII. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

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

Trustee Kupfer noted a correction to the agenda: this is the second reading of the Administrative Regulations, and not the first reading. Trustee Powell asked that this item

be moved to the January 2007 meeting as she had questions for the Library Financial Manager.

R06-114 Moved by Trustee Powell, seconded by Trustee Lee to move the Administrative Regulations as listed in Exhibit A to the January 17, 2007, agenda. Motion carried unanimously.

2. Adopt policy for Unattended Children in the Library

Trustee Powell enquired about signage at the library regarding unattended children. Acting Deputy Director Perkins noted that there are already existing signs but these will have to be revised so that the age level for unattended children is changed from six (6) years to eight (8) years.

R06-115 Moved by Trustee Moore, seconded by Trustee Lee to approve the Policy on Unattended Children In the Library. Motion carried unanimously.

3. Budget Status Report

Beverli Marshall, Library Financial Manager, noted she was available for questions regarding the 5-month budget status report that was included in the agenda packet. Trustee Moore asked to wait till six months of the current fiscal year (FY) had passed. Ms. Marshall anticipated that there would be little change between the fifth- and sixth-month reports.

Trustee Powell asked that the Board be provided with quarterly reports regarding extra intermittent hours.

4. Appoint two Library Trustees to serve on an ad hoc committee with two members of City Council to work on a more public process for selecting Library Trustees

R06-116 Moved by Trustee Moore, seconded by Trustee Anderson to appoint Trustees Kupfer and Lee to serve on an ad hoc committee with two members of City Council to work on a more public process for selecting Library Trustees. Motion carried unanimously.

V. REPORTS FOR INFORMATION (continued)

2. Report on expansion of hours of service at Central Library (2 additional hours per week on Tuesdays from 10 a.m. to 12 p.m.)

Interim Director Pearson reported that all divisions have been asked to prepare staffing schedules to reflect the addition of two (2) hours at Central Library on Tuesday mornings, from 10 a.m. to 12 p.m. All details will be finalized in the next two weeks.

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

SEIU Local 535 representative Anes Lewis Partridge noted that the union is in the process of reviewing information on the two-hour expansion at the Central and will be meeting soon with Interim Director Pearson. She also felt that the process for selecting the new Director was disrespectful to Local 535 as the union's recommendations had not been followed.

4. Response to request for further information on weeding

The trustees thanked Collection Development Manager Francisca Goldsmith for her comprehensive report on weeding.

5. Monthly report, November 2006, from Interim Library Director Roger Pearson

Trustee Kupfer noted that Interim Director Pearson's last day of work would be Friday, January 5, 2007. The trustees expressed their appreciation for his work in having taken on the leadership of the Library for the past six months.

Items addressed in the November 2006 monthly report:

- *Library Development*: State Literacy Funding, Prop. 81 follow-up
- *Library Programs and Services*: Berkeley History On-Line, Promoting Your Music on the Internet, Teen Fine Reading Program, Chinese Contemporary Literature, North Branch Quilt Show
- *Human Resources*: Director Recruitment, Combined Charities Campaign, HR Analyst, Pat Mullan Retires, Mark Morrow Moves On
- *Internal Operations*: III Millennium Upgrade, Library Gardens Open

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

There was no discussion.

VIII. AGENDA BUILDING

Next regular meeting: 7:00 p.m., Wednesday, January 17, 2007

Trustees Kupfer and Moore asked that the 2007 meetings be held at the South Branch Library, 1901 Russell Street, Berkeley.

Agenda items:

- Budget workshop
- Activities and community process for South Branch library needs
- Bookmobile report
- 2nd reading of Administrative Regulations

Trustee Lee asked that a discussion of a community forum on the purpose of public libraries be held. Trustee Kupfer agreed but felt it should be on the February agenda as there were already many items on the January 17, 2007, agenda.

IX. ADJOURN

R06-117 Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the meeting at 10:12 p.m. Motion carried unanimously.