



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
NOVEMBER 5, 2009

AGENDA
6:00 P.M.

CENTRAL BRANCH LIBRARY
2090 KITTREDGE STREET

The Board of Library Trustees may act on any item on this agenda.

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments (6:00 – 6:15 p.m.)**
(Proposed 15-minute time limit, with speakers allowed 3 minutes each)
- C. **Report from library employees and unions, discussion of staff issues**
Comments / responses to reports and issues addressed in packet.
- D. **Report from Board of Library Trustees**
- E. **Approval of Agenda**

II. TRUSTEE INTERVIEWS

- A. **Interviews for Upcoming Trustee Vacancy on the Board of Library Trustees**
Trustees will conduct interviews during this meeting of candidates for the upcoming vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to the City Council.

Packets of the candidate applications will be available for review by the public at the meeting.

III. ACTION CALENDAR

- A. **Discussion and recommendation to City Council for trustee appointment effective January 2, 2010**
Recommendation: Discussion of candidates interviewed, vote by the Board on which one to recommend, and direct staff to send name of recommended candidate to the City Council for appointment.

IV. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on November 12, 2009 at the **South Branch Library, 1901 Russell Street**, Berkeley.

V. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.

To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter, assistive-listening device or other accommodation for the meeting, please call (510) 981-6195 (voice) or (510) 548-1240 (TDD). Providing at least five (5) working days' notice prior to the meeting will help to ensure availability.

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on November 2, 2009.



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Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.

Responsibilities of the Berkeley Public Library Board of Library Trustees

"There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration." – Andrew Carnegie

Overview

The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well-managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

Legal Authorities and Responsibilities

Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

Role as liaison between the general public and the Library

It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

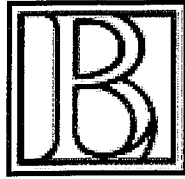
General Qualifications

- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community.
- Experience with books and libraries
- Willing and able to work with management, staff and the union.

Practical background and/or direct experience in one or more of these areas is desirable:

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- An interest in long-range planning

- Personal experience in one or more of these areas:
 - ✓ Education
 - ✓ Architecture/Construction
 - ✓ Accounting/Finance
 - ✓ Business
 - ✓ Personnel management
 - ✓ Technology
 - ✓ Law/Government
 - ✓ Humanities
 - ✓ The Arts
- Availability and openness to the public.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

November 5, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: Discussion and recommendation to the City Council on appointment of trustee to serve a four-year term commencing January 2, 2010, to fill vacancy left by Therese Powell's resignation.

RECOMMENDATION

Discussion of candidates interviewed and adopt a resolution naming the recommended candidate to the City Council for appointment.

FISCAL IMPACT

There is no fiscal impact for the item.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Therese Powell notified the board by letter, dated July 2, 2009, that she will resign one year early from her second 4-year term, her appointment will end on January 1, 2010. The process for replacement is for the Board to promote the vacancy, interview candidates and choose an individual to recommend to the City Council for appointment from the applicants. The appointment will be for the period ending January 2, 2014.

FISCAL IMPACT

There is no fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

The process and criteria related to the search for a replacement began in July 2009 to ensure an appointment was made prior to January 1, 2010. The following timeline reflects the process used for this appointment.

The board recommends Council appoints a new Trustee to fill the vacancy for a 4-year term and recommend the term of the 4-year appointment be effective January 2, 2010 to January 2, 2014. If the position is filled only for the remainder of the term, one-year ending January 14, 2011 the board will experience multiple vacancies within less than 12 months which is potentially disruptive to operations.

DATE

ACTION

July 22, 2009 (no August meeting)	Timeline for recruitment effort reviewed
August & September '09	Recruitment; staff reports to Board on recruitment efforts and update on process
November 5, 2009	Interview Applicants
November 5, 2009	BOLT discussion and approve resolution to recommend applicant to the City Council
December 14, 2009	City council consent item to approve appointment of new trustee
January 1, 2010	Trustee Powell's term ends
January 2, 2010	New trustee takes office
January 13, 2010	New Trustee's first meeting as a Board member

RECRUITMENT

The current boards and commission page of the city's website gives general information on commission vacancies and specific information for the Board of Library Trustees, including BOLT Application, Supplemental Questionnaire, meeting times, minutes and a link to the Library's website. In addition, the Board's mission and the following charter citations are listed with full text. In addition, the Library placed a paid advertisement in *The Monthly* (magazine) and *The Dailey Planet*, posted flyers and distributed information regarding the upcoming vacancy.

FUTURE ACTION

There is no action required.

ATTACHMENTS:

A. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO. R09-xx

**RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BERKELEY REGARDING THE
PREFERRED CANDIDATE TO FILL THE UPCOMING VACANCY ON JANUARY 2, 2010 ON THE
BOARD OF LIBRARY TRUSTEES**

WHEREAS, Trustee Therese Powell resigned effective January 1, 2010; and

WHEREAS, during the July 22, 2009 special meeting of the Board of Library Trustees, the Board instructed staff to begin solicitation for applications to fill the upcoming vacancy and issue public announcements; and

WHEREAS, the Board of Library Trustees directed staff to place paid advertisements in local publications and use other means to promote the vacancy; and

WHEREAS, the City Clerk's Office of the City of Berkeley received ten (10) applications from interested parties; and

WHEREAS, the Board of Library Trustees interviewed ten of the applicants during the special meeting on November 5, 2009; and

WHEREAS, the Board recommends Council set the conditions for this appointment as a 4-year term with the effective dates of January 2, 2010 to January 2, 2014 in order to avoid multiple vacancies within the same 12-month period.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley recommends to the City Council of the City of Berkeley that the preferred candidate, ~~XXXXXX~~, be appointed to the Board of Library Trustees beginning January 2, 2010.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on November 5, 2009.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees

