

Berkeley Public Library
Board of Library Trustees

III Consent, Item A

Special Meeting
February 16, 2011

MINUTES
6:30 p.m.

South Branch
1901 Russell Street

I. PRELIMINARY MATTERS

*A copy of the agenda packet and a digital recording of this meeting is accessible at
http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php*

A. Call to Order

The special meeting of February 16, 2011 was called to order by Vice Chair Moore at 6:34 PM.

Present: Trustees Winston Burton, Carolyn Henry-Golphin, Abigail Franklin and Darryl Moore.

Absent: Trustee Susan Kupfer (arrived during closed session)

Also present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Dennis Dang, Library Admin Manager; Suzanne Olawski, Branch Library Manager; Megan McArdle, Technical Services Manager; Eve Franklin, Administrative Secretary.

B. Public Comments

1. Gene Bernardi, SuperBOLD – Spoke regarding II Presentations, Item A; Technical Services Department. Was not sure what agenda item was, assumed it was about Bibliotheca and or RFID. What is the library going to do when the contract expires, will there be a security lapse. Recommended abandoning RFID and getting a barcode system.
2. Judith Epstein – It appears this agenda is a regular meeting type of agenda and not a special meeting. Normally special meetings deal with a single subject on a time sensitive nature. Questioned whether the meeting was being held in violation of the Brown Act. Urged library to consult the Brown Act. In response to the DEIR for South and West Branches, Concerned Library Users has submitted partial preservationist alternative designs by architect Todd Jersey for the South and West branches.

C. Report from Library employees and Unions, Discussion of Staff Issues – None.

D. Report from Board of Library Trustees

Trustee Franklin – reported she and Trustee Burton had attended 4x2 Committee Meeting. Great support for the branch project expressed from the Friends and the Foundation.

Trustee Moore – Successful and fun Author’s Dinner held last Saturday.

Trustee Franklin – Reported Open House held February 1 was well attended.

E. Approval of Agenda

R11-009 Moved by Trustee Burton, seconded by Trustee Henry-Golphin, to approve the agenda as presented.
Motion passed unanimously.

II. PRESENTATIONS CALENDAR

- A. **Technical Services Department** – Director Corbeil clarified this agenda item was a staff presentation on the Technical Services Department. Megan McArdle provided an update on the Technical Services Department and provided a copy of “ Behind the Scenes at the Library: The Journey of a Book” article that ran in the Daily Planet in June 2009 (Attachment 1).

Technical Services has 18 employees from aides to librarians working behind the scenes in the Central Branch. Also has youth enrollee and volunteers. Most employees also work with the public. There are four main areas of effort: Selecting, Ordering, Cataloging and Processing of materials. Last year we added 50,000 new items to

the collection, including magazines, books, CD's, DVD's and databases. Also handle mending of damaged materials and discarding materials at end of life-cycle.

Selection – Selectors meet regularly. Provided with budgets, reports showing usage, what being circulated a lot and not so much, what items are being placed on hold. Tools used include journals, reviews, catalogs, patrons suggestions. Selectors see what other departments are purchasing.

Ordering – staff choose vendors, place orders, check receipts and confirm items received correctly, and arrange payments.

Cataloging – staff enter materials into the catalog database so that patrons can search things and know where to look for it on the shelves. Library shares catalog holdings under the SkyRiver, allows libraries to see how other libraries catalog items.

Processing – gets materials ready for the shelves, applies labels barcodes, security tags, link to security database. Also determine if damaged materials can be mended either in house or through other vendors. Is it cost effective to repair or better to replace. In some cases it is determined that items are unable to be repaired and must be discarded.

Trustee Burton – What do the staff do with the public. *Staff do at least one hour per week helping patrons at the information desk, it helps keep them in touch with why they do what they do in their daily work.*

Trustee Burton - Likes reading the suggestions at Central. *We received hundreds of suggestions each week, most are now submitted online.*

Trustee Franklin – Where does the library purchase materials? *We use a variety of vendors. Amazon has turned out to be a good place to find out of print books.*

Trustee Franklin – How do branches get books? *If we are ordering for the whole system we ask branches if they want items. Two Branch heads and Technical Services staff meet monthly and order best sellers.*

Trustee Henry-Golphin – What sort of changes have you seen in ordering with the change in the economy. *General circulation and holds have increased. Fiction and DVD's are very popular. Patrons want to be informed and entertained.*

Trustee Moore – Are all the books from the Author's Dinner in the collection? *Yes.*

B. Update on Measure FF Projects - Temporary Closure of Claremont and North Branches for Improvements –
Suzanne Olawski provided an update on the Branch Improvement Project.

When exact closure dates are determined, they will be posted on banners at the branches and on the website. We Will also do newspaper ads and press releases, email and U.S. mail.

Branch Van schedule has been established. North Branch patrons will find the van on Shattuck Avenue at Live Oak Park Community Center. Claremont patrons will find it at St. John's Presbyterian Church at Garber and College. Staff will work in teams of two. Each neighborhood will be visited once per day Monday – Saturday. Branch story times will continue in the neighborhoods. David will provide story time at Live Oak Community Center on Tuesday mornings and Dawn will provide baby and toddler story time at St. John's on Thursday mornings. BranchVan and story time service will start a few weeks after the branch has closed to allow for staff to pack up library. Brochures have been prepared.

Claremont and North Branch staff have been doing outreach to promote upcoming closures and BranchVan services. Van has been parked at the North Branch, the Solano Avenue Association Lunar New Year event., Berkeley Chamber of Commerce network breakfast, Berkeley Art Center. Future North neighborhoods outreach events include: Mr. Mopp's ribbon cutting ceremony, Temple Beth El, Jewish Community Center, Downtown and North Berkeley Farmers Markets. Claremont neighborhood outreach events include: stops at the branch, Andronico's, Whole Foods and along College Avenue.

A temporary storage site has been secured at Sather Gate Mall.

A vendor selected for packing and moving.

Media items from the closed branches will not be stored but will remain in circulation.

Human Resource analyst Jenifer has been working with staff regarding redeployment during branch closures. Staff has been queried as to preferred relocations, schedules and special needs. All staff have been notified as to where they are going.

Closing events are being planned. Claremont on March 19, North branch on March 5.

North Branch construction bids are scheduled to be opened this Thursday, and Claremont bids are scheduled for next Tuesday. At that point we'll know who our contractors will be. We anticipate starting construction in April.

Trustee Moore – What a wonderful report, so exciting.

Trustee Franklin – Great brochures.

Trustee Burton – Are any of the staff requesting to take time off? *Staff were queried about that and some have requested some personal time off. We're still making tweaks to the schedule.*

III. CONSENT CALENDAR

- R11-010 Moved by Trustee Franklin, seconded by Trustee Henry-Golphin, to approve Consent Calendar as presented.** Trustee Kupfer absent. Motion passed unanimously.
- A. Approve minutes of January 12, 2011 Regular Meeting**
- R11-011 Moved by Trustee Franklin, seconded by Trustee Henry-Golphin, to approve the minutes of the January 12, 2011 regular meeting of the Board of Library Trustees as presented.** Trustee Kupfer absent. Motion passed unanimously.
- B. Acceptance of Grants and Gifts Proceeds and Appropriation to the FY 2011 Revised Budget.**
- R11-012 Moved by Trustee Franklin, seconded by Trustee Henry-Golphin, to approve the resolution authorizing the Director of Library Services to accept awarded grants and gifts and to appropriate those funds as identified in section Fiscal Impacts of Recommendation to the FY11 Revised Budget.** Trustee Kupfer absent. Motion passed unanimously.

IV. INFORMATION REPORTS

- A. Library Budget Update**
- Director Corbeil reported a budget workshop will be held at the March meeting.
- Vice Chair Moore reported the city of Berkeley has a deficit of \$2 million in FY11 and a deficit of \$3 million in FY12.
- Director Corbeil reported the Federal government is zeroing out all library funding (LSTA)
- B. Update on the Branch Bond Program**
- Director Corbeil reported the deadline for North Branch Bids has been extended to February 17, 2011. Hope to have 6 or 7 bids. Kitchell has been working extremely hard to get the word out and answer questions. John Rosenbrock will be very involved in the construction phase.
- C. February 2011 Monthly Report from Library Director**
- Director Corbeil provided a handout on Drop Everything and Read (D.E.A.R.) Day on Friday, March 11, 2011 (Attachment 2). Volunteers read to students at Berkeley elementary and pre schools.
- D. Central Library Project Update:** No discussion.
- E. Library events:** No discussion.

V. AGENDA BUILDING

- A.** The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, March 9, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.
1. Possible agenda topics:
 - If all goes well on bids for North Branch (due February 17), there will be a special meeting on February 23, 2010.
 - Budget Workshop on March 9.

VI. ADJOURNMENT

- R10-013** Moved by Trustee Burton, seconded by Trustee Henry-Golphin, to adjourn the special meeting of the board at 7:22 PM. Motion passed unanimously.

VII. CLOSED SESSION

Closed Session called to order by Darryl Moore at 7:28PM

The Trustees went into closed session pursuant to Government code Section 54957, to conduct director of library performance evaluation. No Action taken.

- R10-014** Moved by Trustee Franklin, seconded by Trustee Kupfer, to adjourn the closed session of the meeting of the board at 8:29 PM. Motion passed unanimously.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of February 16, 2011 as approved by the Board of Library Trustees

Donna Corbeil, Library Director, Secretary to BOLT