

III Consent, Item A

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, November 9, 2011, 6:30 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Chair Darryl Moore	Board of Library Trustees:
Vice Chair Winston Burton	Abigail Franklin
	Julie Holcomb
	Jim Novosel

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet and a digital recording of the meeting is accessible at [http://www.berkeleypubliclibrary.org/about\\_the\\_library/bolt/bolt.php](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:35 p.m.**

Present: Trustees Burton, Franklin, Holcomb, Moore and Novosel

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director; Dennis Dang, Library Admin Manager; Eve Franklin, Administrative Secretary.

**B. Public Comments:** none.

**C. Report from library employees and unions, discussion of staff issues:** None.

**Report from Board of Library Trustees:**

1. Trustee Novosel – reported on his participation in the Public Art Selection Committee for the South Branch.
2. Trustee Holcomb – reported on her participation in the Public Art Selection Committee for the West Branch.
3. Trustee Franklin – reported on her participation in the Public Art Selection Committee for the South Branch. Architect Mark Shatz helped the process by inviting the artists to his office to talk about the potential locations for art.
4. Trustee Burton – reported on his participation in the Public Art Selection Committee for the West Branch, looking forward to see the work completed.

**II. DISCUSSION**

**A. Naming Policy for the Berkeley Public Library**

From: Trustees Holcomb & Novosel.

Action: Discussion held. Trustee Holcomb to make revisions and bring back to BOLT at the December meeting.

**III. CONSENT CALENDAR**

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R11-075 to adopt the Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Franklin, Holcomb Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

**A. Approve minutes of October 12, 2011 Regular Meeting**

From: Director of Library Services

Recommendation: Approve the minutes of the October 12, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-076 to approve minutes as presented.

**B. 2012 Meeting Schedule for the Board of Library Trustees**

Director Corbeil noted the April and December meeting dates have been changed due to religious holiday conflicts.

From: Director of Library Services

Recommendation: Adopt the resolution setting the dates for the 2012 regular meeting schedule for the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-077 to approve minutes as presented.

**C. 2012 Holiday Schedule for the Berkeley Public Library**

From: Director of Library Services

Recommendation: Adopt the resolution approving the 2012 calendar of holidays for the Berkeley Public Library.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-078.

**D. Opening the Central Library and All Branches One Hour Late**

From: Deputy Director of Library Services

Recommendation: Adopt the resolution authorizing the Central Library and all Branches open one hour late on January 27, 2011 and March 31, June 30 and September 29, 2012 to allow adequate time for the quarterly all-staff meetings.

Financial Implications: none.

Contact: Douglas Smith, Deputy Director of Library Services

Action: Adopted Resolution # R11-079.

**E. License agreement between Library and the Berkeley Public Library Foundation for use of space in the Central Library**

From: Director of Library Services

Recommendation: Adopt a resolution adopting the extension of the License Agreement between the Library and Foundation for the use of office space in the Central Library for the period January 2, 2012 through January 1, 2015.

Financial Implications: see report.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution # R11-080.

**F. License agreement between Library and the Friends of the Berkeley Public Library for use of space in the Central Library**

From: Director of Library Services  
Recommendation: Adopt a resolution adopting the extension of the License Agreement between the Library and Friends for the use of office space and bookstore in the Central Library for the period January 2, 2012 through January 1, 2015.  
Financial Implications: see report.  
Contact: Donna Corbeil, Director of Library Services.  
Action: Adopted Resolution # R11-081.

**IV. ACTION CALENDAR**

**A. Chairperson and Vice-Chairperson Nominations and Election of Chairperson and Vice-Chairperson**

From: Director of Library Services  
Recommendation: Accept nominations and adopt a resolution electing one Trustee to sit as Chairperson and another to sit as Vice-Chairperson for a one-year term commencing on November 10, 2011.  
Financial Implications: none.  
Contact: Donna Corbeil, Director of Library Services.  
Action: There are two separate motions captured in one resolution. M/S/C (Trustee Moore / Trustee Novosel to nominate Winston Burton as Chairperson. M/S/C (Trustee Burton /Trustee Novosel to nominate Abigail Franklin as Vice-Chairperson. Adopted Resolution# R11-082 electing Trustee Burton as Chairperson and Trustee Franklin as Vice-Chairperson for a one-year term commencing on November 10, 2011.  
Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

**B. LEASE: 2547 8th Street**

Revised copy of lease provided (Attachment #1)

From: Director of Library Services  
Recommendation: Adopt a resolution recommending City Council authorizing the Library to execute a 15 month lease with 2 – 2 month options with West Coast Property Management for real property located at 2547 8<sup>th</sup> Street, to house the tool lending library program during the construction phase of the South Branch library, January 1, 2012 through June 1, 2013.  
Financial Implications: none.  
Contact: Donna Corbeil, Director of Library Services.  
Action: M/S/C (Trustee Burton / Franklin to adopt Resolution# R11-083 recommending City Council authorizing the Library to execute a 15 month lease with 2 – 2 month options with West Coast Property Management for real property located at 2547 8<sup>th</sup> Street, to house the tool lending library program during the construction phase of the South Branch library, January 1, 2012 through June 1, 2013 with the following additions: Trash and electrical to be paid by the landlord.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

## V. INFORMATION REPORTS

### A. Update on the Branch Bond Program

Trustee Holcomb asked if the construction budget included the architects efforts related to the public art. *Director Corbeil – It is included in the architects contract. The artists were selected prior to completion of the construction documents so that the details can be included in the final documents and the contractors will be aware of it before they bid on the project.*

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

### B. November 2011 Monthly Report from Library Director

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

### C. Library events

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: None.

## VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, December 14, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Kitchell Quarterly Report
- Artist Selection for South & West Branches
- Strategic Plan
- Library Naming Policy

## VII. ADJOURNMENT

Adjourned at 7:53 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of November 9, 2011 as approved by the Board of Library Trustees

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Donna Corbeil, Director of Library Services, acting as secretary to BOLT

**COMMUNICATIONS:** None.

### SUPPLEMENTAL COMMUNICATIONS AND REPORTS

1. Revised Lease for 2547 8<sup>th</sup> Street (Attachment 1)