



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
JANUARY 9, 2013

AGENDA
6:30 PM

NORTH BRANCH
1170 THE ALAMEDA

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

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments (6:30 – 7:00 PM)**
(Proposed 30-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**

II. PRESENTATIONS CALENDAR

- A. **Collection Development** – Megan McArdle

III. CONSENT CALENDAR

The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.

- A. **[Approve minutes of December 19, 2012 Regular Meeting](#)**
Recommendation: Approve the minutes of the December 19, 2012 regular meeting of the Board of Library Trustees.

IV. INFORMATION REPORTS

- A. **[January 2013 Monthly Report from Library Director](#)**
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel
- B. **West Landscaping Update**
- C. **Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, February 13, 2013 at the **North Branch Library, 1170 The Alameda, Berkeley.**

VI. CLOSED SESSION

- A. **Public Employee Performance Evaluation** *(Pursuant to Government Code Section 54957)*
Title of position being evaluated: Director of Library Services
The Board of Library Trustees will recess into closed session to conduct a public employee performance evaluation.

VII. ADJOURNMENT

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.



Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular 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 January 2, 2013.

//s//

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

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

COMMUNICATIONS

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, December 19, 2012, 6:30 P.M.

NORTH BRANCH LIBRARY – 1170 THE ALAMEDA

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair 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

A. Call to Order: 6:30 P.M.

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

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Eve Franklin, Administrative Secretary.

Steve Dewan, Kitchell CEM; John N. Roberts, John Northmore Roberts & Associates; Gerard Lee AIA, Harley Ellis Devereaux

B. Public Comments: None.

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

D. Report from Board of Library Trustees: None.

II. PRESENTATIONS CALENDAR

A. Kitchell CEM Quarterly Update

Steve Dewan provided an update on the Branch Project (Attachment 1). Board Discussion followed.

B. West Branch Library Project, Landscaping Update

John N. Roberts of John Northmore Roberts & Associates and Gerard Lee AIA of Harley Ellis Devereaux provided an update on West Branch Library Landscaping (Attachment 2).

Public Comment:

1. Chaim Mahgel-Friedman – identified self as a neighbor of the library. What is the nature of the fence that will go between the library property and apartment building property behind it?
2. Nell Mahgel-Friedman – identified self as a neighbor of the library. Expressed desire to be involved in the discussion about the redwood tree replacement and expressed concerns about the fence design, wants to maintain level of privacy.

Board discussion and consideration, agreed to direction recommended by designers.

III. CONSENT CALENDAR

Action: M/S/C (Trustee Moore / Trustee Holcomb to adopt Resolution# R12-077 to adopt the Consent Calendar as presented.

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

Abstentions: Trustee Franklin abstained from item A only.

A. Approve minutes of November 14, 2012 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the October 10, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-078 to approve minutes as presented.

B. Author's Dinner

From: Deputy Director

Recommendation: Adopt the resolution approving the arrangements in preparation for the eleventh annual Authors Dinner to be held on Saturday, February 9, 2013 at the Central Library.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director

Action: Adopted Resolution# R12-079.

C. Resolution of Gratitude to Karen Joseph Smith

From: Director of Library Services

Recommendation: Adopt a resolution expressing gratitude to Karen Joseph, who served for the Berkeley Public Library as a Librarian / Supervising Librarian from 1991 to 2012.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-080.

D. Reappointment of Trustee Winston Burton

From: Director of Library Services

Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Winston Burton to serve a second four-year term commencing March 23, 2013.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-081.

E. Holiday Schedule Revisions

From: Director of Library Services

Recommendation: Adopt a resolution approving the change to the approved 2012 Library schedule to allow the library to adopt a daytime operating schedule at all locations on New Year's Eve.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-082.

F. Contract Amendment: L. J. Kruse Company

From: Finance and Administrative Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 with L. J. Kruse Company to a total not-to-exceed amount of \$175,000 for the inclusion of the purchase of equipment, and service and installation work for a replacement outside condensing heating boiler at the Central Library.

Financial Implications: See report.

Contact: Dennis Dang, Finance and Administrative Services Manager

Action: Adopted Resolution# R12-083.

IV. ACTION CALENDAR

A. Biennial Budget Development FY2014 & 2015

From: Director of Library Services

Recommendation: Adopt a resolution adopting budget priorities for the Library for the Fiscal period FY 2014 and FY 2015.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Moore / Trustee Franklin to adopt Resolution# R12-084.

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

Abstentions: None.

B. Revised Bond Program Budget

From: Director of Library Services

Recommendation: Adopt a resolution adopting a revised program budget for the branch library improvement program, Measure FF for FY 12 and FY13.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Moore / Trustee Franklin to adopt Resolution# R12-085.

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

Abstentions: None.

V. INFORMATION REPORTS

A. Update on Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. December 2012 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Strategic Plan Status Update

From: Deputy Director
Contact: Douglas Smith, Deputy Director
Action: Received.

D. 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, January 9, 2013 at the North Branch Library, 1170 The Alameda, Berkeley.

- January 9, 2013 agenda items
 - Communication Plan Update
 - Diversity Report
 - West Landscaping
 - Collection Development Presentation

VII. ADJOURNMENT

Adjourned at 7:55 p.m.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Kitchell CEM Quarterly Update
2. West Branch Library Project Landscape Update



Agenda

BOLT Progress Report
Branch Library Improvement Project

- **General Program Update**
 - Progress Since 09/12/12
 - Construction Milestones
- **Schedule Update**
- **Budget & Cost Control Update**

General Program Update – Progress Since 09/12/12

BOLT Progress Report
Branch Library Improvement Project

- **SOUTH CONSTRUCTION - MILESTONES**

- Construction Start: April 2, 2012
- Contractual Substantial Completion: March 1, 2013
- **Projected** Substantial Completion: April 2, 2013
 - 1 month delay attributed to soil issues (contamination, moisture issues) as well as retaining wall design
- Contractual Final Completion: April 2, 2013



December 19, 2012

General Program Update – Progress Since 09/12/12

BOLT Progress Report
Branch Library Improvement Project

- **SOUTH CONSTRUCTION ACTIVITIES**

- Roof installed
- Majority of structure complete
- Glazing installation scheduled to be complete this week
- Ceiling and soffit framing ongoing
- Work starting soon:
 - Sheetrock installation
 - Cedar siding installation
 - Lath and plaster, exterior tile installation



December 19, 2012

General Program Update – Progress Since 09/12/12

BOLT Progress Report
Branch Library Improvement Project

• **SOUTH SUMMARY**

- As of November 30, 2012:
 - Contract Duration: 66% complete
 - Current Billing: 46%
- Current Change Order Value: \$25,200 (0.6% of original Contract Value)



December 19, 2012



**South Branch
Improvement Project**



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of December 17, 2012:

- Window framing and glazing installation (continued)
- Electrical rough-in (continued)
- Mechanical rough-in (continued)
- Ceiling and soffit framing (continued)
- Insulation (continued)
- Install cedar siding
- Install shade canopies (continued)
- Lath and plaster at west wing

Work scheduled to be performed the week of December 24, 2012:

- Window framing and glazing installation (continued)
- Electrical rough-in (continued)
- Mechanical rough-in (continued)
- Ceiling and soffit framing (continued)
- Insulation (continued)
- Sheet rock installation
- Install cedar siding (continued)
- Install shade canopies (continued)
- Lath and plaster at west wing (continued)



KITCHELL

For any concerns related to construction activities, please contact the Construction Manager, Kitchell CEM, at (650) 393-3656 or sd@kitchell.com.













General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

• **WEST CONSTRUCTION - MILESTONES**

- Construction Start: June 18, 2012
- Contractual Substantial Completion: May 19, 2013
- **Projected** Substantial Completion: July 1, 2013
 - Delays attributed by West Bay Builders to soil issues (contamination) and inclement weather
- Contractual Final Completion: June 18, 2013

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

• **WEST CONSTRUCTION ACTIVITIES**

- Concrete mat slab, stem walls and curbs poured
- Steel columns placed
- Wall framing started
- Work starting soon:
 - Glu-lam installation



December 19, 2012

General Program Update – Progress Since 05/09/12




BOLT Progress Report
Branch Library Improvement Project

• **WEST SUMMARY**

- As of November 30, 2012:
 - Contract Duration: 45% complete
 - Current Billing: 17%
- Current Change Order Value: \$17,531 (0.3% of original Contract Value)



December 19, 2012

  **West Branch Improvement Project** 


WEEKLY CONSTRUCTION UPDATE


Work scheduled to be performed the week of December 17, 2012:

- Install glu-lam columns, beams - North
- Wall framing - North
- Underground domestic and fire water piping (continued)

Work scheduled to be performed the week of December 24, 2012:

- Install glu-lam columns, beams - North (continued)
- Wall framing - North (continued)



 For any concerns related to construction activities, please contact the Construction Manager, Kitchell CEM, at (650) 393-3656 or steve@kitchell.com

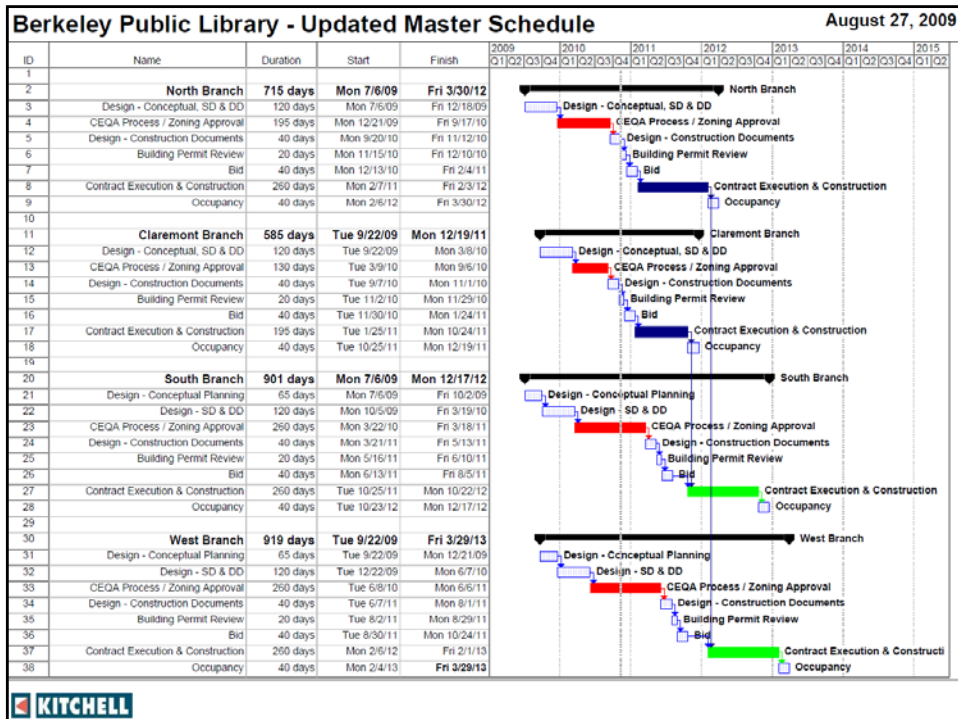


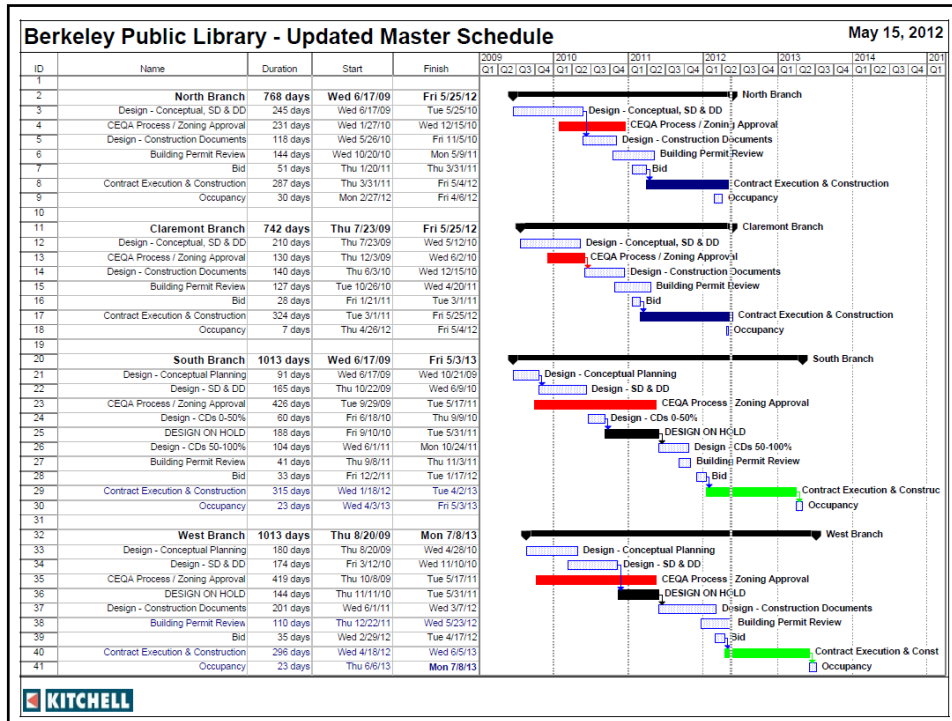












Schedule Update

*BOLT Progress Report
Branch Library Improvement Project*

- Current anticipated Program Final Completion (based on current West schedule) – September 2013
- Unanticipated delays experienced to date:
 - Bid protest for Claremont project
 - Re-bid of North project
 - Extended EIR process & lawsuit, Suspension of design activities
 - Delays on Claremont project
 - Delays to completion of West design
 - Soil issues at South and West

KITCHELL December 19, 2012

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- As of 11/30/12 - \$12,244,872 of the \$26,015,000 Bond Fund Expended – 58.6%
- Current major expenses – Construction billing & Utility fees



December 19, 2012

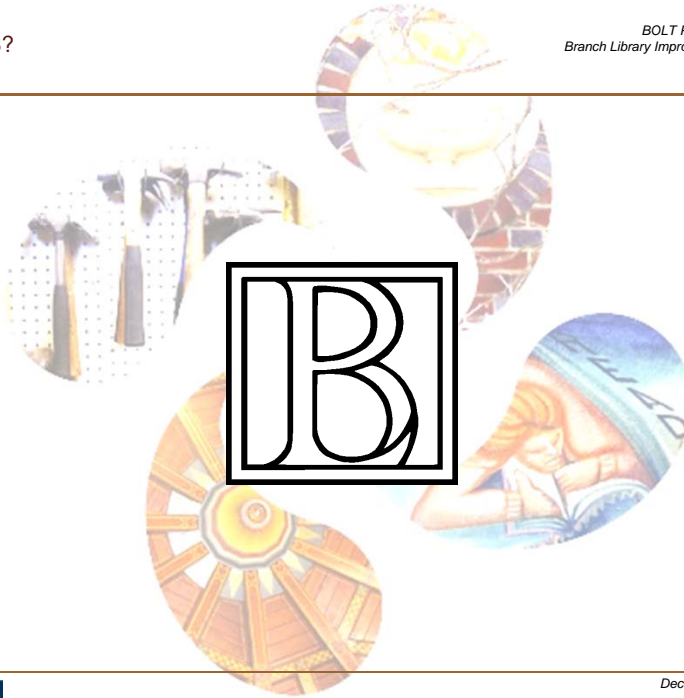


PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - September 13, 2012	Revised Budget - December 19, 2012	Expended to Date (As of 11/30/12)
NORTH BRANCH			
Branch Total	\$ 5,779,470	\$ 5,611,969	\$ 5,566,565
SOUTH BRANCH / TOOL LENDING			
Branch Total	\$ 6,529,520	\$ 6,529,520	\$ 2,592,039
WEST BRANCH			
Branch Total	\$ 7,514,455	\$ 7,514,455	\$ 1,604,553
CLAREMONT BRANCH			
Branch Total	\$ 4,394,240	\$ 4,035,974	\$ 4,001,853
TOTAL SITE COSTS	\$ 24,217,685	\$ 23,691,818	\$ 13,765,011
GENERAL PROGRAM SOFT COSTS			
Consultants	\$ 486,000	\$ 486,000	\$ 359,989
Construction Management	\$ 996,990	\$ 996,990	\$ 1,025,414
Fees & Miscellaneous	\$ 383,062	\$ 383,062	\$ 94,457
TOTAL GENERAL PROGRAM COSTS	\$ 1,866,052	\$ 1,866,052	\$ 1,479,861
TOTAL PROGRAM & SITE COSTS	\$ 26,084,637	\$ 25,558,770	\$ 15,244,872
PROGRAM CONTINGENCY	\$ 130,363	\$ 456,230	\$ -
TOTAL PROGRAM BUDGET	\$ 26,215,000	\$ 26,015,000	\$ 15,244,872

QUESTIONS?

*BOLT Progress Report
Branch Library Improvement Project*



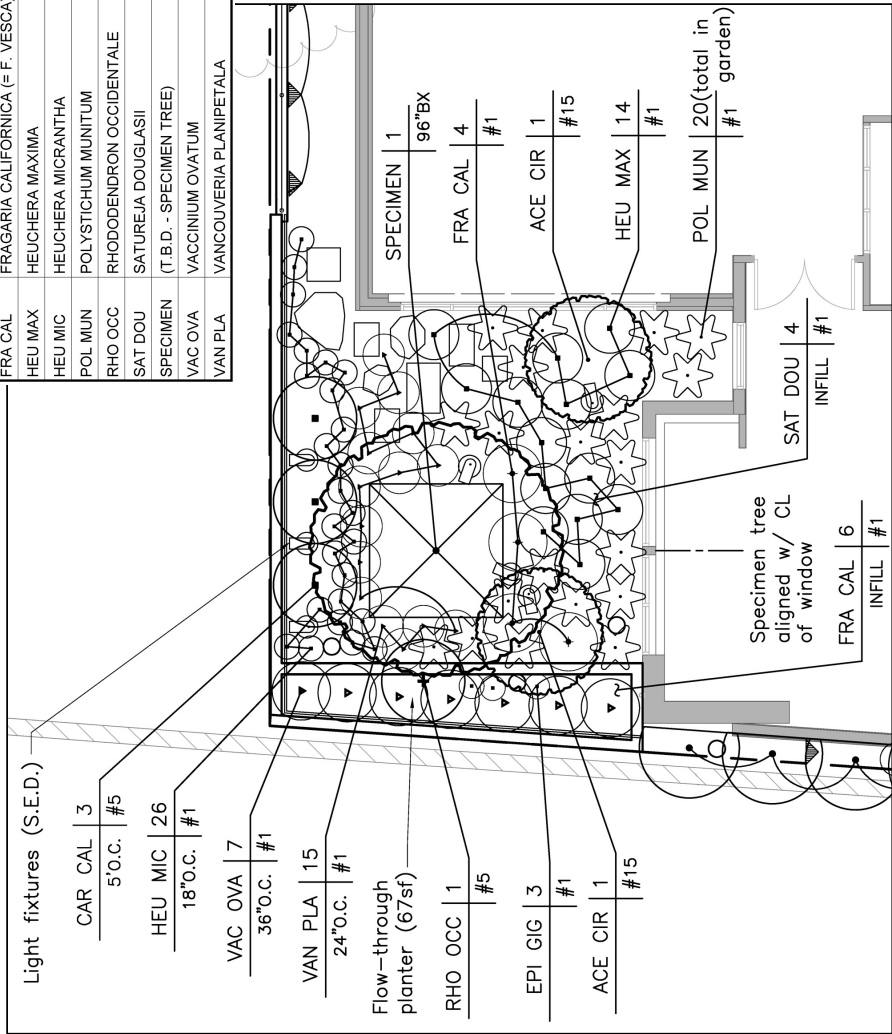
December 19, 2012

West Branch Public Library revised garden at northwest corner

John Northmore Roberts & Associates
December 2012

SYMBOL	SCIENTIFIC NAME	COMMON NAME	FORM	MAX HT	MAX SP
ACE CIR	ACER CIRCINATUM	VINE MAPLE	TREE	8-25	10-20
CAR CAL	CARPENTERIA CALIFORNICA	BUSH ANEMONE	SHRUB (3'-6')	4-6	4-6
EPI GIG	EPIACTIS GIGANTEA	STREAM ORCHID	PERENNIAL	2-3	2-5
FRA CAL	FRAGARIA CALIFORNICA (= F. VESCA)	WOOD STRAWBERRY	GROUND COVER	0.5	5
HEU MAX	HEUCHERA MAXIMA	ISLAND ALUM ROOT	PERENNIAL	1-2	3-4
HEU MIC	HEUCHERA MICRANTHA	CORAL BELLS	GROUND COVER	1-2	2
POL MUN	POLYSTICHUM MUNITUM	WESTERN SWORD FERN	FERN	2-4	2-4
RHO OCC	RHODODENDRON OCCIDENTALE	WESTERN AZALEA	SHRUB (6'+)	6-10	6-10
SAT DOU	SATUREJA DOUGLASII	YERBA BUENA	PERENNIAL	0.5	3
SPECIMEN	(T.B.D. - SPECIMEN TREE)		TREE	40+	40+
VAC OVA	VACCINIUM OVATUM	EVERGREEN HUCKLEBERRY	SHRUB (3'-6')	2-6	2-6
VAN PLA	VANCOUVERIA PLANIPETALA	INSIDE-OUT FLOWER	GROUND COVER	1-2	2-3

Plant list



Planting plan



West Branch Public Library revised garden at northwest corner

John Northmore Roberts & Associates
December 2012

Recommended specimen:
cork oak (*Quercus suber*)



Specimen available from A to Z Nursery, Mountain View
(30' high x 12' spread, trunk 14" diameter, field-grown)



Mature tree

III Consent, Item A Attachment 2



City of Berkeley
Sanitary Public
Works Bureau
West Branch
Improvement
Project
1555 University Avenue
Berkeley, California
94702

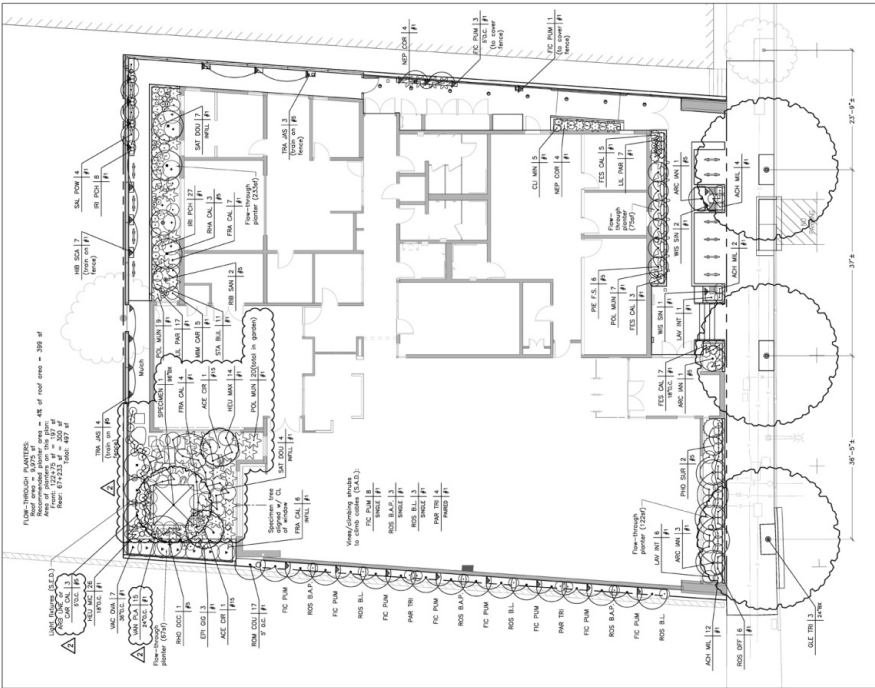
Construction
Documents

Date: 12-15-2011
Project No: 1201
Drawing No: 1201-PL-01
12-15-2011, Permit Set
02-28-2012, Bid Set
12-15-2011, Request
DRAFT

**HARVEY ELLIS
DIVERSA**
3000 Broadway
Suite 271
Berkeley, CA 94702
(415) 863-8000
www.harveyellis.com

Planning
Sustainable Design
Consultants
Completed 2012

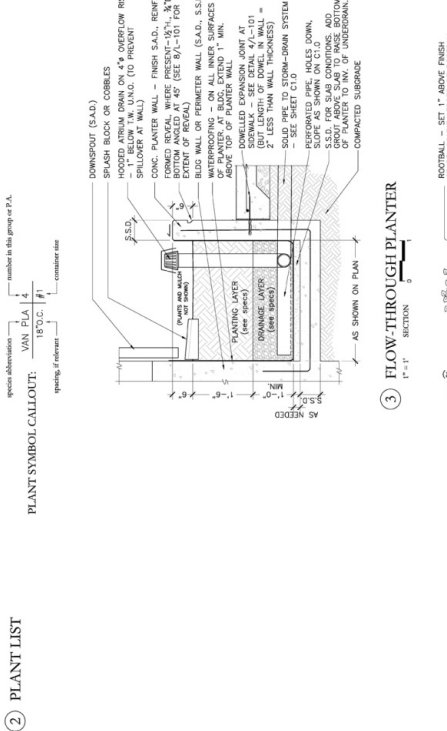
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner
2012 United States Green Building Council (USGBC) GreenSource Award Winner



1 PLANTING PLAN

NOTE: on Landscape Areas:
Total area of planting: 1,267 s.f.
Since this area is under 2,500 s.f., the California Department of Water Resources Model Water Efficient Landscape Ordinance (Section 4901.1.a.1, version dated September 10, 2009) does not apply.

SYMBOL	SCIENTIFIC NAME	COMMON NAME	MARKET	MAX. SP.	MIN. SP.	SEED	WATERS	BS	FS	ES	#	NOTES
...



3 FLOW-THROUGH PLANTER

4 TYPICAL PLANTING DETAIL

NOTE: USE CITY STANDARD DETAIL FOR TREES PLANTED ALONG UNIVERSITY AVENUE.
NOTE TO SCALE

2 PLANT LIST

PLANT SYMBOL CALLOUT: W.N. PLA 4
18" O.C. #1
spacing, #/interval #/containing size



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

January 9, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: JANUARY 2013 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

INTRODUCTION

Every month the Director of Library Services gives the Board a report on Library activities and updates from the previous month.

FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

Study on Ebooks Devices

An interesting study regarding technology, specifically the ebook reader market was recently published on line with some interesting information on trends:

Dedicated devices are out, multipurpose tablets are in.

In 2011, dedicated ebook readers saw shipments of 23.2 million units, a number that now appears to have been the peak of the ebook reader market. By the end of 2012, sales are expected to fall a whopping 36 percent to 14.9 million units.

The [latest numbers](#) come from [iSuppli](#), which says the dedicated ebook reader market saw spectacular growth in the last few years, but is now on “an alarmingly precipitous decline.” In fact, the analytics provider says “the rapid growth—followed by the immediate collapse—of the ebook market is virtually unheard of, even in the notoriously short life cycle of products inhabiting the volatile consumer electronics space.”

The company predicts another drastic 27 percent contraction in 2013, with dedicated ebook reader shipments declining to 10.9 million units. By 2016, the dedicated ebook reader space will amount to just 7.1 million units, having lost more than two-thirds of its peak volume in 2011, according to the firm.



While these are just estimates, the trend is clear: dedicated ebook readers are going to die a quick death. After all, with tablets being able to do more than these one-trick ponies, it's completely expected.

<http://thenextweb.com/mobile/2012/12/10/after-rapid-growth-ebook-readers-set-for-collapse-with-shipments-plummeting-36-in-2012/>

Annual Report

At the end of each calendar year staff prepares a library annual report based on the fiscal year period that ended in July. This year we will be publishing the report as an online electronic document only. A postcard will be designed announcing the report is ready and available on line, these will be mailed and made available at each library location for the public. We hope the electronic version will allow a more interactive presentation and more visuals in the way of pictures of events and significant events that took place over the past fiscal year.

OPERATIONS & FACILITIES

Holiday hours

The library had reduced operating hours over the holiday period. The hours were posted at each location and on the Library's website. All locations of the Berkeley Public Library were closed on Monday December 24 and Tuesday December 25 for the Christmas holiday. Additionally, all locations were closed at 6:00 PM on Monday December 31 and were be closed on Tuesday January 1 for the New Year holiday.

Downtown Development

It was announced in Berkeleyside on December 21, 2012 that a developer had purchased the property on the same block as the Shattuck Hotel but excluding the hotel, adjacent to the Central library, the block inside Harold Way, Allston and Kittredge. More information is in the article: <http://www.berkeleyside.com/2012/12/21/first-highrise-in-40-years-proposed-for-downtown-berkeley/>

North Branch Repair Work

The Library has contracted with Belfor Property Restoration to repair damage caused by water intrusion which occurred during the December 2nd rainstorm. Electrical systems, wall paint, and baseboard moldings were repaired or replaced, with some work, such as a custom baseboard for the meeting room, still remaining as of the beginning of January. Library staff are working with the Office of the City Attorney to determine the extent of insurance coverage available to the Library. The repair work necessitated the temporary closure of the Community Meeting Room and relocation of some Library programs.

Defibrillator at Central

The Library received and had installed an automated external defibrillator (AED) free of charge courtesy of the Alameda County Public Access Defibrillation Program (<http://www.acphd.org/pad.aspx>). The AED was installed in the most heavily-visited area of the Library, the Cards/Accounts desk on the first floor of the Central Library. Several staff received



training in operating AEDs, as well as CPR certification. These staff members will conduct AED trainings for other employees in the coming weeks.

ATTACHMENTS:

None