

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, February 13, 2013, 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: 6:40 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, Administrative and Financial Services Manager; Sarah Dentan, Children's and Neighborhood Services Manager; Eve Franklin, Administrative Secretary.

B. Public Comments:

1. David Snyder – spoke regarding Consent Calendar Item C and acknowledged the work of the BOLT, Library Foundation, Friends of the Library and Library Staff to raise FF&E Funds.
2. Chaim & Nell Mahgel-Friedman – spoke about West Branch Project. Expressed concerns about the windows on the back of the library, fence replacement, privacy concerns and the proposed replacement for redwood.

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

D. Report from Board of Library Trustees:

1. Trustee Franklin – reported on ALA Conference attendance.
2. Trustee Moore – reported on ALA Conference attendance.
3. Trustee Franklin – Thanks to the Foundation for the Authors Dinner. It was a wonderful event.
4. Trustee Novosel – Attended Author's Dinner. Asked to have an overview of the Arntz lawsuit.
5. Trustee Burton – Apologized for missing Author's Dinner.

II. PRESENTATIONS CALENDAR

A. Results of Community Survey on Library Hours

Douglas Smith, Deputy Director and Sarah Dentan, Children's and Neighborhood Services Manager gave a presentation on the results of the library hours survey (Attachment 1). Board Discussion followed.

III. CONSENT CALENDAR

Action Calendar, Item A (Library Green Cleaning Policy) moved to Consent Calendar.

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution# R13-004 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 January 9, 2013 Regular Meeting

A revised version of the minutes was distributed.

From: Director of Library Services

Recommendation: Approve the minutes of the January 9, 2013 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-005 to approve minutes as amended.

B. Contract: One Work Place L. Ferrari, LLC

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract with One Work Place for the purchase of furniture, fixtures and equipment and services including installation, shipping and delivery for the branch library bond project at South Branch library for a contract amount not to exceed \$130,000.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-006 to approve minutes as presented.

C. Accept grant and gifts funds in support of Berkeley Public Library programs.

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the acceptance of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge and accept other miscellaneous gifts, and accept and appropriate an LSTA federal pass-through grant award from the California State Library for organizing and hosting the Berkeley Comics Arts Festival.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-007 to approve minutes as presented.

D. 2013 All Staff Meeting Schedule – Corrected

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to open the Central Library and all branches one hour late on March 29, May 31 and August 30, 2013 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-008 to approve minutes as presented.

E. Revised Library Records Retention Schedule

From: Director of Library Services

Recommendation: Adopt a resolution approving the Revised Records Retention Schedule for the Library.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-009 to approve minutes as presented.

F. FY13 – 1ST-Half Update and AAO2 Budget Amendment

From: Director of Library Services

Recommendation: Adopt a resolution amending the operational FY 2013 Revised Budgets for appropriation of grant and gifts funding as described herein for a total revised expenditure budget of \$31,178,996.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-010 to approve minutes as presented.

G. Library Green Cleaning Policy

From: Director of Library Services

Recommendation: Adopt a resolution instituting a green cleaning policy for custodial maintenance at all library facilities.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution# R13-011.

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

Abstentions: None.

IV. ACTION CALENDAR

Action Calendar, Item A was moved to Consent Calendar, Item G.

V. INFORMATION REPORTS

A. February 2013 Monthly Branch Improvement Project Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. February 2013 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Public Employee Performance Evaluation Update

Handouts provided (Attachment 2)

From: Director of Library Services

Contact: Abigail Franklin, Vice Chair, Board of Library Trustees

Action: Discussion.

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, March 13, 2013 at the North Branch Library, 1170 The Alameda, Berkeley.

- Budget

VII. ADJOURNMENT

Adjourned at 7:55 p.m.

COMMUNICATIONS:

1. Carol Denney – New Rules

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Community Survey on Library Hours Presentation