

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, May 29, 2013, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

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: 6:31 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; Jenifer Shurson, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments:

1. Lydia Shiosaki – provided a copy of a letter regarding potential changes in the technical services department.
2. Angela McGowan – spoke regarding possible outsourcing of some of the technical services tasks to Baker & Taylor.
3. Greg McKean – spoke regarding possible outsourcing of some of the technical services tasks to Baker & Taylor.
4. Dayna Holz – spoke regarding possible outsourcing of some of the technical services tasks to Baker & Taylor.

C. Report from library employees and unions, discussion of staff issues:

1. Andrea Mullarkey – regarding library budget, possible outsourcing of some of the technical services tasks to Baker & Taylor and Automated Materials Handling at Central.
2. Diane Hayes, SEUI – spoke regarding proposed branch library services hours expansion.

D. Report from Board of Library Trustees:

1. Trustee Moore – South Branch ribbon cutting was wonderful.
2. Trustee Holcomb – Reported Headstart hopes to start scheduling parent meetings in the South Branch Community Meeting Room. Recently attended the Claremont reception to honor donors.

3. Trustee Novosel – Referred to whole pages of photos of the South Branch reopening in the latest issue of the Berkeley Times. Recently attended the Claremont and North Branch receptions to honor donors.
4. Trustee Franklin – South Branch opening was superb.
5. Chair Burton – Big changes with South Branch reopening, looking forward to West reopening.

II. CONSENT CALENDAR

Action: M/S/C (Trustee Burton / Trustee Novosel to adopt Resolution # R13-28 to adopt the Consent Calendar with corrections to minutes.

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

A. Approve minutes of April 10, 2013 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the April 10, 2013 regular meeting.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-029 to approve minutes as corrected.

B. Contract Amendment: No. 8658 Security Engineers, Inc.

From: Administrative Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8658 with Security Engineers, Inc. to add fire service monitoring, testing, and inspections, and on-call servicing for the South and Claremont branch libraries in an incremental amount of \$53,000.00 for a contracted value not-to-exceed \$90,000.00; and to amend the Contract's date of expiration to June 13, 2011 from June 13, 2016.

Financial Implications: see report.

Contact: Dennis Dang, Administrative Services Manager

Action: Adopted Resolution# R13-030.

C. Contract: Universal Building Services

From: Administrative Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Universal Building Services (UBS) for janitorial services at all Berkeley Public Library locations effective July 1, 2013 through June 30, 2016 for an amount not to exceed \$210,000 annually with the option to extend for two additional consecutive 12-month periods at \$225,000 per period.

Financial Implications: see report.

Contact: Dennis Dang, Administrative Services Manager

Action: Adopted Resolution# R13-031.

D. Contract: Innovative Interfaces, Inc.

From: Library Information Systems Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Innovative Interfaces, Inc. for hardware and software maintenance services and products for the library's integrated library system effective July 1, 2013 through June 20, 2016 for an amount not to exceed \$1,000,000 with the option to extend for two additional consecutive 12-month periods.

Financial Implications: see report.

Contact: Alicia Abramson, Library Information Systems Manager

Action: Adopted Resolution# R13-032.

E. FY 2014 Library Tax Rate

From: Director of Library Services

Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2014 tax rate for the Library Services Tax at \$0.1806 (18.06 cents) per square foot for dwelling units and \$0.2730 (27.30 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 5.12% for the state of California.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-033.

III. ACTION CALENDAR

A. Expand Branch Library Hours

From: Deputy Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to increase public services at the four branch libraries beginning in FY 2014 to 52 hours per week as a normal schedule, with one additional morning and one additional evening.

Financial Implications: see report.

Contact: Douglas Smith, Deputy Director of Library Services

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution # R13-034.

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

Abstentions: None.

B. Proposed FY 2014 and 2015 Berkeley Public Library Biennial Budget

Correction to date on resolution provided.

From: Administrative Services Manager

Recommendation: Adopt a resolution approving the FY 2014 and 2015 Proposed Biennial Budget as presented.

Financial Implications: see report.

Contact: Dennis Dang, Administrative Services Manager

Action: M/S/C (Trustee Moore/ Trustee Novosel to adopt Resolution # R13-035.

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

Abstentions: None.

IV. INFORMATION REPORTS

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

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

B. May 2013 Monthly Report from Library Director

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

C. FY 2013 – 3rd Quarter FYTD Update

From: Administrative Services Manager
Contact: Dennis Dang, Administrative Services Manager
Action: Received.

D. Tool Lending Library Service Hours

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

E. Library events

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

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, June 12, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- BranchVan future
- Project Labor Agreement Update
- Branch Hours expansion promotion
- Website update
- Programming update
- Bond Budget update
- Meet & Confer report

VI. ADJOURNMENT

Adjourned at 7:53 p.m.

VII. CLOSED SESSION

A. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)

Title of position being evaluated: Director of Library Services

Closed session called to order 8:00 pm

Closed session ended 8:35

VIII. OPEN SESSION

No public. No action taken. Board subcommittee will meet with the library director.

IX. ADJOURNMENT

Adjourned at 8:37 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 29, 2013 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. Corrected resolution for action Calendar Item B, Proposed FY 2014 and 2015 Berkeley Public Library Biennial Budget