



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING  
September 25, 2014

AGENDA  
3:00 PM

CENTRAL LIBRARY  
2090 KITTREDGE STREET  
Community Meeting Room

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

**I. PRELIMINARY MATTERS**

- A. Call to Order
- B. Public Comment Limited to Items on the Agenda\*

**II. CONSENT CALENDAR**

- A. **Appointment of Interim Director of Library Services**  
Recommendation: Adopt a Resolution confirming the appointment of Suzanne Olawski as Interim Director of Library Services.

**III. CLOSED SESSION**

The Board will convene in closed session to meet concerning the following:

- A. **Public Employee Appointment – Pursuant to Government Code Section 54957.**  
Title: Director of Library Services
- B. **Conference with Labor Negotiator Pursuant to Government Code Section 54957.6**  
City Negotiators: Abigail Franklin, Chair, Board of Library Trustees  
Unrepresented Employee: New Director of Library Services

**IV. OPEN SESSION:**

- A. **Public Reports of actions taken pursuant to Government Code section 54957.1.**

**V. ADJOURNMENT**

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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 September 23, 2014.

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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.

\* Public Comments - speakers allowed 3 minutes each



**CONSENT CALENDAR**

September 25, 2014

**TO:** Board of Library Trustees  
**FROM:** Abigail Franklin, Chairperson, Board of Library Trustees  
**SUBJECT:** APPOINTMENT OF INTERIM DIRECTOR OF LIBRARY SERVICES

**RECOMMENDATION**

Adopt a Resolution confirming the appointment of Suzanne Olawski as Interim Director of Library Services.

**FISCAL IMPACT**

None.

**BACKGROUND**

The incumbent Director of Library Services, Donna Corbeil, will be retiring. The Library Board began at a special meeting on May 20, 2014, a recruitment process to fill the position. This process is in progress and while a permanent appointment may be made prior to October 3, 2014, the selected candidate would most likely not be able to begin work immediately.

**RATIONALE FOR RECOMMENDATION**

The Board of Library Trustees is empowered by Berkeley Municipal Code, Chapter 3.04 - Board of Library Trustees, Section 3.04.090 powers and duties, to by a majority vote of all its members:

*To appoint officers and employees of the Library, either full-time or part-time, as may be necessary to adequately conduct the business of the Library; said employees and officers to hold office at the pleasure of the Board, to fix the salaries and wages thereof within the salary ranges established by resolution of the City Council, and to prescribe the duties and powers of such officers and employees.*

Upon the notice of retirement from the incumbent director the Board engaged in a process to recruit and select a replacement. The Library Board initiated a recruitment effort, which is still in progress.

The successful and efficient operations of the Library are best served by the appointment of an Interim Director of Library Services to fulfill the executive level duties of the department until the permanently appointed director officially takes office. The job description for the Deputy Director of Library Services (<http://agency.governmentjobs.com/berkeley/default.cfm?action=viewclassspec&classSpecID=104819&agency=1568&viewOnly=yes>), includes as a duty, Acts in the absence of Director of Library Services. Ms. Olawski has proven she is capable and qualified to fulfill this duty and as it would serve the best interests of the Library to do so, and the Board has the authority. This action is highly recommended.

**ALTERNATIVE ACTIONS CONSIDERED:**

None.

**CONTACT PERSON**

Abigail Franklin, Board of Library Trustees, 981-6195

Donna Corbeil, Director of Library Services, 981-6195

**Attachments:**

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-0\_\_**

**Attachment 1**

**APPOINT SUZANNE OLAWSKI INTERIM DIRECTOR OF LIBRARY SERVICES**

WHEREAS, the Board of Library Trustees is vested under the City Charter with the authority to hire all officers and employees of the Library; and

WHEREAS, the current incumbent serving as Director of Library Services has noticed the Board of her intent to retire on October 4, 2014; and

WHEREAS, it has been the Board's practice to conduct Library hiring and promotional examinations pursuant to the city's personnel rules and regulations; and

WHEREAS, the Library Board at a special meeting on May 20, 2014, adopted Resolution # R14-031 approving the process for recruitment and selection of a new Director of Library Services; and

WHEREAS, the Board of Library Trustees as a body represented the decision-maker in appointment of the Director of Library Services; and

WHEREAS, the successful and efficient operations of the Library are best served by the appointment of an Interim Director of Library Services to fulfill the executive level duties of the department until the permanently appointed director begins work; and

WHEREAS, on occasion the Deputy Director of Library Services acts in the absence of the Director of Library Services and as it would serve the best interests of the library to do so in this circumstance.

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby appoints Suzanne Olawski, Deputy Director of the Berkeley Public Library as Interim Library Director immediately upon the departure of the incumbent to serve until the newly appointed Library director begins employment.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on September 25, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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