



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, June 7, 2023 6:30 PM

Board of Library Trustees:
Amy Roth, President Beverly Greene
Sophie Hahn, Vice President John Selawsky

I. PRELIMINARY MATTERS

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

- A. Call to order:** 6:33 pm.
Present: Trustees Greene, Hahn, Roth and Selawsky.
Absent: None.
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Administrative and Fiscal Services Manager; Amanda Myers, Library Services Manager; Aimee Reeder, Associate Management Analyst; Shani Leonards; Supervising Librarian; Eve Franklin, Administrative Secretary.
Lyn Corbett, Principal, The Pivotal Consulting Group
- B. Public Comments:** 0 speakers.
- C. Comments from Library Unions:**
 - 1. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
 - 2. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
 - 3. Public Employees Union, LOCAL 1 – 0 speakers
- D. Comments from Board of Library Trustees** - none

II. PRESENTATION CALENDAR

- A. Presentation: Strategic Planning Overview (oral report)**
Dr. Lyn Corbett, Principal, The Pivotal Consulting Group provided a report.

III. CONSENT CALENDAR

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-023 to approve the consent calendar as presented.

Vote: Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

A. Approve Minutes of the May 3, 2023 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 3, 2023 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-024 to approve the minutes of May 3, 2023 as presented.

Vote: Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

B. Approve Minutes of the May 17, 2023 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 17, 2023 Special Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-025 to approve the minutes of May 17, 2023 as presented.

Vote: Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

C. Authorization to Close the Library on September 20, 2023

From: Tess Mayer

Recommendation: Adopt a resolution to authorize the closure of the Central Library and all branch libraries on Wednesday, September 20, 2023 to allow adequate time for participation in staff development.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-026 to authorize the closure of the Central Library and all branch libraries on Wednesday, September 20, 2023 to allow adequate time for participation in staff development.

Vote: Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

D. Authorization to Close the Central Library on Sunday, March 3, 2024, for Authors Dinner

From: Tess Mayer

Recommendation: Adopt the resolution approving the arrangements in preparation for the 21st annual Authors Dinner to be held on Sunday, March 3, 2024, at the Central Library.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Greene to adopt resolution #R23-027 to authorize

1. Close the Central Library all day on Sunday, March 3, 2024. This is likely a four-hour window and assumes that Sunday hours at Central may be restored by this date.

2. Arrange for the Library to be closed, cleaned, and ready for the event staff to load-in on the evening of Saturday, March 2, 2024.

3. Arrange for maintenance staff to be available for set-up efforts and resetting spaces and lights as needed for Central's opening on Monday at 12pm.

Vote: Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

IV. ACTION CALENDAR

A. Board of Library Trustees Bylaws, Amend Bylaws to Establish Process When Recommended Candidate Cannot Serve

From: Tess Mayer, Director of Library Services

Recommendation:

1. Discuss and amend the Bylaws to reflect the agreed upon process.
2. Appointment of Nominating Subcommittee (if applicable). President Roth will appoint an ad-hoc subcommittee to lead the selection of candidates to interview with the Board of Library Trustees.
3. Approval of Recruitment Timeline and Materials (if applicable)
The Board will review the proposed timeline to reinitiate the recruitment for the Board of Library Trustees vacancy created with the conclusion of Trustee Davenport's second term.

Action: M/S/C Trustee Hahn / Trustee Roth to adopt resolution #R23-028 to:

1. Continue the question of amending the Bylaws to the July 5, 2023 meeting;
2. Enable President Roth to appoint an ad-hoc subcommittee to lead the selection of candidates to interview with the Board of Library Trustees; President Roth appoints herself and Vice President Hahn to ad-hoc subcommittee.
3. Adopt Process B as referenced in "BOLT Recruitment Process Report" Action Calendar item A, presented at June 7, 2023 meeting: "Board of Library Trustees Bylaws, Amend Bylaws to Establish Process When Recommended Candidate Cannot Serve"

Vote: Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None.
Abstentions: None

B. Mid-Biennial Budget Adjustments for FY 2024

From: Nneka Gallaread, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution approving the proposed adjustments to the FY 2024 **Contact:** Nneka Gallaread, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-029 to approve proposed adjustments to the FY 2024.

Vote: Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None.
Abstentions: None

V. INFORMATION CALENDAR

A. Claremont Branch Staff Report – Shani Leonards, Supervising Librarian

From: Shani Leonards, Supervising Librarian

Action: Received

Staff provided a video presentation.

Trustee Hahn left the meeting at 8:19 PM.

B. Monthly Library Director’s Report – Tess Mayer, Director of Library Services

From: Tess Mayer, Director of Library Services

Action: Received

VI. AGENDA BUILDING

The next regular meeting will be held July 5, 2023.

- Bylaws
- Information Report on the process for selecting President and Vice President
- Calendar of Board Items
- Staff Report

VII. ADJOURNMENT

Trustee Greene / Trustee Roth to adjourn the meeting.

Vote: Ayes: Trustees Greene, Roth and Selawsky. Noes: None. Absent: Hahn. Abstentions: None.

Adjourned at 8:31 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of June 7, 2023 as approved by the Board of Library Trustees.

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Tess Mayer, Director of Library Services, acting as secretary to BOLT

Attachments:

1. Presentation: Strategic Planning Overview