



BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

AGENDA

LOCATION

Wednesday, October 4, 2023

6:30 PM

West Branch  
1125 University Avenue

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Beverly Greene, John Selawsky

To submit an e-mail comment during the meeting to be read aloud during public comment, email [BOLT@berkeleyca.gov](mailto:BOLT@berkeleyca.gov) with the Subject Line in this format: "PUBLIC COMMENT ITEM #." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to [Eve Franklin, Administrative Secretary, \(510\) 981-6102](#). The Board of Library Trustees may take action related to any subject listed on the agenda.

**I. PRELIMINARY MATTERS**

**A. Call to Order**

**B. Ceremonial Matters:** *In addition to those items listed on the agenda, the President may add additional ceremonial matters.*

**C. Public Comment on Non-agenda Matters**

*Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.*

**D. Comments from Library Unions**

*For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.*

- i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- iii. Public Employees Union, LOCAL 1

**E. Comments from Board of Library Trustees**

**II. 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. Minutes of September 6 2023 Regular Meeting**

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Adopt the resolution to approve the minutes of the September 6, 2023 Regular Meeting of the Board of Library Trustees.

**B. Minutes of September 20, 2023 Special Meeting**

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Adopt the resolution to approve the minutes of the September 20, 2023 Special Meeting of the Board of Library Trustees.

**C. FY22 Annual Gift Report to City Council**

**From:** Nneka Gallaread

**Recommendation:** Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2022 as mandated by CC Resolution No. 65,444-N.S.

**D. FY23 Annual Gift Report to City Council**

**From:** Nneka Gallaread

**Recommendation:** Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2023 as mandated by CC Resolution No. 65,444-N.S.

**E. 2024 Berkeley Public Library Holiday & Early Closing Schedule**

**From:** Tess Mayer

**Recommendation:** Adopt the resolution approving the 2024 Berkeley Public Library Holiday & Early Closing Schedule.

**F. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings**

**From:** Tess Mayer

**Recommendation:** Adopt a resolution to open the Central Library and all Branch Libraries one hour later on March 29, May 31, and August 30, 2024 to allow adequate time for the all-staff meeting.

**G. 2024 Regular Meeting Schedule for the Board of Library Trustees**

**From:** Tess Mayer

**Recommendation:** Adopt a resolution approving dates, times and locations for the 2024 regular meeting schedule for the Board of Library Trustees.

**H. Contract Amendment: Contract No. 32000176 with Universal Protection Service, LP. Db: Allied Universal Security Services**

**From:** Henry Bankhead

**Recommendation:** Adopt a resolution to amend Contract No. 32000176 with Universal Protection Service, LP. Db: Allied Universal Security Services for the provision of security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount of \$1,450,000 for 12-months, commencing on or about July 31, 2023 through to July 31, 2024.

**III. ACTION CALENDAR****A. Recommendation to City Council on appointment of Trustee to serve a four-year term commencing November 8 to fill vacancy left by the ending of Trustee Davenport's second term.**

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Trustees will discuss candidates interviewed on September 21, and adopt a resolution naming the recommended candidate to the City Council for appointment. There will be discussion of candidates interviewed, a vote by the Board on recommendation to City Council, and direction to staff to send name of recommended candidate to City Council for appointment.

**B. Nominations for the Selection of Board President and Vice-President**

**From:** Tess Mayer

**Recommendation:** Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 2, 2023, for a one-year term.

**C. Election of President**

**From:** Tess Mayer

**Recommendation:** Following discussion, the Board will nominate a Trustee to sit as President, for the term commencing November 2, 2023, for a one-year term.

**D. Election of Vice-President**

**From:** Tess Mayer

**Recommendation:** Following discussion, the Board will nominate a Trustee to sit as Vice-President, for the term commencing November 2, 2023, for a one-year term.

**IV. INFORMATION REPORTS**

*All items for discussion only and no final action.*

**A. Oral Staff Report – Lunch at the Library & Summer Reading Wrap-up – Elaine Tai, Supervising Librarian Children's Services****B. Monthly Library Director's Report (written) – Tess Mayer, Director of Library Services****V. ITEMS FOR FUTURE AGENDAS**

*These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.*

A. Discussion of items to be added to future agendas

**VI. ADJOURNMENT**

*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, [tmayer@berkeleyca.gov](mailto:tmayer@berkeleyca.gov).*

*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.*

*Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.*

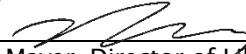
**COMMUNICATION ACCESS INFORMATION:**



This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular/special meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 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 27, 2023.

//s//

  
\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees

**Communications:**

- |           |                |                                                                          |
|-----------|----------------|--------------------------------------------------------------------------|
| 9/6/2023  | David Lerman   | Tools                                                                    |
| 9/18/2023 | Brandon Lowder | Government Employees at Your Libraries                                   |
| 9/20/2023 | Chris Naso     | Statement on behalf of Part-Time City of Berkeley Public Library Workers |
| 9/24/2023 | Benoit Rullier | Tool Library Survey                                                      |





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, September 6, 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:** 6:30 pm.  
Present: Trustees Greene, Roth and Selawsky.  
Trustee Hahn arrived at 7:09.  
Absent: None.  
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Admin and Fiscal Services Manager; Bill Kolb, Library Services Manager; Alicia Abramson, Manager, Library Information Technology; Bae Smith, Supervising Librarian, Collection Services; Aimee Reeder, Associate Management Analyst; Eve Franklin, Administrative Secretary.
- B. Public Comments:** 1 speaker
- C. Comments from Library Unions:**
  - 1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 2 speakers
  - 2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
  - 3. Public Employees Union, LOCAL 1 – 0 speakers
- D. Comments from Board of Library Trustees – none.**

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Selawsky / Trustee Greene to adopt resolution #R23-033 to approve the consent calendar with corrections to the Minutes.

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

**A. Approve Minutes of the July 5, 2023 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the June 7, 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 Selawsky / Trustee Greene to adopt resolution #R23-034 to approve the minutes of June 7, 2023 with corrections.

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

**B. Amendment to Purchase Authority for the Director**

**From:** Director of Library Services

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**Financial Implications:** see report

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Selawsky / Trustee Greene to Adopt a resolution #R23-035 authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

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

Abstentions: None.

**C. Request for Proposal - Technology Roadmap**

**From:** Henry Bankhead, Deputy Director

**Recommendation:** Approve the attached draft Request for Proposal to engage a consultant to produce a Library Technology Roadmap for the Berkeley Public Library.

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Selawsky / Trustee Greene to Adopt a resolution #R23-036 to approve the attached draft Request for Proposal to engage a consultant to produce a Library Technology Roadmap for the Berkeley Public Library.

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

Abstentions: None.

**D. Contract Amendment: No. 119062-1, Java Connections, LLC (dba LaptopsAnytime)**

**From:** Alicia Abramson

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$112,091.66 from \$163,480, thereby increasing the Contract's allowable not-to-exceed amount to \$275,571.66, and, to extend the term of the Contract to April 30, 2027.

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Selawsky / Trustee Greene to Adopt a resolution #R23-037 authorizing the Director of Library Services to amend Contract No. 119062-1 with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$112,091.66 from \$163,480, thereby increasing the Contract's allowable not-to-exceed amount to \$275,571.66, and, to extend the term of the Contract to April 30, 2027.

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

Abstentions: None.

**III. ACTION CALENDAR**

**A. Nominations for the Selection of Board President and Vice-President**

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 2, 2023, for a one-year term. Election of Officers will take place at the October meeting.

Trustee Selawsky nominated Amy Roth as President and Beverly Greene as Vice President.

**IV. INFORMATION CALENDAR**

Trustee Hahn arrived at 7:09pm

**A. Oral Staff Report – State of the Collection**

**From:** Bae Smith, Supervising Librarian, Collections

**Action:** Received

**B. Budget Update – 4<sup>th</sup> Quarter**

**From:** Nneka Gallaread, Admin and Fiscal Services Manager

**Action:** Received

**C. BOLT Recruitment Process Report Update – Tess Mayer, Director of Library Services**

**From:** Tess Mayer, Director of Library Services

**Action:** Received

**D. Monthly Library Director's Report – Tess Mayer, Director of Library Services**

**From:** Tess Mayer, Director of Library Services

**Action:** Received

**V. AGENDA BUILDING**

The next regular meeting will be held October 4, 2023.

1. Social Worker Presentation
2. Summer Reading and Lunch at the Library Report

**VI. ADJOURNMENT**

Trustee Green / Trustee Selawsky to adjourn the meeting.

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

Adjourned at 8 22 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of September 6, 2023 as approved by the Board of Library Trustees.

//s// \_\_\_\_\_

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

Attachments:

1. State of the Collection Presentation

DRAFT





# Collection Services

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BOLT SEPTEMBER 6, 2023

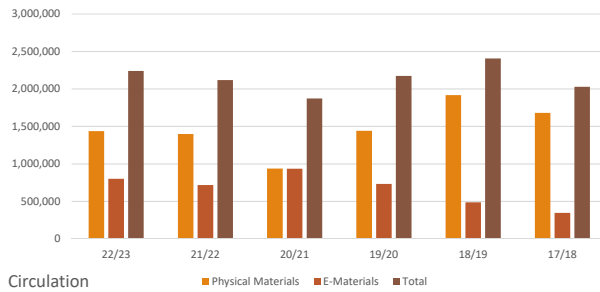
## Collection Services Team

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Leticia Cendejas  
Jonathan Esmenjaud  
Lilia Flores  
Mecca Freeman  
Jose Guerrero  
Kauru (Cindy) Kumano  
Rosie Merlin  
Emiliano Ruiz  
Julia Wiswell

## Collection Statistics



|                    |           |
|--------------------|-----------|
| Fiscal Year        | 22/23     |
| Physical Materials | 1,436,269 |
| E-Materials        | 801,709   |
| Total              | 2,237,978 |

## Collection Statistics

Physical items added FY19/20: 44,481

E-items added FY19/20:10,812

Physical items added FY20/21: 39,265

E-items added FY20/21: 15,242

Physical items added FY21/22: 42,706

E -items added FY21/22: 13,300

Physical items added FY22/23: 45,756

E- items added FY22/23: 18,584

# Collection Practices

Centralized Collaborative Collection Development

System approach - All locations work collaboratively on the collection at same time

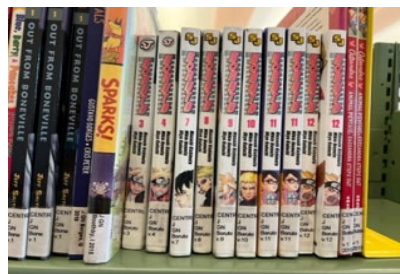
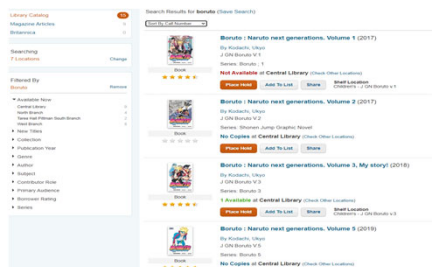
## Criteria for Selection of Materials

- Community demand and interest
- Currency and relevance of content
- Reviews in professional publications, magazines, newspapers, blogs and other media
- Relationship to existing materials in collection
- Usefulness and endurance of an item's format
- Accuracy and depth of content
- Local interest (subject, author, publisher)
- Diversity of viewpoints and cultural perspectives

# Projects Fiscal Year FY23

Work overall is to improve access, findability, and discoverability of all BPL Collections.

Collections should be easily accessed by the community.



## Projects cont'd FY23

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### **Physical Collection**

- Reclass of graphic novel series titles
- System wide work on non fiction collections
  - Shifting of non-fiction collection at Central Library
  - Reclassing titles with alpha-numeric cutters
- Central Library: Reading and Mystery Room Collections
- Updated International Collections
- Updated subject heading vocabulary
- Diversity audit of collection

## Projects cont'd FY23

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### **Expansion of Digital Offerings**

- NY Times Cooking and Games
- JSTOR/ARTSTOR
- Unlimited Access to Lonely Planet Travel Guides
- Notify Me patron requests in Overdrive
- Added sheet Music to Naxos Music Library database
- Refreshed International Language Collections in Overdrive (Spanish, Chinese, Japanese, French)
- Refreshed holdings in MakeMake database- expanded ages to Middle School

## Fiscal Year FY24 Plan

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- Continue work on physical collections
  - Update Subject Headings
  - Re-classification of collections
  - Focus on International Language collections
  - Expand Conscious Kits Collection
  - Diversity audit continues
  
- Continue to expand digital offerings
  - CreativeBug – craft classes database
  - All access comic book collection to Overdrive
  - Artist Works Database to Overdrive
  - Expand vendor training videos for all library staff begun in (FY) 23

Thank you.  
Questions?





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Thursday, September 21, 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:** 6:00 PM.  
Present: Trustees Greene, Hahn, Roth and Selawsky.  
Absent: None.  
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Aimee Reeder, Associate Management Analyst; Eve Franklin, Administrative Secretary.
- B. Public Comments:** 0 speaker
- C. Comments from Board of Library Trustees** – none.

**II. ACTION CALENDAR**

- A. Nominations for the Selection of Board President and Vice-President**  
**From:** Tess Mayer, Director of Library Services  
**Recommendation:** Trustees will conduct interviews of candidates for the current vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to City Council. Packets of candidate applications are included in the agenda packet.  
  
Four candidates were interviewed: Riyaz Fazal, Kristina Sepetys, Tanir Ami, and Pavitra Prabhakar.

**III. AGENDA BUILDING**

The next regular meeting will be held October 4, 2023.

**IV. ADJOURNMENT**

Trustee Hahn / Trustee Selawsky to adjourn the meeting.  
**Vote:** Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.  
Adjourned at 7:00 PM.  
This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of September 21, 2023 as approved by the Board of Library Trustees.  
//s// \_\_\_\_\_

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

Attachments: none







**CONSENT CALENDAR**

October 4, 2023

**TO:** Board of Library Trustees  
**FROM:** Nneka Gallaread, Administrative and Fiscal Services Manager  
**SUBJECT:** FY 2022 ANNUAL GIFT REPORT

**RECOMMENDATION**

Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2022 as mandated by CC Resolution No. 65,444-N.S.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

The Open Government Ordinance (Ord. 7,166-N.S.) approved by the City Council in 2011 includes a section on the acceptance of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the board, Resolution R11-051 was adopted, requesting City Council delegate to the Board of Library Trustees the authority to accept on behalf of the Library any gifts of funds, goods, or services up to \$200,000. On September 20, 2011 the Council considered the item and approved it on consent by Resolution No. 65,444-N.S.

The approved Council resolution includes a stipulation, "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to this report has been prepared by staff for board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from July 1, 2021 through June 30, 2022.

**CURRENT SITUATION AND ITS EFFECTS**

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2021 through June 30, 2022 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts and will be reported to the City Council: The Friends of the Berkeley Public Library for \$87,000, the Berkeley Public Library Foundation for \$186,892, B. Malina for \$2,000, and the Howard and Deborah Goodman Charitable Trust for \$1,000.

**FY 2022 Gifts and Foundation Receipts**

| Report to CC | Donor                 | Value          | Fund       | Notes                                         |
|--------------|-----------------------|----------------|------------|-----------------------------------------------|
| <b>Yes</b>   | <b>Individual</b>     | <b>\$2,000</b> | <b>104</b> | <b>B. Malina</b>                              |
| No           | Individual            | 100            | 104        | D. McBride                                    |
| No           | Individual            | 200            | 104        | W. Waters and S. Lauer                        |
| No           | Individual            | 35             | 104        | M. Beatty                                     |
| <b>Yes</b>   | <b>Individual</b>     | <b>1,000</b>   | <b>104</b> | <b>Goodman Trust</b>                          |
| No           | Individual            | 200            | 104        | C. Ampolsuk                                   |
| <b>Yes</b>   | <b>Friends of BPL</b> | <b>87,000</b>  | <b>104</b> | <b>Library programs and materials support</b> |
| <b>Yes</b>   | <b>BPL Foundation</b> | <b>150,000</b> | <b>105</b> | <b>Central Improvements</b>                   |
| <b>Yes</b>   | <b>BPL Foundation</b> | <b>3,000</b>   | <b>105</b> | <b>Program: Conscious Kit</b>                 |
| <b>Yes</b>   | <b>BPL Foundation</b> | <b>33,500</b>  | <b>105</b> | <b>Program: Laptop Lending</b>                |
| <b>Yes</b>   | <b>BPL Foundation</b> | <b>392</b>     | <b>105</b> | <b>Program: Flyguy</b>                        |
| BPL          | Total                 | \$277,427      |            |                                               |

As indicated in the *Library's Gift / Donation Policy A.R. Number 10.11* (Attachment 2) donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process.

FURTHER ACTION

None.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-\_\_\_**

**FY 2022 ANNUAL LIBRARY GIFT REPORT TO THE CITY COUNCIL**

WHEREAS, the Berkeley Public Library regularly accepts and receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as individuals and groups; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation’s Branch Library FF&E Campaign; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S. , which included a requirement that the Board of Library Trustees report annually to Council gifts in excess of \$1,000 in aggregate; and

WHEREAS, this year’s report covers the fiscal year period from July 1, 2021 through June 30, 2022; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: The Friends of the Berkeley Public Library for \$87,000, the Berkeley Public Library Foundation for \$186,892, B. Malina for \$2,000, and the Howard and Deborah Goodman Charitable Trust for \$1,000; and

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the submission of the Library’s annual gift report to the Berkeley City Council.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, Chairperson

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Tess Mayer, Director of Library Services  
Serving as Secretary of the Board of Library Trustees





**CONSENT CALENDAR**

October 4, 2023

**TO:** Board of Library Trustees  
**FROM:** Nneka Gallaread, Administrative and Fiscal Services Manager  
**SUBJECT:** FY 2023 ANNUAL GIFT REPORT

**RECOMMENDATION**

Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2023 as mandated by CC Resolution No. 65,444-N.S.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

The Open Government Ordinance (Ord. 7,166-N.S.) approved by the City Council in 2011 includes a section on the acceptance of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the board, Resolution R11-051 was adopted, requesting City Council delegate to the Board of Library Trustees the authority to accept on behalf of the Library any gifts of funds, goods, or services up to \$200,000. On September 20, 2011 the Council considered the item and approved it on consent by Resolution No. 65,444-N.S.

The approved Council resolution includes a stipulation, "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to this report has been prepared by staff for board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from July 1, 2022 through June 30, 2023.

**CURRENT SITUATION AND ITS EFFECTS**

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2022 through June 30, 2023 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts and will be reported to the City Council: The Friends of the Berkeley Public Library for \$150,600, the Berkeley Public Library Foundation for \$13,657, and K. Anderson for \$2,000.

**FY 2023 Gifts and Foundation Receipts**

| Report to CC | Donor                              | Value          | Fund       | Notes                                         |
|--------------|------------------------------------|----------------|------------|-----------------------------------------------|
| <b>Yes</b>   | <b>Individual</b>                  | <b>\$2,000</b> | <b>101</b> | <b>K. Anderson</b>                            |
| No           | Individual                         | 72             | 101        | D. Aranoff                                    |
| No           | Individual                         | 500            | 104        | N. Addison                                    |
| No           | Individual                         | 35             | 104        | Jolda                                         |
| No           | Individual                         | 300            | 104        | Colton/Sauerbrey                              |
| No           | Individual                         | 200            | 104        | C. Ampolsuk                                   |
| <b>Yes</b>   | <b>Friends of BPL</b>              | <b>150,600</b> | <b>104</b> | <b>Library programs and materials support</b> |
| <b>Yes</b>   | <b>BPL Foundation: Passthrough</b> | <b>3,500</b>   | <b>105</b> | <b>Program: Berkeley Read</b>                 |
| <b>Yes</b>   | <b>BPL Foundation</b>              | <b>10,000</b>  | <b>105</b> | <b>Program: Central Improvement</b>           |
| <b>Yes</b>   | <b>BPL Foundation</b>              | <b>157</b>     | <b>105</b> | <b>Program: Social Services Client Space</b>  |
| BPL          | Total                              | \$167,364      |            |                                               |

As indicated in the *Library's Gift / Donation Policy A.R. Number 10.11* (Attachment 2) donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process.

FURTHER ACTION

None.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-\_\_\_**

**FY 2023 ANNUAL LIBRARY GIFT REPORT TO THE CITY COUNCIL**

WHEREAS, the Berkeley Public Library regularly accepts and receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as individuals and groups; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation’s Branch Library FF&E Campaign; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S. , which included a requirement that the Board of Library Trustees report annually to Council gifts in excess of \$1,000 in aggregate; and

WHEREAS, this year’s report covers the fiscal year period from July 1, 2022 through June 30, 2023; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: The Friends of the Berkeley Public Library for \$150,600, the Berkeley Public Library Foundation for \$13,657, and K. Anderson for \$2,000; and

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the submission of the Library’s annual gift report to the Berkeley City Council.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, Chairperson

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Tess Mayer, Director of Library Services  
Serving as Secretary of the Board of Library Trustees







**CONSENT CALENDAR**

October 4, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 2024 Berkeley Public Library Holiday & Early Closing Schedule

**RECOMMENDATION**

Adopt the resolution approving the 2024 Berkeley Public Library Holiday & Early Closing Schedule.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the preceding year. This schedule will result in the closure of all Libraries, including Branches.

**CURRENT SITUATION AND ITS EFFECTS**

Union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley. The Board of Library Trustees sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception: the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday. The most recent SEIU Local 1021 Community Services Chapter Memorandum Agreement added the Juneteenth holidays.

The Central Library and Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a shortened schedule, closing at 6 PM.

The draft 2024 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

**FUTURE ACTION**

No future action is required.

**CONTACT PERSON**

Tess Mayer, Director of Library Services, Library Administration, 510-981-6195

**Attachments:**

1. Resolution
2. Proposed 2024 Schedule of Berkeley Public Library Holidays and Early Closings
3. 2023 Schedule of Berkeley Public Library Holidays and Early Closings
4. 2024 City of Berkeley Holiday Schedule



**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: R23-\_\_\_**

**2024 BERKELEY PUBLIC LIBRARY HOLIDAY & EARLY CLOSING SCHEDULE**

WHEREAS, union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2024 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Amy Roth, President

---

Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees



**Berkeley Public Library**  
***Proposed 2024 Schedule of Holidays & Early Closings***

| <b>Date</b>                       | <b>Holiday</b>             | <b>Closure</b> | <b>Early Closing</b>                        |
|-----------------------------------|----------------------------|----------------|---------------------------------------------|
| 1. January 1, 2024 (Monday)       | New Year's Day             | X              |                                             |
| 2. January 15, 2024 (Monday)      | Martin Luther King Jr. Day | X              |                                             |
| 3. February 19, 2024 (Monday)     | President's Day            | X              |                                             |
| 4. May 20, 2024 (Monday)          | Malcolm X Day Observed     | X              |                                             |
| 5. May 27, 2024 (Monday)          | Memorial Day               | X              |                                             |
| 6. June 19, 2024 (Wednesday)      | Juneteenth                 | X              |                                             |
| 7. July 4, 2024 (Thursday)        | Independence Day           | X              |                                             |
| 8. September 2, 2024 (Monday)     | Labor Day                  | X              |                                             |
| 9. October 14, 2024 (Monday)      | Indigenous People's Day    | X              |                                             |
| 10. November 11, 2024 (Monday)    | Veterans' Day              | X              |                                             |
| 11. November 27, 2024 (Wednesday) | Thanksgiving Eve           |                | All Library locations<br>to close at 6:00pm |
| 12. November 28, 2024 (Thursday)  | Thanksgiving Holiday       | X              |                                             |
| 13. November 29, 2024 (Friday)    | Thanksgiving Holiday       | X              |                                             |
| 14. December 24, 2024 (Tuesday)   | Christmas Eve              |                |                                             |
| 15. December 25, 2024 (Wednesday) | Christmas Day              | X              |                                             |



## Berkeley Public Library 2023 Schedule of Holidays & Early Closings

| <b>Date</b>                       | <b>Holiday</b>             | <b>Closure</b> | <b>Early Closing</b>                     |
|-----------------------------------|----------------------------|----------------|------------------------------------------|
| 1. January 1, 2023 (Sunday)       | New Year's Day             | X              |                                          |
| 2. January 2, 2023 (Monday)       | New Year's Day             | X              |                                          |
| 3. January 16, 2023 (Monday)      | Martin Luther King Jr. Day | X              |                                          |
| 4. February 13, 2023 (Monday)*    | Lincoln's Birthday         | X              |                                          |
| 5. February 20, 2023 (Monday)     | President's Day            | X              |                                          |
| 6. May 19, 2023 (Friday)          | Malcolm X Day              | X              |                                          |
| 7. May 29, 2023 (Monday)          | Memorial Day               | X              |                                          |
| 8. June 19, 2023 (Monday)         | Juneteenth Observed        | X              |                                          |
| 9. July 4, 2023 (Tuesday)         | Independence Day           | X              |                                          |
| 10. September 4, 2023 (Monday)    | Labor Day                  | X              |                                          |
| 11. October 9, 2023 (Monday)      | Indigenous People's Day    | X              |                                          |
| 12. November 10, 2023 (Friday)    | Veterans' Day Observed     | X              |                                          |
| 13. November 11, 2023 (Saturday)  | Veterans' Day              | X              |                                          |
| 14. November 22, 2023 (Wednesday) | Thanksgiving Eve           |                | All Library locations to close at 6:00pm |
| 15. November 23, 2023 (Thursday)  | Thanksgiving Holiday       | X              |                                          |
| 16. November 24, 2023 (Friday)    | Thanksgiving Holiday       | X              |                                          |
| 17. December 24, 2023 (Sunday) *  | Christmas Eve              |                | All Library locations to close at 5:00pm |
| 18. December 25, 2023 (Monday)    | Christmas Day              | X              |                                          |

*\* In 2023, The Library observed Lincoln's Birthday (observed 02/13/2023) instead of the Christmas Eve (12/24/2023) in order to avoid a Library closure of three consecutive days.*





## **City of Berkeley 2024 Holiday Schedule**

1. January 1, 2024 (Monday) – New Year’s Day
2. January 15, 2024 (Monday) - Martin Luther King Jr. Day
3. February 12, 2024 (Monday) - Lincoln’s Birthday
4. February 19, 2024 (Monday) - President’s Day
5. May 20, 2024 (Monday) - Malcolm X Day Observed
6. May 27, 2024 (Monday) - Memorial Day
7. June 19, 2024 (Wednesday) - Juneteenth
8. July 4, 2024 (Thursday) - Independence Day
9. September 2, 2024 (Monday) - Labor Day
10. October 14, 2024 (Monday) - Indigenous People’s Day
11. November 11, 2024 (Monday) - Veterans’ Day
12. November 28, 2024 (Thursday) - Thanksgiving Holiday
13. November 29, 2024 (Friday) - Thanksgiving Holiday
14. December 25, 2024 (Wednesday) - Christmas Day





**CONSENT CALENDAR**

October 4, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

**RECOMMENDATION**

Adopt a resolution to open the Central Library and all Branch Libraries one hour later on January 19, April 26, and August 30, 2024 to allow adequate time for the all-staff meeting.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

All-Staff meetings are held in the Central Library from 9 AM to 10:30 AM up to four times annually. To enable travel time back to branches, the Library has delayed opening until 11:00 AM as an accommodation.

All scheduled Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings.

Items generally included on the all-staff meeting agenda include:

- Introductions of new staff
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, upcoming projects, budget updates, recognition of staff achievements, etc.)
- Presentations by staff or guest on topics relevant to all (e.g. demonstrations of new equipment, team and/or committee reports, new policy overviews, strategic planning and organizational priorities updates)

All-staff meetings allow the Director and managers the opportunity to distribute staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to Library staff having the ability to hear important information directly from managers. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

**CURRENT SITUATION AND ITS EFFECTS**

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on up to four Fridays throughout the course of the 2009 calendar year to allow additional time for more productive meetings and provide ample time for staff to

**BERKELEY PUBLIC LIBRARY  
CONSENT CALENDAR REPORT**

**Authorization to open the Central Library and All Branches one hour late to allow  
adequate time for All-Staff Meetings**

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**Page 2**

prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation and important planning information related to projects and initiatives. Library staff propose continuing this practice, with the goal of using this time to improve communication regarding policies and other topics of professional and operational value to employees.

FUTURE ACTION

No future action is required.

CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-\_\_\_**

**AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2024**

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to recognize staff, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, the Library began this practice in 2008, with the Library opening late at 11:00 a.m. with no detrimental effect on operations; and

WHEREAS, by delaying the Library’s opening by one hour on these designated mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all Branch Libraries one hour later on March 29, May 31, and August 30, 2024 to allow adequate time for the all-staff meeting.in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Amy Roth, President

\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





**CONSENT CALENDAR**

October 4, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: 2024 Regular Meeting Schedule for the Board of Library Trustees

**RECOMMENDATION**

Adopt a resolution approving dates, times and locations for the 2024 regular meeting schedule for the Board of Library Trustees.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees approves the following year's regular meeting schedule during one of its meetings toward the end of each year.

**CURRENT SITUATION AND ITS EFFECTS**

The regular meetings of the Board of Library Trustees have generally been held on the first Wednesday of each month at 6:30 p.m. at the West Branch Library, 1125 University Ave.

The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

Winter Recess (Dec. 13, 2023 – Jan. 15, 2024)

January 16 & 30

February 13 & 27

March 5 & 19

Spring Recess (March 20 – April 15, 2024)

April 16

May 7, 14 & 21

June 4 & 25

July 9, 23 & 30

Summer Recess (July 31 – Sept. 9, 2024)

September 10 & 24

October 1, 15 & 29

November 12 & 19

December 3 & 10

Winter Recess (Dec. 11, 2024 – Jan. 14, 2025)

The proposed *2024 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION:

No further action is required.

CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

Attachments:

1. Resolution
2. City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays
3. Proposed 2024 Board of Library Trustee Meeting Schedule



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-\_\_\_**

**APPROVAL OF THE 2024 REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Board of Library Trustees approves the next year’s regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the first Wednesday of each month at 6:30 p.m. at the West Branch Library, 1125 University Avenue; and

WHEREAS, the Independence Day Holiday is designated as July 4, 2024 (Thursday); and

WHEREAS, it has been recognized that it would be preferable to change what would be the regular Board date for July to account for this; and

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2024 regular meeting schedule for the Board of Library Trustees as once per month (Generally on the first Wednesday of the month) at 6:30 P.M. except for August when there is a meeting recess, and except for July which will take place on July 10, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee



## City Policy Regarding the Scheduling of City Meetings on All Significant Religious Holidays

Pursuant to Resolution No. 70,066-N.S., it is the policy of the City to avoid scheduling meetings of City Legislative Bodies (City Council, Policy Committees, Commissions, Task Forces) on religious holidays that incorporate significant work restrictions. City legislative bodies must avoid scheduling meetings on the religious holidays listed below.

| Religion     | Holiday                                       | 2024 Dates                 |
|--------------|-----------------------------------------------|----------------------------|
| Shinto       | New Year                                      | 1/1/2024 thru 1/3/2024     |
| Hindu        | Makar Sankranti                               | 1/14/2024                  |
| Cultural     | Chinese New Year (Eve, Day, Lantern Festival) | 2/9, 2/10, 2/24            |
| Islam        | Ramadan (Eve & First Night)                   | 3/10/2024 thru 3/11/2024   |
| Jewish*      | Purim                                         | 3/23/2024 thru 3/24/2024   |
| Hindu        | Holi                                          | 3/25/2024                  |
| Christian    | Good Friday                                   | 3/29/2024                  |
| Christian    | Easter Sunday                                 | 3/31/2024                  |
| Islam        | Eid al-Fitr                                   | 4/9/2024 thru 4/12/2024    |
| Jewish       | Passover (Nights 1, 2, 7, 8)                  | 4/22 - 4/24 & 4/29 - 4/30  |
| Jewish*      | Yom HaShoah                                   | 5/5/2024 thru 5/6/2024     |
| Buddhist     | Vesak                                         | 5/23/2024                  |
| Jewish       | Shavuot                                       | 6/11/2024 thru 6/13/2024   |
| Islam        | Eid al-Adha                                   | 6/15/2024 thru 6/19/2024   |
| Jewish*      | Tish'a B'Av                                   | 8/12/2024 thru 8/13/2024   |
| Shinto       | Obon Ceremony                                 | 8/13/2024 thru 8/15/2024   |
| Jewish       | Rosh Hashanah                                 | 10/2/2024 thru 10/4/2024   |
| Jewish       | Yom Kippur                                    | 10/11/2024 thru 10/12/2024 |
| Hindu        | Dussehra                                      | 10/12/2024                 |
| Jewish       | Sukkot (1st Day)                              | 10/16 - 10/18 & 10/23      |
| Jewish       | Shmini Atzeret/ Simchat Torah                 | 10/23/2024 thru 10/25/2024 |
| Hindu        | Diwali                                        | 10/31/2024                 |
| Baha'i Faith | Birth of Bab                                  | 11/1/2024 thru 11/2/2024   |
| Baha'i Faith | Birth of Baja'u'llah                          | 11/2/2024 thru 11/3/2024   |
| Christian    | Christmas                                     | 12/25/2024                 |
| Jewish       | Chanukah (1st night)                          | 12/25/2024                 |
| Cultural     | Kwanzaa                                       | 12/26/2024 thru 1/1/2025   |
| Jewish       | Shabbat (Friday sunset to Saturday sunset)    | Weekly                     |

\* No work restriction, but avoid scheduling meetings if possible



**Berkeley Public Library**  
**Board of Library Trustees**  
**2024 Regular Meeting Schedule**  
**1<sup>st</sup> Wednesday Dates** (unless marked\*)

| Regular Meeting Dates                                                                                                        | Location                                     |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| January 10, 2024*<br><i>Shinto New Year January 1-3, 2024</i>                                                                | West Branch Library (1125 University Avenue) |
| February 7, 2024                                                                                                             | West Branch Library (1125 University Avenue) |
| March 6, 2024                                                                                                                | West Branch Library (1125 University Avenue) |
| April 3, 2024                                                                                                                | West Branch Library (1125 University Avenue) |
| May 1, 2024                                                                                                                  | West Branch Library (1125 University Avenue) |
| June 5, 2024                                                                                                                 | West Branch Library (1125 University Avenue) |
| July 10, 2024*<br><i>July 3 would be right before the July 4<sup>th</sup> Holiday</i>                                        | West Branch Library (1125 University Avenue) |
| {No meeting in August}                                                                                                       |                                              |
| September 4, 2024                                                                                                            | West Branch Library (1125 University Avenue) |
| October 9, 2024*<br><i>Rosh Hashanah begins sunset of Wednesday, October 2 and ends nightfall of Friday, October 4, 2024</i> | West Branch Library (1125 University Avenue) |
| November 6, 2024                                                                                                             | West Branch Library (1125 University Avenue) |
| December 4, 2024                                                                                                             | West Branch Library (1125 University Avenue) |





**CONSENT CALENDAR**

October 4, 2023

To: Board of Library Trustees  
From: Henry Bankhead, Deputy Library Director  
Subject: Contract Amendment: Contract No. 32000176 with Universal Protection Service, LP. DbA: Allied Universal Security Services

**RECOMMENDATION**

Adopt a resolution to amend Contract No. 32000176 with Universal Protection Service, LP. DbA: Allied Universal Security Services for the provision of security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount of \$1,450,000 for 12-months, commencing on or about July 31, 2023 through to July 31, 2024.

Security service during regular hours of operation at the Central Branch and at all branch sites for special events is currently provided under an agreement set to expire July 31, 2023 with Universal Protection Service, LP. DbA: Allied Universal Security Services. The current contract, Contract No. 32000176 had a total not to exceed amount of 900,000. This contract extension will add 550,000 for FY 2024.

**BACKGROUND**

Anticipating the upcoming expiration of contracts with the City and the Library, the City, with the Library participating, released RFP Specification number 19-11316-C on April 4, 2019, and subsequently reissued on July 22, 2019 due to unexpected staff turnover at the time of the initial issuance. RFP Specification number 19-11316-C Reissued closed on August 29, 2019 and received six qualified proposals of which all were reviewed and evaluated by a staff committee with representation from Public Works; Parks, Recreation and Waterfront; the Health, Housing & Community Services department, as well as the Library. At the conclusion of these activities, First Alarm Security and Patrol, Inc. was determined to have presented the most responsive offer with the highest qualification score to best meet the City's and Library's security need.

During the duration of the current contract, First Alarm Security and Patrol, Inc. became Universal Protection Service, LP. DbA: Allied Universal Security Services.

**CURRENT SITUATION**

Unarmed security guard services are contracted by the Library to perform routine patrol duties at the Central Library, and for limited events at the library branches. The existing contract, (ERMA: 32000176) had been extended to expire on July 31, 2023. The previous Contract (ERMA: 103581-1) for such services has been extended to expire on February 29, 2020. Contract 103581-1, issued to First Alarm Security & Patrol, Inc. began on January 1, 2015 and originated from the 2014 release of Request for Proposals (RFP) Specification number 14-10839-C.

**BERKELEY PUBLIC LIBRARY  
CONSENT CALENDAR REPORT**

**Contract Amendment: Contract No. 32000176 with Universal Protection Service, LP. Dba: Allied Universal Security Services**  
**Page 2**

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Universal Protection Service, LP. Dba: Allied Universal Security Services is the current vendor providing this service to the Library. This resolution will authorize an extension of the existing contract for continuing services through to July 31, 2024.

FISCAL IMPACT

The FY 2024 Library Tax Fund budget includes funding for security services. The funding requested herein is supported by the Library Tax Fund budget. Funding beyond FY 2024 will be budgeted each year pursuant to the Library's annual budgeting process.

The Library is able to secure competitive rates for security services through achieved economies of scale as a participant attached to the City-wide administered RFP (Specification number 19-11316-C Reissued).

The contract with Universal Protection Service, LP. Dba: Allied Universal Security Services for the period of July 31, 2023 through July 31, 2024 is not to exceed \$1,450,000.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: 23--\_\_**

**CONTRACT AMENDMENT: Contract No. 32000176 with Universal Protection Service, LP. Db: Allied Universal Security Services**

WHEREAS, On February 5, 2020, the Board of Library Trustees authorized, by Resolution No.: 20-007, the Contract No. 32000176; and

WHEREAS, the Berkeley Public Library currently contracts with a vendor to provide security services for the Central Library during public operating hours and at all branch locations for special events; and

WHEREAS, the current contract with First Security Services, Inc. expires July 31, 2023; and

WHEREAS, a Request for Proposal (Specification number 19-11316-C Reissued) was issued and conducted by the City of Berkeley for like services, in which the Library participated; and

WHEREAS, First Alarm Security & Patrol, Inc. was determined to have presented the most responsive offer with the highest qualification score to best meet the City's and Library's security need; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley adopt a Resolution to amend Contract No. 32000176 not-to-exceed amount to \$1,450,000, and to extend the term end date to July 31, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on Oct 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Amy Roth, Chairperson

\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees





**ACTION CALENDAR**

October 4, 2023

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Recommendation to City Council on appointment of Trustee to serve a four-year term commencing in November to fill vacancy left by the ending of Trustee Davenport's second term.

**INTRODUCTION**

Trustees will discuss candidates interviewed on September 21, and adopt a resolution naming the recommended candidate to the City Council for appointment. There will be discussion of candidates interviewed, a vote by the Board on recommendation to City Council, and direction to staff to send name of recommended candidate to City Council for appointment.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact from this report.

**BACKGROUND**

The Board of Library Trustees (BOLT) consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, shall not serve more than eight consecutive years, serve without compensation, and must be Berkeley residents.

Trustee Davenport's term ended on May 15, 2023. To ensure a replacement would be selected and confirmed by City Council in as timely a way as possible, the process to fill this vacancy began on March 3, 2023.

Applications were accepted from March 3 through April 17, 2023.

The Library received and reviewed 25 applications for the vacancy. An ad hoc subcommittee consisting of Trustee Davenport, President Roth, and Director Mayer (serving as Secretary to the Board), was appointed at the April 19 regular BOLT meeting to review applications and select candidates to interview. Per the Board of Library Trustees Nomination Policy, the subcommittee reviewed each application based on the applicant's submitted information, and identified nominees that met the search objectives, will be able to carry out the duties and functions of the Trustee as stated in the Bylaws, will advance the Vision and Mission of the Library, will be a resource for collaboration and partnerships on behalf of the Library, and meet the criteria as described in the BOLT Selection Criteria Summary.

The ad hoc subcommittee recommended six candidates for BOLT to interview. Five of those invited agreed to participate; one declined.

The interviews of the five recommended candidates took place at the regular Board of Library Trustees meeting on May 3, 2023. Following the interviews, BOLT engaged in an informal discussion of the candidates. There was a motion to recommend Lupe Gallegos-Diaz, and a vote on the motion. The motion carried.

BOLT referred the recommendation to City Council to be included on the June 6, 2023 agenda.

**BERKELEY PUBLIC LIBRARY**  
**CONSENT OR ACTION CALENDAR REPORT**

Recommendation to City Council on appointment of Trustee to serve a four-year term commencing in November to fill vacancy left by the ending of Trustee Davenport's second term Page 2

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Director Mayer was informed by the City Clerk's Office that there was a concern with the recommendation that related to the candidate's eligibility for service under Section 9.5 of the Berkeley City Charter. For this reason, Director Mayer needed to withdraw the recommendation pending further resolution and advisement from the City Attorney's Office.

Under Section 9.5.(b)(3)(iv) of the Berkeley City Charter, "Independent Redistricting Commission," relating to "Qualifications and eligibility":

*(iv) No person, within two years after the termination of their service on the Commission, will be eligible for employment as a paid staff member for the Mayor or any Councilmember or to serve on a City of Berkeley board or commission.*

BOLT's recommended candidate, Lupe Gallegos-Diaz, served on the City's Redistricting Committee from 2021-2022. According to this requirement, Gallegos-Diaz is not eligible to serve on the Board of Library Trustees until April 2024.

The City Attorney's Office has reviewed and established that this is the correct interpretation and application of this language.

It was also determined by the City Attorney's Office that Gallegos-Diaz's appointment to the Board may not be delayed for one year.

In response to a request by Councilmember and Vice President Hahn, the City Clerk's Office has confirmed that they will update the Commissioner Application Form used by City commissions to ensure that there is a disclaimer that addresses the issue of people having served on the Redistricting Commission within the past two years not being eligible to serve on other City boards and commissions.

At the June 7 Board meeting, Trustees Hahn, Greene, Roth and Selawsky discussed how to proceed with the current vacancy.

The BOLT Bylaws do not explicitly address what occurs in the event that someone is selected by BOLT and is unable to serve. For this reason, it was necessary for the Board to act to delineate the process. If this did not occur, the process would default to the existing process enumerated for new vacancies in the BOLT Vacancies Policy.

The recommendation was to amend the BOLT Bylaws to clarify the process when this occurs. Amendments to the Bylaws may be adopted by a majority vote at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda. This Action Item was placed on the June 7 meeting agenda. Due to the complexity of the situation, the Trustees decided to postpone the amendment of the Bylaws to and focus on the situation at hand.

A motion to follow the following process carried at the June 7 BOLT meeting:

**Process:**

- The President appoints a new nomination subcommittee
- Staff sends a letter to all current applicants (or a specific subset) and asks if they would like to be considered again, due to the change in the original recommendation
- The new Subcommittee reviews the applicants still in the pool, and either:
  - Recommends up to five for consideration by the full board - OR -
  - Recommends that a new process be initiated, that would allow both past applicants, and new applicants, to participate
- On the basis of the recommendation by the subcommittee, the staff either coordinates interviews for the next possible BOLT meeting, or reinitiates the recruitment process, as summarized in Process A

**BERKELEY PUBLIC LIBRARY  
CONSENT OR ACTION CALENDAR REPORT**

Recommendation to City Council on appointment of Trustee to serve a four-year term commencing in November to fill vacancy left by the ending of Trustee Davenport's second term

**Page 3**

Additionally, President Roth appointed a new ad hoc subcommittee including herself and Vice President Hahn.

President Roth, Vice President Hahn, and Secretary Mayer met on Wednesday June 21, 2023 and determined that staff would send an inquiry to all current applicants, inquiring as to whether they still want to be considered for the current vacancy. Then, the subcommittee met on August 3 to review the applications of those expressing continued interest and prepare to recommend to BOLT a subset of candidates to interview at an upcoming BOLT meeting. After consulting with the City of Berkeley Clerk in addition to the City Attorney's Office to ensure that voting procedures established are in accordance with the Brown Act, Secretary Mayer met with President Roth and Vice President Hahn to review and confirm the approach to voting to be used in the future.

BOLT scheduled a special meeting on September 21 to conduct interviews of the candidates selected to participate that have confirmed their participation. Then, at the October 4 regular BOLT meeting, the trustees will vote on which candidate they recommend for nomination to the City Council, following discussion.

The voting will proceed as follows:

- 1) The President calls for nominations for the Trustee vacancy. Every Board member has the opportunity to share their nomination for the vacancy at this time, in the beginning of the process. No one is required to make a nomination.
- 2) A random voting order for each name is established.
- 3) Each Trustee receives one vote per round.
- 4) When each name is called, Trustees may vote yes, no, or abstain.
- 5) Any candidate that receives three votes will be the nominee for the BOLT vacancy that will be submitted to City Council.
- 6) The candidates that follow the candidate having received three votes will not be the nominee.
- 7) If no one receives a majority of the votes, the President will call for nominations for a second round.
- 8) A random voting order for each name will be established again.
- 9) The process will continue until a candidate receives a majority (three) of the votes.

CURRENT SITUATION AND ITS EFFECTS

The Library originally received and reviewed 25 applications for the vacancy. 17 candidates responded and confirmed that they wanted to continue to participate in the process. The ad hoc subcommittee consisting of President Roth, Vice President Hahn, and Director Mayer (serving as Secretary to the Board), reviewed applications and selected six candidates to interview.

Four people participated in the interviews scheduled on September 21.

On October 4, BOLT will engage in an informal discussion of the candidates, followed by a vote as described above.

BOLT's recommendation will be referred to City Council. A majority vote of all the members of the City Council is required to appoint a member to the board.

The new Trustee's term is anticipated to begin in November 2023.

**BERKELEY PUBLIC LIBRARY**

**CONSENT OR ACTION CALENDAR REPORT**

Recommendation to City Council on appointment of Trustee to serve a four-year term commencing in November to fill vacancy left by the ending of Trustee Davenport's second term

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CONTACT PERSON

Tess Mayer, Director of Library Services, Administration, 510-981-6195

Attachments:

1. Resolution
2. Candidate list
3. Board of Library Trustees Nomination Policy approved 04MAY 2022
4. BOLT Selection Criteria Summary

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-021**

**RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BERKELEY  
REGARDING THE PREFERRED CANDIDATE TO FILL THE TRUSTEE VACANCY  
ON NOVEMBER 8, 2023 ON THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, Trustee Davenport’s four-year term ended on May 15, 2023; and

WHEREAS, during the March 1, 2023 meeting of the Board of Library Trustees (BOLT), the Board instructed staff to begin solicitation for applications to fill the upcoming vacancy; and

WHEREAS, the Board of Library Trustees directed staff to issue a press release, advertise on website, at all library locations, in newsletter, and as an insert with City Councilmember communications to constituents.

WHEREAS, the City Clerk’s Office of the City of Berkeley received 25 applications from interested parties; and

WHEREAS, the Board of Library Trustees interviewed 6 of the applicants during the regular BOLT meeting on May 3, 2023; and

WHEREAS, the first candidate nominated was not able to serve; and

WHEREAS, the Board established a process and conducted a new round of interviews; and

WHEREAS, the Board recommends Council set the conditions for this appointment as a 4-year term with the effective date of November 8, 2023; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley recommends to the City Council of the City of Berkeley that the preferred candidate \_\_\_\_\_ be appointed to the Board of Library Trustees beginning November 8, 2023.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on October 4, 2023.

AYES: Trustees Greene, Hahn, Roth, and Selawsky

NOES: None

ABSENT:

ABSTENTIONS: None

\_\_\_\_\_  
Amy Roth, President

\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





**Trustee Candidate List**

| <b>First</b> | <b>Last</b> | <b>Interview Date</b> |
|--------------|-------------|-----------------------|
| Tanir        | Ami         | 9.21.23               |
| Riyaz        | Fazal       | 9.21.23               |
| Pavitra      | Prabhakar   | 9.21.23               |
| Kristina     | Sepetys     | 9.21.23               |



**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Board of Library Trustees Vacancies  
Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/04/2022 |
| BOLT Resolution #: | R22-025    |
| REVISED DATE:      | 05/04/2022 |
| PAGE:              | 1 of 2     |

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**I. PURPOSE**

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”), “five Library Trustees shall be appointed and may be removed by a vote of five members of the Council and one of such trustees must be appointed by the Council from its own members.”

When a Board of Library Trustees (“BOLT”) vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process. This policy enumerates that process.

**II. POLICY**

- A. **Ad-hoc Trustee Nominating Sub-committee** - When a BOLT vacancy has occurred or is planned to occur, the President of BOLT will appoint an ad hoc trustee nominating sub-committee to identify candidates. The Library Director as Secretary to BOLT will assist the sub-committee.
- B. **Candidate Search Objectives** - The sub-committee’s purpose will be to ensure that nominations are inclusive and broadly represents the diverse perspectives of the community. The sub-committee will seek candidates with varied backgrounds, knowledge, abilities, expertise, and networks that can advance the Mission and Vision of the Library. The search objectives include finding candidates able to carry out the trustee role, functions, and duties, as described in the BOLT Bylaws.
- C. **Search Process** - The sub-committee will convene to take account of current BOLT needs and to schedule the process for its purposes. The process will include the creation and posting of a vacancy announcement, the application period, the review of candidates, the recommendation to BOLT, and action taken by BOLT.
- D. **Vacancy Announcement** - The sub-committee will write an announcement that BOLT is seeking interested parties, including the requirements thereof, the manner and form of applying, and the due date for submission of applications; the sub-committee, working with the Library Director and the City, and with the approval of BOLT, will advertise the call for interest.
- E. **Application Procedure** - For consideration, any applicant must be a resident of the City of Berkeley, California. Applicants must submit a resume and a supplemental statement

of interest that addresses questions or topics enumerated by the ad hoc trustee nominating sub-committee.

- F. **Review of Candidates** - The sub-committee will review each application based on the applicant’s submitted information. The purpose of the review is to identify nominees that meet the search objectives, will be able to carry out the duties and functions of the Trustee as stated in the Bylaws, will advance the Vision and Mission of the Library, and will be a resource for collaboration and partnerships on behalf of the Library.
  
- G. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation for one or more nominees to BOLT for action and furtherance to the Council. A recommendation from the ad hoc trustee nominating sub-committee is not binding.

|                                                               |       |      |
|---------------------------------------------------------------|-------|------|
| <b>Reviewed by:</b> _____<br>Director of Library Services     | _____ | Date |
| <b>Approved by:</b> _____<br>Chair, Board of Library Trustees | _____ | Date |

## **Board of Library Trustees, Selection Criteria Summary**

### **Desired Qualifications:**

- Candidates should be public library champions, passionate about lifelong learning and community engagement.
- A demonstrated commitment to equity, diversity and inclusion is essential.
- Candidates with executive leadership, technology, business, financial management and/or administrative skills are encouraged to apply.
- Candidates with leadership experiences in community-based, non-profit, or government agencies

### **General Qualifications**

- Demonstrated interest in and enthusiasm for the library
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community, including a diversity of experiences working in different sectors of the community as well as age, ethnicity, religion, gender identities, abilities, and sexual orientation
- Willing and able to work with management, staff and the union.

### **Practical background and/or direct experience in one or more of these areas is desirable:**

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions; previous experience highly valued
- An interest in long-range planning
- Personal experience in one or more of these areas:
  - Education
  - Architecture/Construction Accounting/Finance Business
  - Personnel management Technology Law/Government
  - Humanities
  - The Arts
- Availability and openness to the public





**ACTION CALENDAR**  
October 4, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Nominations for the Selection of Board President and Vice-President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 2, 2023, for a one-year term.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President elections occurred on November 2, 2022. Trustee Roth was elected President and Trustee Hahn Vice-President, to serve through the time of the next election in November 2023 or until a successor is elected.

*Process*

Per the amended adopted Bylaws of the Board of Library Trustees, in July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and calling for nominations to be made at the September BOLT meeting.

At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 2, 2023.

FUTURE ACTION

Election of Officers will take place at the October meeting.

CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

Attachments:

1. Bylaws of the City of Berkeley Board of Library Trustees (BOLT)



# Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

Berkeley Public Library strives to build community through its services, programs, and collections. The Library brings people together to share access to books, information, ideas, and culture. The Library is dedicated to building a community of lifelong learners who share an interest in personal and community development and enjoyment through literacies of all types. We serve a diverse community, and our services celebrate that diversity through a wide array of programs and collections that welcome, reflect, and include the diversity of Berkeley.

## Mission Statement:

“We believe free, universal access to information is fundamental to a healthy democracy and that reading, and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement.” (May 2020)

The Board of Library Trustees (“BOLT”) shall endeavor to ensure that the mission of the Library is upheld, as well as the American Library Association’s Bill of Rights and the Urban Libraries Council’s Statement on Race and Social Equity.

BOLT is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries (the “Library”) on behalf of the City and citizens of Berkeley, and to provide leadership, governance, and oversight.

## Article I - Organization

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”) and Berkeley Municipal Code (“BMC”) Chapter 3.04, BOLT is the governing body of the Library. BOLT delegates duties and powers to the Library Director. BOLT’s duties are enumerated in the Charter and BMC.

1. Employ a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library.
2. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
  - a. manage and control the Library;
  - b. make and enforce rules, regulations, and bylaws necessary for the administration, governance and protection of the Library and Library property;
  - c. appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers;
  - d. recommend to the City Council the purchase or lease of real property.

3. Annually evaluate the job performance of the Library Director.
4. Participate in the formation and adoption of a strategic plan for the Library and support achievement of such plan through the Library's programs and budget.
5. Develop budgetary priorities and recommend an annual budget for the operation and maintenance of the Library.
6. Approve by vote of BOLT library purchases of materials, supplies or equipment of \$50,000 or more, and contracts for services of \$25,000 or more.
7. Recommend to the City Council the purchase, lease and/or erection of buildings, quarters, and sites for the Library and its administration, and control all Library property.
8. Communicate the mission, goals, needs, and other important information about the Library to the City of Berkeley and to the public.
9. Make an annual report to the City Council describing the condition of the Library and a summary of BOLT's work over the course of the past year, as well as any other reports and information that may be requested by the City Council.

## Article II - Membership

1. **Membership** - The Board of Library Trustees shall consist of five (5) members ("Trustee" or "Trustees"), to be appointed by the City Council. All Trustees shall be residents of the City of Berkeley.
2. **Appointment** - Four of the five Trustees shall be non-City Councilmembers, appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council.
3. **Removal** - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term.
4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.
5. **Terms** - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires.

- a. Each Trustee shall serve until a successor is appointed and qualified.
  - b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.
5. **Compensation** - Trustees shall serve without compensation.
  6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk's Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination.
  7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings. If a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary.
  8. **Leaves of Absence** - If a Trustee must be absent for a period, a leave of absence not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the Council agenda to approve the absence prior to the commencement of the period of absence, in compliance with the procedures in the Commissioners' Manual
  9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the City Clerk and Secretary. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the City Clerk and Secretary unless a future date is indicated. The Secretary shall then notify BOLT and the City Council that a vacancy exists within three business days.

### **Article III - General Responsibilities of Trustees**

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements.
2. Abide by the requirements of the Brown Act and be familiar with Robert's Rules of Order.
3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other's time, and preserve order and decorum.

4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.
5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council's Statement on Race and Social Equity, The American Library Association's Freedom to Read Statement, Intellectual Freedom, and patron privacy rights.
6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
7. Assist BOLT in carrying out its fiduciary responsibilities including, but not limited to, reviewing, and approving financial reports, the annual budget, and the annual audit report.
8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.
9. Periodically visit the Library locations, Central and branches.
10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.
12. Serve on ad hoc committees when assigned and complete associated projects.
13. Abide by and uphold BOLT's decisions.

#### **Article IV - Officers**

BOLT Officers shall be the President, Vice President, and Secretary. BOLT shall elect one of its members President, and one of its members Vice-President. The President and Vice-President have full rights to make or second motions. The Director of Library Services shall be ex officio Secretary of the board.

1. **Terms of Office:**
  - a. The President and Vice President shall be elected at the first BOLT meeting in October of each year.

- b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner.
- c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.
- d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President; however, the Vice President shall execute the President's duties until a new President is elected
- e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.
- f. There is no automatic or presumptive succession from the office of Vice President to President, but the Vice President may be nominated and elected to the position of President in the same manner as any other Trustee.
- g. If the offices of both the President and Vice President are vacated, the Trustee with greatest seniority on BOLT shall serve in the same manner as a Vice President, until such time as a President or Vice President is duly elected.

## **2. Procedures for Regular and Special Elections of the President and Vice President -**

- a. Regular Elections:
  - i. In July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and the duties of such Officers and calling for nominations to be made at the September BOLT meeting.
  - ii. At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee.
  - iii. At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

- iv. In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.
- b. Special Elections:
  - i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

### **3. Duties of the President**

- a. Serve as the Presiding Officer at all meetings and ensure BOLT's work is accomplished.
- b. Ensure that all viewpoints are heard and are considered in a fair and impartial manner, while exerting sufficient control to eliminate irrelevant, repetitious, or otherwise unproductive discussion.
- c. Ensure that the Charter, Berkeley Municipal Code, BOLT Bylaws and other BOLT policies are followed. The President cannot make rules related to the conduct of meetings; only the full BOLT may do so.
- d. Approve the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by other Trustees or staff.
- e. Appoint Trustees to ad hoc subcommittees, subject to the approval of BOLT.
- f. Sign correspondence on behalf of BOLT.
- g. Represent BOLT before the City Council. Other Trustees may represent BOLT before the City Council, but only with formal approval by motion and majority vote of BOLT.
- h. Approve final BOLT reports to Council, without modifying content that was approved by the full BOLT.

### **4. Duties of The Vice President**

- a. Serve as the Presiding Officer in the absence of the President and perform all the functions of the President in their absence or disability.
- b. Perform such functions as may be assigned by the President or BOLT.

### **5. Duties of The Secretary**

- a. Keep a full account of all receipts and expenditures.
- b. Keep a record and full minutes of all proceedings.

- c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner’s Manual.

#### **ARTICLE V: Filling BOLT Vacancies**

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”), “five Library Trustees shall be appointed and may be removed by a vote of five members of the Council and one of such trustees must be appointed by the Council from its own members.”

Per Section 3.04.010 of the Berkeley Municipal Code (“BMC”):

“Vacancies on the Board of Library Trustees from whatever cause, except temporary vacancies as hereinafter provided, shall be filled by the City Council for the unexpired term. Each member of the board shall serve until his successor is appointed and qualified. A majority vote of all the members of the City Council shall be required to appoint a member to the board, or to fill any vacancy thereon, or to remove any member from the board prior to the expiration of his term of office.”

1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.
2. **Process** – BOLT shall adopt and update a process for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, and a selection process.
3. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation for one or more nominees to BOLT for action and furtherance to the Council. A recommendation from the ad hoc trustee nominating sub-committee is not binding.

#### **Article VI - BOLT Meetings**

1. **Brown Act:** All meetings must be conducted in compliance with the Brown Act.
2. **Regular Meetings:** A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution of BOLT.
3. **Agenda and Notice Requirements:** Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
  - a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted

- or discussed at the meeting, including items to be discussed in closed session, if any.
- b. Agenda titles should fully describe the issue or action to be discussed and/or taken.
  - c. The agenda shall specify the time and location of the regular meeting.
  - d. The agenda shall include, but is not limited to, the following:
    - i. Call to Order
    - ii. Public Comment on Non-Agendized, Consent, and Information Items
    - iii. Comment from Unions
    - iv. Approval of Minutes
    - v. Consent Items
    - vi. Action Items
    - vii. Information Reports
    - viii. Communications
    - ix. Adjournment
  - e. The agenda must be posted in the following locations:
    - i. On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way
    - ii. At the Central Library and all Branch Library locations
    - iii. The location where the meeting will be held if not held in one of the Library branches
    - iv. On the Berkeley Public Library website
  - f. The agenda and accompanying information for a meeting shall be approved by the President, pursuant to Section 3(d) of these Bylaws.
    - i. An item may be placed on the meeting agenda for BOLT consideration by any Board member by submitting it in person at a Regular BOLT Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.
    - ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
    - iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).

#### **4. Special meetings**

- a. Special meetings of BOLT may be called at any time by the President or by any three (3) Trustees, by written notice at least twenty-four (24) hours before the time of the proposed meeting, or at any time by the President with the written consent of all BOLT members.
- b. Notice and agenda requirements for Special Meetings shall conform to the Commissioner's Manual.
- c. Subcommittee meetings are considered Special Meetings for the purposes of noticing and agenda requirements.



**5. Meeting Conduct:** All BOLT Meetings shall be conducted according to the Board of Library Trustees Meeting Policy (see appendix).

- a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.
- b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

**6. Cancellation of Meetings**

Upon notification that a quorum of Board members will not be present at a meeting, the President may elect to cancel or reschedule the meeting. Public notice of cancelled or rescheduled meetings shall conform to the Commissioner's Manual.

**Article VII – General Conduct of Trustees**

1. By accepting board membership, a trustee is committing to honor the following code of conduct:
  - a. As a trustee, I shall do my utmost to ensure that Berkeley Public Library performs its mission and achieves its goals. As a trustee I agree to:
  - b. Act with honesty and integrity.
  - c. Support in a positive manner all actions taken by the board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
  - d. Participate in annual strategic planning retreats and work sessions to evaluate the Library Director; participate in board self-evaluation programs; and participate in board development workshops, seminars, and other educational events that enhance my skills as a board member.
  - e. Keep confidential information confidential.
  - f. Exercise my authority as a trustee only when acting in a meeting with the full board or as I am delegated by the board.
  - g. Work with and respect the opinions of my peers who serve this board and leave my personal prejudices out of all board discussions.
  - h. Always act for the good of the organization and represent the interests of all people served by the organization.
  - i. Always represent this organization in a positive and supportive manner.
  - j. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
  - k. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.



2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner's Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.
3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee's work.
4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

#### **Article X - The Director**

1. Duties of the Director
  - a. Duties of the Director shall be to oversee the day-to-day operation of the Library.
  - b. In the Director's discretion, specific tasks may be delegated to a member of the Library Staff.
  - c. The Director's authority includes the approval of purchases of materials, supplies or equipment up to the amount of \$50,000 and contracts for services up to the amount of \$25,000.
  - d. The Director shall also have the authority to hire employees of the Berkeley Public Library and to negotiate with the various collective bargaining units on ongoing issues.
  - e. The Library Director shall act as secretary as defined in Article IV of these Bylaws.

#### **Article XI - Amendments of the Bylaws of the Berkeley BOLT**

1. Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda.





**ACTION CALENDAR**  
October 4, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Election of Board President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate a Trustee to sit as President, for the term commencing November 2, 2023, for a one-year term.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President elections occurred on November 3, 2022. Trustee Roth was elected President and Trustee Hahn Vice-President, to serve through the time of the next election in October 2023 or until a successor is elected.

*Process*

Per the amended adopted Bylaws of the Board of Library Trustees, in July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and calling for nominations to be made at the September BOLT meeting.

At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 2, 2023.

FUTURE ACTION

No future action is needed if the offices are filled at the November meeting.

CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-\_\_\_**

**ELECTION OF A TRUSTEE TO SIT AS PRESIDENT FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Berkeley Municipal Code, Section 3.04.040, Boards, Commissions and Committees - Board of Library Trustees - Organization of Board provides that "The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year."

WHEREAS, the Board of Library Trustees has taken up and considered the office of President.

WHEREAS, for each office, the Board of Library Trustees has taken all nominations "from the floor," including Trustee nominations of other Trustees or of themselves, and has conducted a public, roll call vote on each nomination for such office, taken up in the order in which such nominations were made, until a majority vote for each office has been achieved.

WHEREAS, the outcome of each roll call vote has been announced publicly.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that \_\_\_\_\_ has been duly elected and shall serve as President commencing on November 2, 2023, until the first meeting of the board in November 2024, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Amy Roth, President

\_\_\_\_\_  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee







**ACTION CALENDAR**  
October 4, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Election of Board Vice President

**INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate a Trustee to sit as Vice President, for the term commencing November 2, 2023, for a one-year term.

**FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

**BACKGROUND**

Each year the Board of Library Trustees appoints a Trustee to sit as Vice-President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

**CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President elections occurred on November 3, 2022. Trustee Roth was elected President and Trustee Hahn Vice-President, to serve through the time of the next election in October 2023 or until a successor is elected.

*Process*

Per the amended adopted Bylaws of the Board of Library Trustees, in July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and calling for nominations to be made at the September BOLT meeting.

At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same

meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 2, 2023.

FUTURE ACTION

No future action is needed if the offices are filled at the October meeting.

CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R23-\_\_\_**

**ELECTION OF A TRUSTEE TO SIT AS VICE-PRESIDENT FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Berkeley Municipal Code, Section 3.04.040, Boards, Commissions and Committees - Board of Library Trustees - Organization of Board provides that "The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year."

WHEREAS, the Board of Library Trustees has taken up and considered the office of Vice President.

WHEREAS, for each office, the Board of Library Trustees has taken all nominations "from the floor," including Trustee nominations of other Trustees or of themselves, and has conducted a public, roll call vote on each nomination for such office, taken up in the order in which such nominations were made, until a majority vote for each office has been achieved.

WHEREAS, the outcome of each roll call vote has been announced publicly.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that \_\_\_\_\_ has been duly elected and shall serve as Vice President commencing on November 2, 2023, until the first meeting of the board in November 2024, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 4, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





**INFORMATION REPORTS**

October 4, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Director's Report

**Recruitments and Vacancies:**

- Circulation Services Manager: closed on Friday, September 22
- Sr. Librarian: pending recruitment
- Library Assistant (2): Circulation, due to internal promotions; proposed to be combined to single full-time during budget process
- Library Aide (Circulation) FTE 0.5 (1 opening)
- Accounting Office Specialist III (Administration) FTE 1.0
- Library Specialist II (West) FTE 1.0
- Library Specialist II (Central Support) FTE 1.0
- Library Assistant (North) FTE 1.0
- Library Aide (THPS) FTE 0.5

At the time of this writing, the Library has a total of 10 vacancies out of 144 positions (7% vacancy rate), down from 40 vacancies in December 2021. This most recent round of recruitments is related to six promotions over the past three months.

**Branch Programming**

In August West held 31 events and outreach visits with a grand total of 1093 participants. Program highlights include:

- Village Rhythms performance at the park. Onye Onyemachi's drum performance brought a crowd of 71 people.
- Two fun Mochi Making events, one was in-person and had 24 participants. The other was on Zoom and had at least 41 attendees.
- A screenprinting workshop
- The Vivarium program was very successful. 61 people attend to meet a frog, toad, scorpion, lizard, snakes and tarantula.

August was a busy month for programming for Tarea Hall Pittman South! THPS had 35 programs and events with 1011 attendees in August. To kick off the month, staff hosted a block party for National Night Out on Tuesday, August 1<sup>st</sup>. Musician Marco Casasola opened up the event with a piano performance for the "In the Stax" music series. Afterwards, they closed off Russell St and The Bay Area Jazz Mobile played live music for the community. Staff served pizza from North Beach Pizza, gelato popsicles from Naia Gelateria and Thai food from the temple next door. It was a very successful program and staff plan to expand activities next year.

Music programming is very popular at this location. The Muziki Robinson tribute concert program that Chin helped facilitate brought 41 attendees, the biggest attendance for an evening program since hours expanded. It was a beautiful tribute and many people enjoyed the music in addition to video footage of the late Mr. Robinson playing in the background.

Supervising Librarian Ashley Bonifacio facilitated her first author talk at THPS. 35 people attended "An Afternoon with Dorothy Lazard." Dorothy is colleague of Ashley's who she worked with at the Oakland Public Library. She is amazing librarian and local historian as well as a lovely, engaging person. Nearly everyone who attended the talk had read the book. Pegasus books came to sell books at the event.

In addition to in-house programming, THPS staff attending two big community events. Juan and Ashley attended BUSD's Backpack and School Supplies giveaway at San Pablo Park on Saturday, August 12<sup>th</sup>. They hosted a table with free books that the Foundation generously provided. It was a busy event and it was estimated that over 250 students stopped by to look at our resources and choose free books. Andrea attended the "Welcome Fair" at Longfellow Middle School. She connected with over 150 students, made new library cards and managed to hand her "Back to School" brochure to every student she met. One highlight from that event was when a teen asked Andrea if the library had LGBTQ+ books since she was looking for books to learn more since her friend identifies as "trans." Andrea informed her about the abundance of books and resources the library has. Andrea has been working hard to re-establish a teen base at the library. August marked the first sessions of the new "Manga and Anime Club" program for teens.

August included a wide variety of successful programs and outreach events at North Branch. Highlights for kids and families included National Night Out with activities for kids and a visit by a Firetruck. This was a great collaborative effort with Sheila taking the lead and Robyn, Lillian and Dan providing support. Sheila and Lillian have been working more collaboratively lately including The Cat Café and Little Explorers Petting Zoo which were immensely popular and along with weekly storytime and Friday Craft programs that also saw higher attendance this month. Sheila and Lillian also went to Back to School nights at Ruth Acty and Thousand Oaks Elementary.

Claremont Children's Librarian Michael launched the monthly Slime Lab series in August and everyone who signed up came and had a blast. Michael's Storytime in the Park at Totland drew 150-215 per show in spite of the heat and this month's Freight and Salvage drew 200. He also offered a pop-up storytime at Claremont and 60 people in the branch enjoyed live music and books and a more typical library story event. Michael's monthly animated film program attendance is growing with the return of students.

Kirstin's Wednesday teen hangout resumed on the first Wednesday in September, but teens have been unofficially hanging out and hosting their own "hangout" since school began two weeks ago. Twelve or so kids in the teen room afterschool, the most it's been used in about 5-6 years.

### **Latinx/e Heritage Programming Recognition**

Congratulations to BPL staff – Michael Kwende, Juan Castille, Josh Lachman, and Lissette Gonzalez—for their creative and engaging Latinx/e Heritage Programming this past September. BPL was one of eight library systems to be acknowledged at a national level for their programming efforts:

[Public Libraries in U.S. Offer Plenty of Hispanic Works to Celebrate Heritage Month \(latintimes.com\)](https://www.latintimes.com)

In addition to the programs referenced in the article—Cascada de Flores Music, the Mini Music Festival Benvenue Beats, and the Bomba and Plena Workshop—West also had a well-attended Cuban-Haitian dance

and drums interactive event for all ages to kick off Latinx Heritage Month: [Herencia Guantanamera Haiti @West | Berkeley Public Library](#)

### **Strategic Planning Updates**

The Strategic Planning Steering Committee, along with the BPL Racial Justice Advisory Group, continued to review draft Mission, Vision, and Values statements, along with the Strategic Plan Content Areas of Focus. The Areas of Focus will become the eventual goals and responses identified by staff for the strategic plan. Soon, library staff will receive more information summarizing the feedback from the many channels that The Pivotal Group team collected.

### **Staff Day**

90 staff participated in an informative and engaging All Staff Day gathering at the Brazilian Room in Tilden Park. Despite the unfortunate turn with air quality that impacted the East Bay for several days, staff prepared with industrial HEPA air filtration, and enjoyed the beautiful setting and time away from the daily work environment.

The activities kicked off with an introduction by the day's facilitators, [CivicMakers](#), who provided an overview of Human Centered Design in government and why it is critical to designing services for the public with the end-user in mind. Staff had an opportunity to explore their own work styles, and the ways in which that informs their collaborations with others. Everyone enjoyed learning more about themselves and the way they relate to others on their teams. After group sharing around how they have "made someone's day," the staff transitioned to the exploration options, which included a wide variety of activities like learning how to use CriCut machines, which are "smart cutting machines" that allow you to create new designs. Many staff enjoyed spending time with our Read to a Dog volunteers and their dogs, the way our young patrons do!

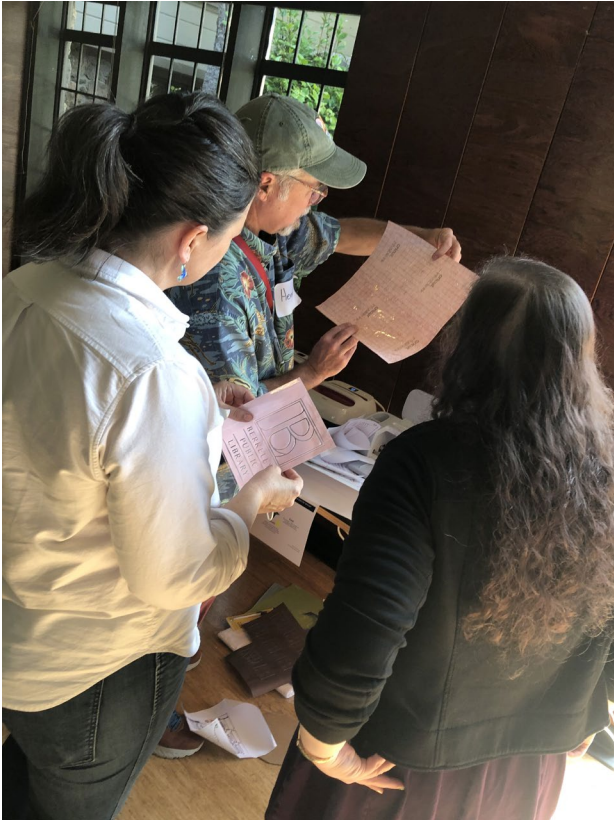
After a delicious catered lunch, staff returned to engage with each other in an active listening exercise that required that they split into pairs with someone that they had never interacted with before. Everyone then moved into groups by location (some Central people moved into other locations to more equally distribute), and then began an exercise that helped everyone understand how, from the participant's perspective, people learn about and attend our storytime programs. The discussions helped everyone understand how every department plays a role in creating this experience for children and caregivers, even though children's librarians in particular play a leadership role in producing these programs.

Staff Day emphasized a few key goals—learning more about each other and getting to know one another, given how many people are new to the organization, reconnecting with our purpose, and experiencing the creative projects that we frequently work together to provide to the public. The learning goal of the day was to better understand how we work together to design services and solve problems, centering our patrons who experience our services.









CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

Attachments:

1. All Staff Day 2023 Agenda

Berkeley Library All-Staff Day! - September 20, 9:00am – 5:00pm Tilden Regional Park, Brazilian Room

### 8:00 - 9:00 AM – Carpooling and Set-up

9:00 - 9:30 AM – Settling in / Welcome – coffee, hot beverages and breakfast items

### 9:30 - 11:30 AM –Team Building / Consensus Building

|   |                                                                                                                                                                                        |                   |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1 | <b>Welcome &amp; Introduction</b> (20 mins) <ul style="list-style-type: none"> <li>- Introduce CivicMakers</li> <li>- Human-Centered Design in Gov't 101</li> <li>- Q&amp;A</li> </ul> | 9:30am - 9:50am   |
| 2 | <b>Four Directions</b> (1 hour) <ul style="list-style-type: none"> <li>- What is your work style, and how does that impact your collaborative work?</li> </ul>                         | 9:50am - 10:50am  |
| 3 | <b>BREAK – Snack items provided by Salt and Honey Catering</b>                                                                                                                         | 10:50am - 11:00am |
| 4 | <b>Pride in Your Work</b> <ul style="list-style-type: none"> <li>- Individual sketching of a time you 'made someone's day'</li> </ul>                                                  | 11:00am - 11:30am |

### 11:30 AM-1:00 PM

- Cricut Maker® 3 Activity - How do you library?
- Button making
- Read to a Dog
- Poster sessions
- Knitting circle
- Take a walk

1:00 - 2:00 PM – Lunch provided by Salt and Honey Catering

2:00 - 4:00 PM – Designing for Belonging (invitation into a community)

|   |                                                                                                                                                      |                 |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1 | <b>Welcome Back</b> (30 mins) <ul style="list-style-type: none"> <li>- People Mapping: warm-up event for our next activity</li> </ul>                | 2:00pm - 2:30pm |
| 2 | <b>Touchpoint Mapping</b> <ul style="list-style-type: none"> <li>- Identifying key customer and department touchpoints</li> </ul>                    | 2:30pm - 3:30pm |
| 3 | <b>Debrief &amp; Thank You</b> <ul style="list-style-type: none"> <li>- How might you use what you learned today in your day-to-day work?</li> </ul> | 3:30pm - 4:00pm |

4:00-5:00 PM – Karaoke

5:00 PM – Goodbye!

5:00 - 6:00 PM – Clean the room - out of the room by 6:00 PM