



BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING

AGENDA

LOCATION

Wednesday, November 1, 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](mailto:Eve.Franklin@berkeleyca.gov). 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. PRESENTATIONS**

**A. Oral Staff Report** – Chenice Jackson, Social Services Specialist

**III. 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 October 4, 2023 Regular Meeting**

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

**Recommendation:** Adopt the resolution to approve the minutes of the October 4, 2023 Regular Meeting of the Board of Library Trustees.

**IV. ACTION CALENDAR**

**A. Budget Process Update**

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

**Recommendation:** Review Budget Process in Preparation for the FY 2025 & FY 2026 Biennial Budget Cycle.

**B. Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancy Policy**

**From:** Tess Mayer

**Recommendation:** Adopt the resolution amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancy Policy as described.

**V. INFORMATION REPORTS**

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

**A. Monthly Library Director’s Report (written) – Tess Mayer, Director of Library Services**

**VI. 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**

**VII. 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.

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 October 25, 2023.

//s//

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

**Communications:**

10/2/2023	Rosie Newman	Enhance Your Citation Skills and Prevent Plagiarism
10/6/2023	Tracey Davis	Urgent & Emergency etc
10/15/2023	Karen Papais	Mission Statement
10/20/2023	Human Resources	Decides action of compliancy. Attempted to transfer Quinn habers relationship in library to black person 1987



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, October 4, 2023 6:30 PM**

Board of Library Trustees:  
Amy Roth, President  
Sophie Hahn, Vice President  
Beverly Greene  
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:** 6:33pm.  
Present: Trustees Greene, Hahn, Roth and Selawsky.  
Absent: None.  
Also Present: Tess Mayer; Director of Library Services; Henry Bankhead, Deputy Director; Elaine Tai, Supervising Librarian, Children's Services; My Chan, Sr. Human Resources Analyst; Eve Franklin, Administrative Secretary.
- A. Public Comments:** 0 speaker
- B. Comments from Library Unions:**
1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers
  2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
  3. Public Employees Union, LOCAL 1 – 0 speakers
- C. Comments from Board of Library Trustees – none.**

*IV. Information Reports, Item A, Oral Staff Report – Lunch at the Library & Summer Reading Wrap-up was moved to before the Consent Calendar.*

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R23-038 to approve the consent calendar with corrections to the Minutes.  
**Vote:** Ayes: Trustees Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

**A. Approve Minutes of the September 6, 2023 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the September 6, 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 Hahn to adopt resolution #R23-039 to approve the minutes of September 6, 2023 with corrections.

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

**B. Approve Minutes of the September 21, 2023 Special Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the September 21, 2023 Special Meeting of the Board of Library Trustees as presented.

**Financial Implications:** None

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R23-040 to approve the

minutes of September 21, 2023 as presented.

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

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

**From:** Admin and Fiscal Services Manager

**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.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to Adopt a resolution #R23-041 to approve annual reporting to the City Council of gifts received in FY 2022 as mandated by CC Resolution No. 65,444-N.S.

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

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

**From:** Admin and Fiscal Services Manager

**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.

**Financial Implications:** see report

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to Adopt a resolution #R23-042 to approve annual reporting to the City Council of gifts received in FY 2023 as mandated by CC Resolution No. 65,444-N.S.

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

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

**From:** Library Director

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

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to Adopt a resolution #R23-043 to approve the 2024 Berkeley Public Library Holiday & Early Closing Schedule.

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

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

**From:** Library Director

**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.

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to Adopt a resolution #R23-044 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.

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

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

**From:** Library Director

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

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to Adopt a resolution #R23-045 approving dates, times and locations for the 2024 regular meeting schedule for the Board of Library Trustees.

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

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

**From:** Deputy Director

**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.

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

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to Adopt a resolution #R23-046 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.

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

**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:** 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.

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

**Action:** Trustee Selawsky nominated Riyaz Fazal. Trustee Hahn nominated Kristina Sepetys. Trustee Green abstained from nominating a candidate. Trustee Roth nominated Tanir Ami.

The nominees were selected in a randomized order to be voted upon.

1. Kristina Sepetys
2. Riyaz Fazal
3. Tanir Ami

**Votes:**

Kristina Sepetys: Ayes: Trustee Hahn. Noes: None. Absent: None. Abstentions: Trustees Greene, Roth and Selawsky.

Riyaz Fazal: Ayes: Trustee Selawsky. Noes: None. Absent: None. Abstentions: Trustees Greene, Hahn and Roth.

Tanir Ami: Ayes: Trustee Roth. Noes: None. Absent: None. Abstentions: Trustees Greene, Hahn and Selawsky.

**Action:** Trustee Selawsky nominated Tanir Ami. Trustee Roth nominated Tanir Ami. Trustee Hahn abstained from nominating a candidate. Trustee Greene abstained from nominating a candidate.

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

**B. 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.

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

**Action:** Trustee Selawsky nominated Amy Roth for President. Trustee Roth nominated Sophie Hahn for Vice President

**C. Election of President**

**From:** Director of Library Services

**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.

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

**Action:** Adopt a resolution #R23-048 to elect Trustee Roth sit as President, for the term commencing November 2, 2023, for a one-year term.

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

**D. Election of Vice-President**

**From:** Director of Library Services

**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.

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

**Action:** Adopt a resolution #R23-049 to elect Trustee Hahn sit as Vice-President, for the term commencing November 2, 2023, for a one-year term.

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

**2. INFORMATION CALENDAR**

**A. Oral Staff Report – Lunch at the Library & Summer Reading Wrap-up**

**From:** Elaine Tai, Supervising Librarian Children’s Services

**Action:** Received

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

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

**Action:** Received

**3. AGENDA BUILDING**

The next regular meeting will be held November 1, 2023.

- Budget/Finance Report
- Bylaws Update
- Childcare/Dependent Care Stipend for Staff or Trustees for attending evening meetings.

**4. 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 8:18 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of October 4, 2023 as approved by the Board of Library Trustees.

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

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

**Attachments:**

1. Lunch at the Library & Summer Reading Wrap-up Presentation





*¡Encuentra tu voz!  
Find Your Voice!*

**Berkeley Public Library  
Board of Library Trustees Meeting**  
October 4, 2023  
Elaine Tai, Supervising Librarian, Children's Services @ Central

## Summer Program Committee

- Erica Dean Glenn, CCR - Lead
- Elaine Tai, CCR - Lead asst
- Robyn Brown, North
- Juan Castillo, THPS
- Emma Coleman, CCR
- Ilan Eyman, IT
- Lissette Gonzalez, West
- Patricia Heffron, West
- Fabiola Hernandez-Soto, Central Adult Services
- Michael Kwende, Claremont
- Brianna Meli, Teen
- Rosie Merlin, Collection Services
- Pedro Perez, Central Circulation
- Catherine Pyun, CCR

### Each worked in at least one of the following subcommittees:

- Prizes
- Marketing
- Website
- Translation
- Books - ordering and distribution
- Reading logs - creation and distribution
- Children's Challenge Beanstack
- Adult/Teen Challenge Beanstack





## Statistics

- **Number of readers who registered in beanstack - 1645**
  - Babies & Toddlers (being read to): 55
  - Preschool - 109
  - K-5th grade - 661
  - 6th-8th grade- 193
  - 9th-12th grade - 78
  - Adult - 549
- **Logged a cumulative 1,192,774 minutes read and 4865 activities completed**
- **231 events at the library during the Summer Reading Program period (including standing programs like story times, Conversation Club, etc.)**
  - Early learners - 70
  - Children - 109
  - Young adults - 27
  - Adults - 31
- **Out in the community - 40 programs across 14 sites**

Registration numbers and logged info based on beanstack reports for 10/25-8/19. Event numbers as recorded on staff statistics sheets.

## Partnerships

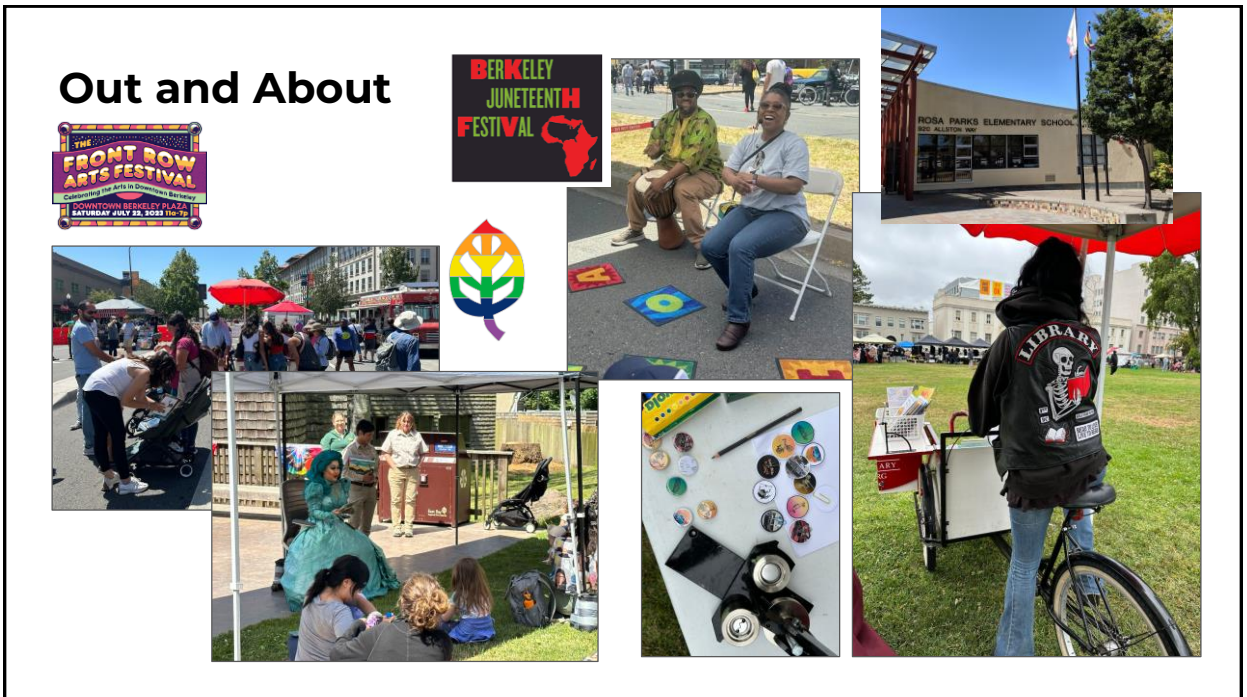


MAH - BETHANY/CALIFORNIA



Berkeley Early Childhood Education Program

ecology center





# Lunch @ the Library



Distributed:  
707 Children's and Program-Adult Meals  
172 Non-Program-Adult Meals



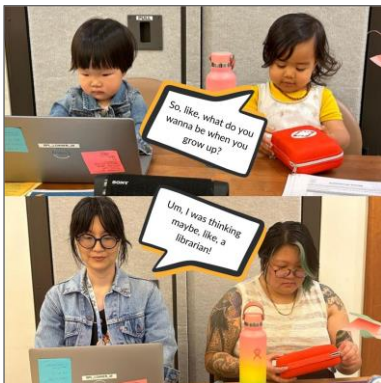
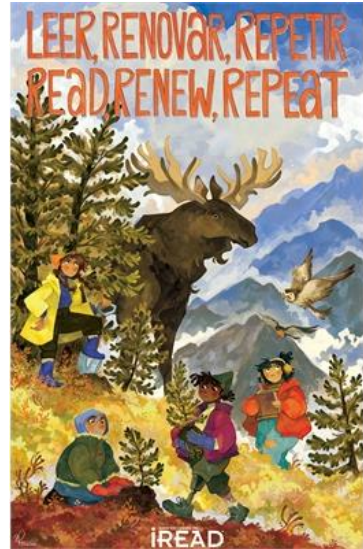
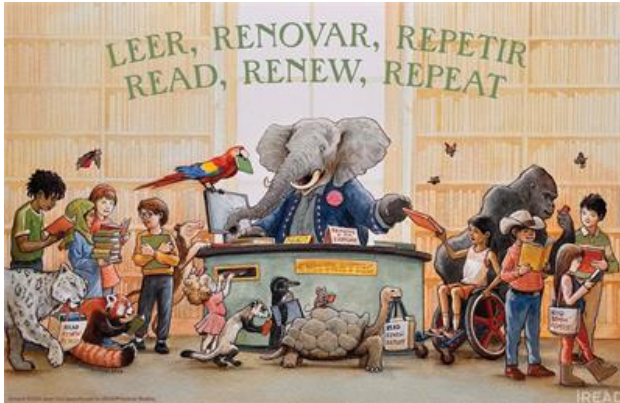
# So much fun!



# Kavamore Press



# iRead Summer 2024 Read, Renew, Repeat



**Thank you!**





**ACTION CALENDAR**

November 1, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Budget Process Overview: Review Budget Process in Preparation for the FY 2025 & FY 2026 Biennial Budget Cycle

**RECOMMENDATION**

Review Budget Process in Preparation for the FY 2025 & FY 2026 Biennial Budget Cycle

**INTRODUCTION**

The purpose of this report is to provide background relevant to setting the Library's budget priorities for the upcoming 2-year biennial budget cycle – fiscal years 2025 and 2026 – that begins on July 1, 2024. A proposed schedule for the budgetary process is also included.

**FISCAL IMPACT**

There is no direct fiscal impact from this report; however, future adopted priorities will have budget implications.

**BACKGROUND**

Prior to the development of the budget for a 2-year fiscal cycle, the Board establishes budget priorities to serve as the framework with which to achieve the optimum utilization of public and library resources over that biennial budget period.

The City of Berkeley generally operates on a biennial budget cycle. For fiscal year 2022, however, the City and the Library adopted a one-year budget, anticipating the resumption of a two-year cycle the following year. The City resumed a two-year cycle for fiscal years 2023 and 2024.

At the December 3, 2021 regular meeting, the board by passage of BOLT Resolution No.: R21-125 adopted the following budget priorities for fiscal years 2023 and 2024:

1. Provide state-of the-art, well maintained infrastructure, amenities, facilities, and library collections
2. Champion and demonstrate social and racial equity
3. Provide excellent, timely, easily-accessible services, programs, and information to the community
4. Support community safety, wellness, and recovery
5. Improve planning, procedures, and communications to support organizational development and responsiveness, including strategic planning and a staff training framework
6. Maintain the stability of the operating budget and plan for future operational needs – including establishing / maintaining a balanced budget

These budget priorities were used by the Director of Library Services and Fiscal Manager to guide the development of the departmental budget recommended by BOLT and approved by City Council.

The proposed schedule reflects past practices and may be modified depending upon instructions from the City.



On January 16, 2018, City Council adopted a 2018-19 Strategic Plan which identified nine long-term goals for the City. Each City department identified projects and developed a work plan designed around those goals. The Library performed similar work. The Library Council, composed of about 25 managers in lead roles, identified three of the citywide long-term goals that most resonated with the Library's commitment to public service. Those three goals as shown below continued to be integrated into the Library's more recent priorities:

1. Provide excellent, timely, easily-accessible services and information to the community
2. Champion and demonstrate social and racial equity
3. Provide state-of-the-art, well maintained infrastructure, amenities, and facilities

CURRENT SITUATION AND ITS EFFECTS

Having mission and vision statements and a strategic plan are important tools in guiding an institution to meet and fulfill its public duties while also ensuring accountability for public funds. The Library is currently engaged in a strategic planning process and has contracted with The Pivotal Group, to facilitate this process. Staff is entering into the third phase of this project, during which they will analyze the feedback from staff and the community and identify strategies to address the needs and opportunities identified. Preliminary results suggested the following three overarching focus areas:

1. Access for All / Patron Experience
2. Community / Community-Focused / Community-Centered
3. A Learning Organization

Staff will be working in teams to develop strategies that fall into these three primary areas.

While it is recommended that the budget priorities that the Board establishes be consistent with the areas of focus articulated in the plan, the Board will have upcoming opportunities for closer review and understanding of the strategic planning process before taking action on the budget priorities. For this reason, the process of adopting priorities is occurring somewhat later than usual.

Biennial budget progress reports and workshops will be conducted with staff and the board as outlined in the attached timetable.

The attached projections of the Library Tax Fund (101) and the new capital investment fund serve to provide the Board with important background into the current status of the Library's budget and will inform the budget planning process.

CONTACT PERSON

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

Attachments

1. Timetable FY 2025 and FY 2026 Biennial Budget
2. 10-year projection: Library Tax Fund (101)
3. 6-year projection: Capital Improvement Fund

**Timetable: FY 2025 and FY 2026 Biennial Budget**

<b>Date</b>	<b>Topic</b>
OCT 2023	Existing Position Control Review
OCT 2023	Budget meetings w/ division leaders
1, NOV 2023, 6, DEC 2023	Discussion and Action on Budget Priorities for FY 2023 & FY 2024
JAN 2024	Extended Action on Budget Priorities for FY 2023 & FY 2024 ( <i>if needed</i> )
FEB 2024	BOLT FY23-2Q (mid-year) Report
MAR 2024	Internal Staff Workshops
MAR 2024	BOLT Budget Workshops
APR 2024	BOLT Recommendations on Draft Budget + Workshop
TBD MAY 2024	BOLT Recommendations on Draft Budget, Tentative Adoption
TBD MAY 2024	BOLT Adoption of Tax Rate
JUN 2024	BOLT Recommendation to City Council, Final Adoption



<b>Tax Fund - 101</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual (2nd Cls)</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROJECTED</b>	<b>FY 2026 PROJECTED</b>	<b>FY 2027 PROJECTED</b>	<b>FY 2028 PROJECTED</b>	<b>FY 2029 PROJECTED</b>	<b>FY 2030 PROJECTED</b>	<b>FY 2031 PROJECTED</b>	<b>FY 2032 PROJECTED</b>	<b>FY 2033 PROJECTED</b>
<b>Beginning Fund Balance</b>	\$ 10,527,796	\$ 10,187,635	\$ 13,242,296	\$ 15,837,407	\$ 16,117,127	\$ 11,017,700	\$ 10,716,779	\$ 10,062,876	\$ 9,152,650	\$ 7,955,789	\$ 6,439,895	\$ 4,570,362	\$ 2,310,243
<b>Revenues</b>													
Library Services Tax	\$ 20,596,293	\$ 22,429,364	\$ 24,069,854	\$ 25,050,748	\$ 25,802,270	\$ 26,576,339	\$ 27,373,629	\$ 28,194,838	\$ 29,040,683	\$ 29,911,903	\$ 30,809,260	\$ 31,733,538	\$ 32,685,544
Fines/Fees	17,688	16,147	17,689	17,689	17,689	17,689	17,689	17,689	17,689	17,689	17,689	17,689	17,689
Donations/Private Contributions													
Misc. Revenue / Interest / Refunds	101,396	136,791	8,096	8,096	8,096	8,096	8,096	8,096	8,096	8,096	8,096	8,096	8,096
<b>TOTAL REVENUE</b>	<b>\$ 20,715,377</b>	<b>\$ 22,582,302</b>	<b>\$ 24,095,640</b>	<b>\$ 25,076,534</b>	<b>\$ 25,828,056</b>	<b>\$ 26,602,124</b>	<b>\$ 27,399,415</b>	<b>\$ 28,220,623</b>	<b>\$ 29,066,469</b>	<b>\$ 29,937,689</b>	<b>\$ 30,835,046</b>	<b>\$ 31,759,324</b>	<b>\$ 32,711,330</b>
<b>Expenditures</b>													
<b>Operations</b>													
Salaries, Wages, Benefits	\$ 12,972,590	\$ 12,770,581	\$ 15,347,723	\$ 15,998,483	\$ 17,867,681	\$ 18,796,801	\$ 19,774,234	\$ 20,802,494	\$ 21,884,224	\$ 23,022,204	\$ 24,219,358	\$ 25,478,765	\$ 26,803,661
Salaries, Wages, Benefits less: Labor Vacancy Savings				0	0	0	0	0	0	0	0	0	0
Personnel	\$ 12,972,590	\$ 12,770,581	\$ 15,347,723	\$ 15,998,483	\$ 17,867,681	\$ 18,796,801	\$ 19,774,234	\$ 20,802,494	\$ 21,884,224	\$ 23,022,204	\$ 24,219,358	\$ 25,478,765	\$ 26,803,661
Non-Personnel	823,605	907,785	53,622	1,334,170	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Library Materials (incl Tool Lndng)	1,826,324	1,985,551	2,441,308	2,230,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Misc. Professional Services	497,462	772,555	728,284	1,463,650	973,700	973,700	973,700	973,700	973,700	973,700	973,700	973,700	973,700
Utilities+Telephone	459,787	516,401	572,693	529,502	600,000	600,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000
Janitorial	360,565	379,273	359,059	425,000	425,000	425,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Software Maintenance	147,178	238,664	325,478	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000
RFID Loan Repayment	0	0											
Computer & Software Purchase (C	121,859		129,979	100,000	0	0	0	0	0	0	0	0	0
Building/Infrastructure	2,315,233	686,457	72,310	900,000	0	0	0	0	0	0	0	0	0
<b>Subtotal:</b>	<b>\$ 19,524,603</b>	<b>\$ 18,257,267</b>	<b>\$ 20,030,457</b>	<b>\$ 23,255,805</b>	<b>\$ 24,341,381</b>	<b>\$ 25,270,501</b>	<b>\$ 26,372,934</b>	<b>\$ 27,401,194</b>	<b>\$ 28,482,924</b>	<b>\$ 29,620,904</b>	<b>\$ 30,818,058</b>	<b>\$ 32,077,465</b>	<b>\$ 33,402,361</b>
<b>Charges From Other Depts</b>													
Finance - Billing (341)	\$ 19,503	20,240	\$ 20,636	\$ 21,443	\$ 21,443	\$ 21,443	\$ 21,443	\$ 21,443	\$ 21,443	\$ 21,443	\$ 21,443	\$ 21,443	\$ 21,443
Facilities - Enviro Compliance (693	11,432	134	5,245	16,522	16,522	16,522	16,522	16,522	16,522	16,522	16,522	16,522	16,522
Interfund Transfers													
<b>Subtotal:</b>	<b>\$ 30,935</b>	<b>\$ 20,374</b>	<b>\$ 25,880</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>	<b>\$ 37,965</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,555,538</b>	<b>\$ 18,277,641</b>	<b>\$ 20,056,337</b>	<b>\$ 23,293,770</b>	<b>\$ 24,379,346</b>	<b>\$ 25,308,466</b>	<b>\$ 26,410,899</b>	<b>\$ 27,439,159</b>	<b>\$ 28,520,889</b>	<b>\$ 29,658,869</b>	<b>\$ 30,856,023</b>	<b>\$ 32,115,430</b>	<b>\$ 33,440,326</b>
<b>Projected Surplus/(Shortfall)</b> <b>{Rev - Exp}</b>	<b>\$ 1,159,839</b>	<b>\$ 4,304,661</b>	<b>\$ 4,039,303</b>	<b>\$ 1,782,764</b>	<b>\$ 1,448,710</b>	<b>\$ 1,293,659</b>	<b>\$ 988,515</b>	<b>\$ 781,464</b>	<b>\$ 545,579</b>	<b>\$ 278,820</b>	<b>\$ (20,977)</b>	<b>\$ (356,106)</b>	<b>\$ (728,996)</b>
<b>GROSS FUND BALANCE</b> <b>{Bal + Rev - Exp}</b>	<b>\$ 11,687,635</b>	<b>\$ 14,492,296</b>	<b>\$ 17,281,599</b>	<b>\$ 17,620,172</b>	<b>\$ 17,565,837</b>	<b>\$ 12,311,359</b>	<b>\$ 11,705,294</b>	<b>\$ 10,844,340</b>	<b>\$ 9,698,229</b>	<b>\$ 8,234,609</b>	<b>\$ 6,418,917</b>	<b>\$ 4,214,255</b>	<b>\$ 1,581,247</b>
Annual Committed Reserve	1,500,000	1,250,000	1,444,191	1,503,045	1,548,136	1,594,580	1,642,418	1,691,690	1,742,441	1,794,714	1,848,556	1,904,012	1,961,133
Capital Funding					5,000,000								
<b>Uncommitted Fund Balance</b>	<b>\$ 10,187,635</b>	<b>\$ 13,242,296</b>	<b>\$ 15,837,407</b>	<b>\$ 16,117,127</b>	<b>\$ 11,017,700</b>	<b>\$ 10,716,779</b>	<b>\$ 10,062,876</b>	<b>\$ 9,152,650</b>	<b>\$ 7,955,789</b>	<b>\$ 6,439,895</b>	<b>\$ 4,570,362</b>	<b>\$ 2,310,243</b>	<b>\$ (379,885)</b>





<b>Cap Fund - 102</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual (2nd Cls)</b>	<b>FY 2024 PROJECTED</b>	<b>FY 2025 PROJECTED</b>	<b>FY 2026 PROJECTED</b>	<b>FY 2027 PROJECTED</b>	<b>FY 2028 PROJECTED</b>	<b>FY 2029 PROJECTED</b>
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200,000	\$ 2,050,000	\$ 1,500,000	\$ 1,080,000
<b>Revenues</b>										
Committed from Fund Balance						5,000,000	0	0	0	0
Additional Transfers In										
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>										
<b>Operations</b>										
Salaries, Wages, Benefits										
<b>Salaries, Wages, Benefits</b>										
less: Labor Vacancy Savings										
Personnel										
Non-Personnel										
Library Materials (incl Tool Lndng)										
Misc. Professional Services										
Utilities+Telephone										
Janitorial										
Software Maintenance										
RFID Loan Repayment										
Computer & Software Purchase (CAP)						300,000	300,000	250,000	150,000	300,000
Building/Infrastructure						1,500,000	850,000	300,000	270,000	300,000
<b>Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,150,000	\$ 550,000	\$ 420,000	\$ 600,000
<b>Charges From Other Depts</b>										
Finance - Billing (341)										
Facilities - Enviro Compliance (693)										
Interfund Transfers										
<b>Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,150,000	\$ 550,000	\$ 420,000	\$ 600,000
<b>Projected Surplus/(Shortfall)</b>										
<b>{Rev - Exp}</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200,000	\$ (1,150,000)	\$ (550,000)	\$ (420,000)	\$ (600,000)
<b>GROSS FUND BALANCE</b>										
<b>{Bal + Rev - Exp}</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200,000	\$ 2,050,000	\$ 1,500,000	\$ 1,080,000	\$ 480,000





**ACTION CALENDAR**

November 1, 2023

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancy Policy

**RECOMMENDATION**

Adopt the resolution amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancy Policy as described below.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

The Board of Library Trustees adopted Bylaws on May 4, 2022. The Bylaws were then updated on September 7, 2022 to reflect a change under Article IV – Officers that an informational overview will be provided at the July Board meeting explaining the rules for elections of officers as opposed to August, what was originally written.

Since that time, there have been a number of other areas that the Board has acknowledged need to be either reviewed, rewritten, or further explicated.

The Board of Library Trustees Vacancy Policy, also effective May 4, 2022, is designed to address more specifically the procedures for the Board in managing a trustee vacancy and nomination process. This policy also needs to be updated.

**CURRENT SITUATION AND ITS EFFECTS**

This year, the Board needed to address the situation of a nominee to the Board not being able to serve. The current Bylaws do not speak to this concern. Therefore, it is necessary to establish a procedure in the event that this occurs in the future.

The recommendation is to update the Bylaws to reflect that in the event that a nominee is unable to serve, the following process is followed:

- *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*

**BERKELEY PUBLIC LIBRARY  
ACTION REPORT**

Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancy Policy

Page 2

- *On the basis of the recommendation by the subcommittee, the staff either coordinates interviews for the next possible BOLT meeting, schedules a special meeting to conduct interviews, or reinitiates the recruitment process from the beginning.*

In addition to this procedural question, BOLT also identified an opportunity to clarify the procedures for voting for candidates. Although the Bylaws cover procedures for regular and special elections of the President and Vice President, they do not explicitly address nominations for trustee vacancies. For this reason, it is proposed that the Board of Library Trustees Vacancy Policy be updated to include the following section to specify how the Trustees will vote on prospective nominees:

*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.*

FURTHER ACTION

The Bylaws document and the Board of Library Trustees Vacancy Policy will be updated to reflect the agreed upon changes.

CONTACT PERSON

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

Attachments:

1. Resolution
2. Adopted Bylaws of the Board of Library Trustees (BOLT)
3. Draft Bylaws of the Board of Library Trustees (BOLT) with track changes showed
4. Draft Bylaws of Board of Library Trustees (BOLT) without track changes showed
5. Board of Library Trustees (BOLT) Vacancy Policy, 5/4/22
6. Draft Board of Library Trustees Vacancy Policy, with track changed showed
7. Draft Board of Library Trustees Vacancy policy without track changes showed

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R23-\_\_\_

### RESOLUTION TO AMEND BYLAWS OF THE BOARD OF LIBRARY TRUSTEES and the BOARD OF LIBRARY TRUSTEES VACANCY POLICY

WHEREAS, the Board of Library Trustees (BOLT) is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries on behalf of the City and citizens of Berkeley, and to provide leadership, governance, and oversight; and

WHEREAS, the Board of Library Trustees adopted bylaws as well as a Trustees Vacancy Policy on May 4, 2022; and

WHEREAS, the Bylaws of the Board of Library Trustees enumerates process associated with the Board, including *Article V, Filling BOLT Vacancies*; and

WHEREAS, the Board of Library Trustees Vacancy Policy further specifies the procedures for filling vacancies on the Board, including nominations procedures; and

WHEREAS, Article XI of the Adopted Bylaws, *Amendments of the Bylaws of the Berkeley BOLT*, indicates that “amendments to [the] Bylaws may be adopted by a majority vote at any regular meeting of BOLT” and that “proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda;” and

WHEREAS, these documents did not previously address what to do in the event that a nominee to the Board is not able to serve, as well as procedures for holding elections for nominees to the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to amend the adopted Bylaws of the Board of Library Trustees (Article V) to include the following language:

- 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, schedules a special meeting, or reinitiates the recruitment process from the beginning.

And the Board of Library Trustees Vacancy Policy to include the following language clarifying the procedures for voting for trustee candidates:

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.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 1, 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

# 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.
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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:
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- 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.
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  - d. The agenda shall include, but is not limited to, the following:
    - i. Call to Order
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    - 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
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  - 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.
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#### **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.
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- 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.

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  - 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:
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  - 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.

- l. Accept my responsibility for providing oversight of the financial condition of the organization.
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#### **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.





## **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.

Should the recommended nominee be unable to serve, BOLT will follow the following procedure:

- 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, schedules a special

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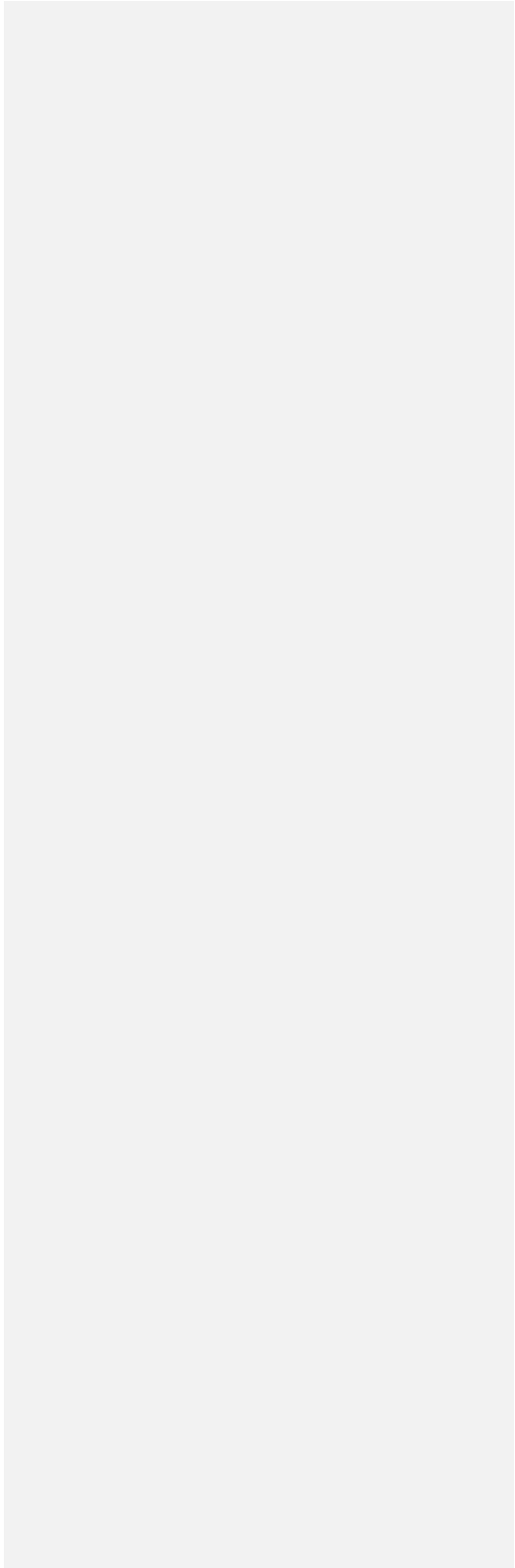
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  - c. The Director's authority includes the approval of purchases of materials, supplies or equipment up to the amount of \$50,000 and contracts for services up to the amount of \$25,000.
  - d. The Director shall also have the authority to hire employees 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.

Attachment 3



12  
Revised via BOLT resolution R22-045 on September 7, 2022

# 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.

Should the recommended nominee be unable to serve, BOLT will follow the following procedure:

- 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, schedules a special

meeting to conduct interviews, or reinitiates the recruitment process from the beginning.

## 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-Agended, 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.
  - l. Accept my responsibility for providing oversight of the financial condition of the organization.
  - m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner's Manual.
  - n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library's policies related to ethical conduct of staff and officials.
  - o. Abide by these board Bylaws.
2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.
  3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: "I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley."
  4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with

each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

#### **Article VIII - Quorum and Resolution Adoption of the Berkeley BOLT**

1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.
2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum.

#### **Article IX - Ad Hoc Subcommittees**

1. From time-to-time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview, and a tenure of up to one year, as established by BOLT.
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.





**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

**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."


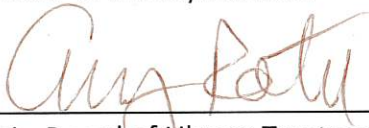
When a Board of Library Trustees ("BOLT") vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process. This policy enumerates that process.

**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>		<u>5/10/22</u>
	Director of Library Services	Date
<b>Approved by:</b>		<u>5/9/22</u>
	Chair, Board of Library Trustees	Date

**BERKELEY PUBLIC LIBRARY  
POLICIES**

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

ORIGINAL DATE:	05/04/2022
BOLT Resolution #:	R22-025
REVISED DATE:	11/01/2023
PAGE:	1 of 2

**I. PURPOSE**

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- 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.

In the event that BOLT votes on multiple candidates, 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.

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If BOLT is voting on a motion to nominate a single candidate, the standard procedures to vote on a motion will be followed.

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

**BERKELEY PUBLIC LIBRARY  
POLICIES**

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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.

In the event that BOLT votes on multiple candidates, 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.

If BOLT is voting on a motion to nominate a single candidate, the standard procedures to vote on a motion will be followed.

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





**INFORMATION REPORTS**

November 1, 2023

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

**Recruitments and Vacancies:**

- Circulation Services Manager: interviews
- Supervising Librarian: closes 11/10/23
- 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 (2): Circulation; proposed to be combined to single full-time during budget process
- Accounting Office Specialist III (Administration) FTE 1.0
- Library Assistant (North) FTE 1.0
- Library Aide (THPS) FTE 0.5
- Library Aide (North) FTE .5

Since 2021, 34 staff have been promoted. This has led to significant turnover in positions, particularly amongst the Aide, Assistant, and Specialist classifications.

**Friends Volunteer Celebration**

Director Mayer was honored to attend the BPL Friends of the Library Volunteer Appreciation celebration on Monday, October 16. This is the first time in several years that this impressive cadre of volunteers has been able to celebrate their contributions in person. Mayer thanked the Friends and provided remarks, along with others including Cathy Brown, President of the Friends of the Library.

**First Comic Con**

Congratulations to Library staff for all of their hard work on the Library's first ever Comic Con, or comic convention, event taking place on Saturday, October 28. This large-scale event will feature workshops, panel discussions, and author talks throughout the day, including events with luminaries Mike Mignola and Gene Luen Yang. This event has been many months in the making, and staff from across the library system will be supporting this production.

Schedule of Events

<h2 style="text-align: center;">Berkeley Public Library Comic Con 2023</h2> <h3 style="text-align: center;">Schedule of Events</h3>			
10:00am–5:30pm   Artists/Vendors Open 1st Floor Commons and 3rd Floor			
10:30am–11:30am	Talk w/ Andrew Farago of the Cartoon Art Museum: "I Left My Art in San Francisco"	Adults	5th Floor
10:30am–11:30am	Gothika: Ghastly Poem–Comics by Weird Folks-- a Workshop w/ Trinidad Escobar	Twins & Teens	1st Floor Teen Room
11:30am–12:00pm	Crafting Creatures: Interactive Drawing w/ Minnie Phan and Eugenia Yoh	Kids 6-10	4th Floor
12:00pm–1:00pm	Mabuhay! Filipino Comics and Culture w/ Rina Ayuyang and Trinidad Escobar	Adults	5th Floor
1:00pm–2:15pm	Keynote Talk: Gene Luen Yang	All Ages	2nd Floor Mystery Room
2:00pm–3:00pm	Kids Zine Workshop w/ Anne Dandan	Kids 6-10	4th Floor
2:15pm–3:00pm	Panel Discussion w/ Gene Luen Yang, Thien Pham, Briana Loewinsohn, & Jason Shiga. Signings to follow!	All Ages	2nd Floor Mystery Room
3:00pm–4:00pm	New and Exciting! Reader's Advisory Panel w/ Zoe Hu of Comix Experience & Eitan Manhoff of Cape & Cowl, Moderated by Rita Sapunor	Adults & Teens	1st Floor Teen Room
3:30pm–4:30pm	Talking Graphic Novels for Kids w/ Jon Chad and Karen Schneeman	Kids & Tweens	4th Floor
4:00pm–5:00pm	Keynote Talk: Mike Mignola w/ signing to follow!	Adults & Teens	2nd Floor Mystery Room

**Berkeley Public Library Comic Con 2023**

## Vendor Hall!

OMG!

Comics!

Local artists!

Art!

Books!

Small press publishers!

Prints!

FOR SALE FROM

Pop-up shops!

Gear!

Ephemeral!

Favorite stores!

SUPPORT LOCAL

1st Floor Commons & 3rd Floor

Open 10:30am–5:00pm

**Berkeley Public Library Comic Con 2023**

## Vendor Hall!

FEATURING

A.B.O. Comix | Andrew Carl | Anne Dandan | Asha Sudra | Ben Seto | Besties Tours 2023: Thien Pham, Gene Yang, Jason Shiga, & Briana Loewinsohn | Carmen Johns | Christina Hu | Cody Vrosh | Comix Experience | Crumpled Paper Crafts | Dean Stuart | East Bay Alternative Book & Zine (EBABZ) Fest | Fog Cats / Yanchako | Fred Noland | HAETAETAE | Justin Greenwood | Kenneth Tan | Laneha House | Leah Jean | Lexd Villasana | Martin Hsu | Moments Cooperative Books and Art Prints | Mr. Meatsult | Slumtptown Supply Co. | Steven Yu | This Paper Cloud | Tingamagick Comics & Arts | Tony Fleecs | Trinidad Escobar | and more!

1st Floor Commons & 3rd Floor

Open 10:30am–5:00pm

The Artist Alley and Vendors Hall will be featured throughout the day, and visitors will be able to browse and purchase handmade comic art, publications, gear, and ephemera by local artists and publishers.

This event is sponsored by the Friends of the Berkeley Public Library.

**Rosa Shattuck Circle Event**

The BPL Foundation hosted an after-hours Rosa Shattuck Circle donor event in the Mystery Room on Friday evening, October 20. The event featured local authors Dorothy Lazard, Dashka Slater, and Maggie Tokuda Hall, with moderator Lauren Schiller. Hall spoke to the recent experience she had with Scholastic, who asked her to remove references to racism from her work in order to enter into a licensing agreement. The panel spoke to the realities and challenges associated with book banning and censorship, and the discussion evolved into a compelling call to action to participants to take steps locally to address censorship both in the Bay Area as well as elsewhere in the country. Congratulations to Foundation Director Kathy Huff on a wonderful event and thank you to Bill Kolb, the Library's Information Technology team, and Facilities Supervisor Brian Gavin for providing support.

CONTACT PERSON

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