



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

Board of Library Trustees:
Amy Roth, President
Sophie Hahn, Vice President
Tanir Ami
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:** 6:30 pm.
- Present: Trustees Ami, Greene, Hahn, Roth and Selawsky.
- Absent: None.
- Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Nneka Gallaread, Administrative and Fiscal Services Manager; Dia Penning, Program Manager - EDI; Aimee Reeder, Associate Management Analyst; My Chan, Sr. Human Resources Analyst; Linda Sakamoto-Jahnke, Literacy Coordinator; Sophie Ceo, Library Literacy Instructor; Monique Rizo, Library Assistant; Eve Franklin, Administrative Secretary.

A. Public Comments: 7 speakers

B. Comments from Library Unions:

1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 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

1. Trustee Hahn – Apologized for missing meeting with staff, would like to reschedule. Have read contract language and spoke to Director of Library Service, City Manager, and City of Berkeley Human Resources to push for a resolution. Hopeful that this issue involving the outstanding grievance the Union has filed with the City of Berkeley can be resolved.
2. Trustee Selawsky – Welcome Tanir Ami. Spoken regarding vandalism at NYPL during protests. Understand the frustration and anger regarding the situation in the middle east.
3. Trustee Greene – Welcome to Tanir Ami. Expressed interest in receiving demographics of part time staff. Asked for a copy of the petition mentioned during public comment and the union contract. (Tess responded that demographic information had been provided and is also in the Staffing and Recruitment Update on tonight's agenda).

Trustee Selawsky motioned, Trustee Greene seconded to move Information Calendar, Item B Monthly Director Report to precede II. Presentations.

Monthly Library Director's Report

From: Tess Mayer, Director of Library Services

Action: Received

II. PRESENTATIONS

- A. Berkeley READS (Literacy) Update** – Linda Sakamoto-Jahnke, Literacy Coordinator provided an oral report. (Attachment 1)
- B. Staffing and Recruitment Update** – My Chan, Sr. Human Resources Analyst provided an oral report. (Attachment 2)

III. CONSENT CALENDAR

Action: M/S/C Trustee Hahn/ Trustee Selawsky to adopt resolution #R23-052 to approve the consent calendar as presented.

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

A. Approve Minutes of the November 1, 2023 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the November 1, 2023 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-053 to approve the minutes of November 1, 2023.

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

B. Fiscal Year 2024 Purchase Authorization in Excess of Director of Library Services' Granted Authority (Revised Vendor List)

From: Director of Library Services

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

Financial Implications: see report.

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-054 authorizing the Director of Library Services to enter into fiscal year 2024 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

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

C. Approve a contract with Interact Intranet Inc. for the provision of cloud based intranet services

From: Manager, Library Information Technology

Recommendation: Adopt a Resolution authorizing the Director of Library Services to enter into a Contract with Interact Intranet, Inc. for the provision of cloud-based intranet services for the total contract amount not-to-exceed \$45,862.08 for the term December 29, 2023 through December 29, 2025, and to liquidate the remaining funds of \$5,534.81 from previous contract's PO# 22302817 and allocate those funds towards the new contract.

Financial Implications: None

Contact: Alicia Abramson, Manager, Library Information Technology

Action: M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-055 authorizing the Director of Library Services to enter into a Contract with Interact Intranet, Inc. for the provision of cloud-based intranet services for the total contract amount not-to-exceed \$45,862.08 for the term December 29, 2023 through December 29, 2025, and to liquidate the remaining funds of \$5,534.81 from previous contract's PO# 22302817 and allocate those funds towards the new contract.

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

IV. ACTION CALENDAR

A. Recommendation to Amend the Bylaws of the Board of Library Trustees (BOLT) and the Board of Library Trustees Vacancies Policy

From: Tess Mayer, Director of Library Services

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

Financial Implications: None

Contact: Tess Mayer, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Selawsky to adopt resolution #R23-056 amending the Bylaws of the Board of Library Trustees and the Board of Library Trustees Vacancies Policy as described.

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

V. INFORMATION CALENDAR

A. FYTD 2024 – 1st Quarter YTD Budget Report

From: Nneka Gallaread, Fiscal and Administrative Services Manager

Action: Received

B. Monthly Library Director's Report

From: Tess Mayer, Director of Library Services

This item was moved to precede Presentations.

VI. AGENDA BUILDING

The next regular meeting will be held in January at a date to be determined.

- 2024 Meeting Dates
- Union Contracts and processes
- Strategic Planning Process
- Clarification of relationships with other City Departments (IT, City Attorney, HR)

VII. ADJOURNMENT

M/S/C Trustee Selawsky, Trustee Roth to adjourn the meeting.

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

Abstentions: None.

Adjourned at 9:01 PM.

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

//s// _____

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

Attachments:

1. Berkeley READS (Literacy) Update presentation
2. Staffing and Recruitment Update presentation