



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
JANUARY 14, 2009

AGENDA  
7:00 P.M.

SOUTH BRANCH LIBRARY  
1901 RUSSELL STREET

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

## I. PRELIMINARY MATTERS

- A. Call to Order**
- B. Public Comments (7:00 – 7:30 p.m.)**  
*(Proposed 30-minute time limit, with speakers allowed 3 minutes each)*
- C. Report from library employees and unions, discussion of staff issues**  
Comments / responses to reports and issues addressed in packet.

## II. INTERVIEWS

### **Upcoming vacancy on the Board of Library Trustees beginning March 22, 2009**

Trustees will conduct interviews during this meeting and the regular meeting on February 11, 2009 of candidates for the upcoming vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to the City Council.

Packets of the candidate applications will be available for review by the public at the meeting.

## 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. Approve minutes of December 17, 2008 Special Meeting**

Recommendation: Approve the minutes of the December 17, 2008 special meeting of the Board of Library Trustees.

### **B. Closure of the Tool Lending Library for Annual Tool Maintenance from March 15 to March 28, 2009**

Recommendation: Adopt the resolution authorizing the closure of the Tool Lending Library from March 15 through March 28, 2009 for annual tool maintenance and reopening on March 31, 2009.

### **C. Addition of Trustee Reports as Standing Agenda Item**

Recommendation: Adopt a resolution authorizing the addition to the Board of Library Trustee meeting agenda format an opportunity for trustees to report.

### **D. Resolution of Gratitude to Claudia Morrow and Jerry Keller**

Recommendation: Adopt a resolution expressing gratitude to the two employees retiring in December 2008, Claudia Morrow after serving as a Children's Librarian since 1991 and Jerry Keller, after serving as a Library Assistant since 1988.

### **E. Agreement Between Library and Berkeley Public Library Foundation for Use of Space in Central Library**

Recommendation: Adopt a resolution authorizing a License Agreement between the Library and Foundation for the use of office space in the Central Library for the period December 31, 2008 through January 1, 2012.

**F. Agreement Between Library and Friends of the Berkeley Public Library for Use of Space in Central Library**

Recommendation: Adopt a resolution authorizing the extension of the License Agreement between the Library and Friends for the use of office space and used bookstore in the Central Library for the period December 31, 2008 through January 1, 2012.

**IV. ACTION CALENDAR**

**A. Board of Library Trustee Budget Priorities for FY 2010 & 2011**

Recommendation: Adopt a resolution approving priorities for the fiscal year 2010 and 2011 Library budget.

**V. INFORMATION REPORTS**

**A. Findings from Central Library Main Sort Room Material Flow Study**

**B. January 2009 Monthly Report from Library Director Donna Corbeil**

- i. Library Development
- ii. Professional Activities
- iii. Programs, Services and Collections
- iv. Personnel

**C. Library events:** Flyers and press releases for various Library programs

**VI. AGENDA BUILDING**

Next regular meeting will be held at 7:00 p.m. on Wednesday, February 11, 2009 at the **South Branch Library, 1901 Russell Street**, Berkeley.

**A. Tracking Chart**

**VII. CLOSED SESSION**

**A. Public Employee Performance Evaluation** (*Pursuant to Government Code Section 54957*)  
Title of position being evaluated: Director of Library Services. The Board of Library Trustees will recess into closed session to conduct a public employee performance evaluation.

**VIII. ADJOURNMENT**

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**Please refrain from wearing scented products at public meetings.**

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.

To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter, assistive-listening device or other accommodation for the meeting, please call (510) 981-6195 (voice) or (510) 548-1240 (TDD). Providing at least five (5) working days' notice prior to the meeting will help to ensure availability.

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on January 9, 2009.



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

For further information, please call (510) 981-6195.

## Interviews II.

### Responsibilities of the Berkeley Public Library Board of Library Trustees

*“There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration.” – Andrew Carnegie*

#### **Overview**

The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well-managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

#### **Legal Authorities and Responsibilities**

Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

#### **Role as liaison between the general public and the Library**

It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

#### **General Qualifications**

- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community.
- Experience with books and libraries
- Willing and able to work with management, staff and the union.

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

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions

- An interest in long-range planning
- Personal experience in one or more of these areas:
  - ✓ Education
  - ✓ Architecture/Construction
  - ✓ Accounting/Finance
  - ✓ Business
  - ✓ Personnel management
  - ✓ Technology
  - ✓ Law/Government
  - ✓ Humanities
  - ✓ The Arts
- Availability and openness to the public.

## Interviews II.

### Possible Trustee Interview Questions January /February 2009

1. What do you think is the role of the Board of Library Trustees?  
Follow-up question: Tell us your experience working with groups to reach consensus.
2. The meets regularly on the second Wednesday of every month at 7:00 pm, but there are often times when Trustees must be available on various other days and times. How flexible is your schedule and would you be available for special meetings and outside commitments?
3. What do you feel are the major activities, purposes, and contributions of the Berkeley Public Library?  
Follow-up question: Tell us how you might approach the budget constraints facing the Library.
4. What do you feel the renovation of the Branches will mean to the community?  
Follow-up question: what should the Trustees role and involvement be in those renovations?
5. Describe your knowledge and experience working in and with the community and its institutions.
6. What experience do you have speaking in public regarding community and/or other controversial issues?
7. What gifts – skills, experiences, ideas and energies – do you feel you would bring to the BOLT?
8. Would you describe for us your views on intellectual freedom, internet filters on computers, and access to information for children?
9. What in your background and/or experience has prepared you for the position of Library Trustee?

**Berkeley Public Library  
Board of Library Trustees**

Special Meeting  
December 17, 2008

MINUTES  
7:00 p.m.

South Branch Library  
1901-Russell-Street

<b>PRELIMINARY MATTERS</b>
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**A. Call to Order**

The regular meeting of December 17, 2008 was called to order at 7:00 p.m.

**Present:** Trustees Carolyn Henry-Golphin, Susan Kupfer, Ying Lee, Darryl Moore, and Therese Powell

**Absent:** None

**Also present:** Donna Corbeil, Director of Library Services; Alan Bern, Community Relations Librarian; Suzanne Olawski, Library Services Manager; Dennis Dang, Administrative Services Manager; Alicia Abramson, Manager Library Information Technology, and Colleen Fawley Library Specialist II, Outreach Services

**B. Public Comments**

None.

**C. Report from Union and Employees**

None.

**R08-105 Moved by Trustee Kupfer seconded by Trustee Lee, to approve the agenda.** Motion passed unanimously.

<b>PRESENTATIONS</b>
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Ms Olawski introduced Ms Fawley, Outreach Specialist for the Library. The main part of the job is to provide services to those that are unable to come to the library, including bringing library material to the person. Referrals come from others that are using the program's services, information on the library website and other service agency providers. The process starts with a staff person interviewing the patron over the phone about their needs. For home or institutional visits, staff will select titles within genres or bring specific items requested. Deliver material to senior centers, such as Helios Court and Strawberry Canyon facilities. Make presentation to residents. A person's disability or inability to make it to the library does not have to be permanent, example women bed bound during pregnancy. Staff and volunteers visit and provide programs to nursing care facilities, examples of include storytelling, reading short stories aloud and poetry reading. There seem to be commonalities in the type of stories enjoyed by many people. In the last six-month period, January through July 31 staff reached 228 individuals.

Staff delivers discarded magazines and books to care facilities and homeless centers. These materials may be direct donations to the Library's outreach program or from the Friends of the Library. First ½ of this year, delivered 3,931 library items, including books, audio books, DVDs and magazines; 786 gift items (books/magazines); total over 7,000 items picked up and delivered. Currently, four volunteers assist with providing services; they mostly assist with the programming at group facilities. Ms Fawley is involved with special projects such as the Library's strategic plan and other library efforts. Ms Fawley read a section of a poem, Beyond the Years by Mr. Dunbar. Questions asked by the Trustees were how is the program promoted, staff responded one way is to be sure all library staff are aware of the program by speaking about it at library meetings etc., library flyers and handouts, and meet with Meals on Wheels staff. Comments by the trustees: seems like a great opportunity for volunteering in the library. Suggestion that senior advocacy group (SAG) at the St. Paul church be approached, seem like commonalities.

**CONSENT CALENDAR**

- R08-106** Moved by Trustee Kupfer, seconded by Trustee Lee, to approve the Consent Calendar as presented. Motion passed unanimously
- R08-107** Approved the minutes of the November 12, 2008 regular meeting of the Board of Library Trustees.
- R08-108** Adopted the resolution approving the revised Berkeley Public Library Privacy Policy.
- R08-109** Adopt the resolution authorizing the Central Library and all the Branches to open one hour late on January 30, May 29, July 31, and October 30, 2009 to allow adequate time for the quarterly all-staff meetings.
- R08-110** Adopt the resolution approving the arrangements in preparation for the seventh annual Authors Dinner to be held on Saturday, February 7, 2009 at the Central Library.

**ACTION CALENDAR**

**A. Discussion and Possible Action on Branch Renovation Program Implementation Plan**

To-be-delivered documents distributed, draft timelines for North and South Branch projects with details related to contractual aspects and template for request for proposals that City uses.

Discussion of Trustee role in selection of design firms ensued, including proposal to create selection teams (subcommittee) including members of the public with trustees and staff. Trustee Powell suggested alternative of open board interviews for selection of architect and inclusive process for selecting design features, such as teachers, someone from ADA community, Friends and Foundations. Trustee Kupfer expressed that she felt board had responsibility to have role in selection of architect and agreed with concept of community partnership and involvement into design itself. Trustee Kupfer asked if vision was part of selection process, especially for new construction and that firms should bring experience relevant to uniqueness or similarities between projects, as appropriate. Trustee Kupfer agreed all trustees should be involved in selection. Trustee Moore clarified that board is not interested in subcommittee process for selections. Trustee Kupfer would like wording to include all trustees interested in process and/or available would attend. Trustee Moore stated subcommittee process more efficient for many reasons and that if it was not the chosen method then all five Trustees should be present, the board should select the option of subcommittee or whole board.

Agreement reached that would be board noticed meeting for selection of short-listed firms, Trustee Moore wanted captured for the record he felt should be a full quorum of board present for interviews and selection. Trustees agreed that interviews and selection at same meeting. The staff would bring contract to future meeting after negotiation takes place. Trustee Lee expressed agreement that important all trustees part of process because it is so important to their role.

Some concern expressed about the aggressive timeline, would like adequate time to complete process. Leave open option for special meeting for interviewing and decision making so do not have to try to fit it all into regular BOLT meetings, staff will bring approvals to board when ready. Revised draft schedule will be included in the RFP. Trustee Powell suggested developing a few criteria to use in RFP, to help keep focused on priorities.

Discussion of options to include for South branch RFP, board would like both options (renovation and expansion or replacement with new) in RFP so design firm addresses both and board will have greater information to make a decision. Facility plan used cost estimate for new replacement library. Trustee Powell suggested select architect and include in scope of services exploration of (undefined) options. Board agreed to RFP process vs. qualifications element as first phase (RFQ) and then selection from this list. Trustee Lee asked for clarification on selection, would it be one process for each project or would the board select one

architect for all four projects. Trustee Moore, clarified that he understood each branch would undergo an independent design team selection process. Trustee Powell suggested that Claremont and West RFP process might be done differently but it is not necessary to identify this now.

Trustee Lee suggested we contact University of California, Berkeley Architectural Department regarding projects and encourage involvement by staff and students. The entire academic faculty is encouraged to work on this type of project as part of their academic responsibility.

Brief discussion of chart of possible service continuity options during closures. Informational item only with no decisions or recommendations made. This item will be included on future agendas. Trustee Powell clarified that board did not discuss specific options during bond discussion.

*No action taken.*

**B. Board of Library Trustee Budget Priorities for FY 2010 & 2011**

Staff handed out budget binder for coming 2-year budget cycle, including budget discussion schedule.

Trustee Powell suggested priorities: implementation of BLMFP; implementation of Strategic Plan; development of reserve account; and research and report on evolving self-check technologies. Trustee Lee expressed agreement with inclusion of self-check options into priorities. Trustee Moore brought forward priority of implementation of approved branch bond / Measure FF.

Trustee Kupfer asked about other unexpected budget issues, such as the Cal-PERS increases expected by 2011 of 5-12% (2-years in arrears) due to falling investment valuation and that we address long-term operational budget first. Trustee Kupfer felt 1<sup>st</sup> priority of implementing bond is fine with the long-term operational budget and "maximizing effectiveness" as agreeable.

1. Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget
2. Implement bond measure and peripheral costs related to implementation
3. Implement strategic plan – maximize effectiveness of services with focus on current clientele
4. research and report on evolving self-check technologies
5. Adopt policy to establish a reserve fund

Trustee Moore suggested we not put them in priority order but consider them all equally important as we move forward. The board discussed possible goals and asked that a resolution approving priorities for the fiscal year 2010 and 2011 Library budget be included on the January calendar. No action taken, decision deferred until January 2009 meeting.

**C. Authorization to Contract with 3M**

Discussion of options available to maintenance services for Checkpoint brand hardware and software with 3M. Trustee Lee asked if the priority from the previous agenda item would give a timeline for finding an alternative option. Trustee Lee has concerns regarding cost projections of continuing and that of returning to barcode and wondered if the return to barcode is a simplified less expensive solution to be considered during difficult economic times. Trustee Moore mentioned that security is an issue with only barcodes. Trustee Kupfer expressed her respect for the city's policy but recognized that international firms may have a difficult time adhering to the requirements. The system we have is working and the public seems satisfied with the results. The Peace and Justice Commission (PJC) will be meeting on January 5<sup>th</sup> at 7 p.m., the Chair, Trustee Moore asked if any trustee was willing to attend. Trustee Lee will attend and Trustee Powell volunteered to attend this meeting. Trustee Powell reported that she attended a portion of the PJC subcommittee meeting and the discussion that occurred there, including a review of options to the current system.

**R08-111 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to adopt the resolution authorizing the Director of Library Services: (1) to seek required waiver of the Nuclear Free Disclosure Declarations and, (2) upon obtaining this waiver, to enter into an agreement with 3M for a term of**



**three years with the option of two one-year extensions of an amount not to exceed \$56,305 annually for three years, \$59,200 at year four, and \$63,000 at year five.** Motion passed, Trustee Lee opposed, Trustees Henry-Golphin, Kupfer, Moore and Powell voted in favor.

## INFORMATION REPORTS

### A. Update on Process to Fill Vacancy on the Board of Library Trustees

The special meeting of the Board of library Trustees was called to order at 6:00 PM and adjourned at 8:00 PM. Director Corbeil reported that all of the Trustees attended the Special Meeting of BOLT scheduled for December 9, 2008. Approximately 12 people attended the meeting, which included introductions by the Trustees and their background. A packet including information on the library was available to attendees. No action was taken. Trustee Moore asked to confirm the discussion and decision must be made in open session and requested confirmation that decision must be made in open meeting. Trustee Powell asked if there would be a shortlist if a large number of applicants applied, it was agreed a "reasonable" number of applicants to be interviewed.

### B. FY 2010 & 2011 Biennial Budget Development Report

More detail provided at future meetings.

### C. Library Strategic Plan 2008-2011 timeline and Activities Update

No discussion.

### D. Public Comment Period at Board of Library Trustees Meetings

### E. December 2008 Monthly Report from Library Director - Donna Corbeil

### F. Library events: Flyers and press releases for various Library programs

## AGENDA BUILDING

- **January 2008 Regular Meeting**
  - Trustee selection timeline and secure council agenda date (March 10<sup>th</sup> placeholder)
  - Discuss and adopt budget priorities
  - Trustee reports as standing item back for possible approval
  - List of libraries in area to tour and possible group tour
  - Closed session for personnel review

## ADJOURNMENT

**R08-112 Moved by Trustee Powell, seconded by Trustee Kupfer, to adjourn the Special meeting at 9:08 p.m.** Motion passed unanimously.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 14, 2008

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** CLOSURE OF THE TOOL LENDING LIBRARY FOR ANNUAL TOOL MAINTENANCE FROM MARCH 15 THROUGH MARCH 28, 2009

### RECOMMENDATION

Adopt the attached resolution authorizing the closure of the Tool Lending Library from March 15 through March 28, 2009 and reopening on March 31, 2009.

### FISCAL IMPACT

This report will have no fiscal impacts.

### BACKGROUND

In January 1997, the Board of Library Trustees began to authorize, on an annual basis a two-week closure of the Tool Lending Library for maintenance and repairs. The staff members use this time to repair damaged tools, maintain the facility, check the inventory, and get ready for the sharp increase in patronage and tool usage during the spring and summer months.

### CURRENT SITUATION AND ITS EFFECTS

It is being requested that the two-week closure occur beginning March 15 through March 28, 2009. The Tool Lending Library will reopen on March 31, 2009. Press releases and flyers will announce the closure of the Tool Lending Library.

### FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

**RESOLUTION NO.: R09**

**AUTHORIZATION TO CLOSE THE TOOL LENDING LIBRARY FOR ANNUAL TOOL  
MAINTENANCE FROM MARCH 15 THROUGH MARCH 28, 2009 AND REOPENING ON  
MARCH 31, 2009**

WHEREAS, in January 1997 the Board of Library Trustees authorized an annual two-week closure of the Tool Lending Library for maintenance and repairs; and

WHEREAS, the closure must take place prior to the busy spring and summer months.

NOW, THEREFORE, BE IT RESOVLED that the Board of Library Trustees of the City of Berkeley authorizes the closure of the Tool Lending Library from March 15 through March 28, 2009, with reopening occurring on March 31, 2009.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 14, 2009.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 14, 2009

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** REPORTS BY TRUSTEES AS STANDING AGENDA ITEM

#### RECOMMENDATION

Adopt a resolution approving the addition to the Board of Library Trustee agenda template reports by Trustees as a standing item.

#### FISCAL IMPACT

There is no fiscal impact from this report.

#### BACKGROUND

The Berkeley Unified School District Board of Education, which meets monthly, includes such an agenda item in their regular meeting agenda template. The BUSD regular agenda is ordered:

1. CALL TO ORDER
2. MEETING AGENDA APPROVAL
3. PUBLIC TESTIMONY
4. UNION REPORTS
5. **BOARD MEMBERS' REPORTS**
6. SUPERINTENDENT'S REPORT
7. APPROVE CONSENT CALENDAR
8. ACTION ITEMS
9. INFORMATION ITEMS
10. ADJOURNMENT

A standing item, board members' reports is an opportunity for board members to make oral comments if they so choice.

#### CURRENT SITUATION AND ITS EFFECTS

Currently, the Board of Trustees agenda does not have such an item. Trustees are limited to comments related to each agenda item. The Brown Act does allow for brief announcements but not discussion unless the item is specifically on the agenda. Trustees may request an item be

added to the agenda during agenda building or by contacting the BOLT Chair or Secretary to the Board.

At the November 12, 2008 meeting, Trustee Powell asked staff to bring an informational item on modifying the BOLT agenda template to include a standing item of Trustee comments. The item was included in the December 17, 2008 Board agenda as an informational item. At this meeting, the Board asked that it be included as a consent item in January.

Once this change is made to the agenda template, it should be noted that the following section of the Brown Act would apply:

*Govt Code section 54954.2(a)(2) "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action."*

#### FUTURE ACTION

None.

Attachments: Resolution

**RESOLUTION NO.: R09**

**ADOPT A RESOLUTION AUTHORIZING THE ADDITION TO THE BOARD OF LIBRARY TRUSTEE MEETING AGENDA FORMAT AN OPPORTUNITY FOR TRUSTEES TO REPORT**

WHEREAS, the Board has expressed an interest in a standing item whereby board members' would have an opportunity to make oral comments if they so choice; and

WHEREAS, the Board of Trustees agenda does not currently have such an item; and

WHEREAS, the Brown Act does allow for brief announcements but not discussion unless the item is specifically on the agenda; and

WHEREAS, Trustees may request an item be added to the agenda; and

WHEREAS, the Brown Act does allow a member of a legislative body to ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the addition to the Board of Library Trustees meeting agenda template following Reports from Library Employees and Unions, a Board Comments item effective at the next regular meeting of the Board.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 14, 2009.

**RESOLUTION NO.: R09**

**THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS GRATITUDE TO CLAUDIA MORROW, WHO SERVED AS A LIBRARIAN FOR THE BERKELEY PUBLIC LIBRARY FROM NOVEMBER 1991 THROUGH DECEMBER 2008, AND TO JERRY KELLER, WHO SERVED AS A LIBRARY ASSISTANT FROM JUNE 1988 THROUGH DECEMBER 2008**

WHEREAS, after earning her law degree at Wayne State University and working in a first career as a lawyer, in 1991 Ms. Morrow received her master's degree in Library and Information Studies from the University of California, Berkeley; and

WHEREAS, Ms. Morrow accepted and performed a wide range of duties for the Library, including many years in the Central Library Children's Room and with the Families Literacy program headquartered at the West Branch Library; and

WHEREAS, Ms. Morrow was responsible for the Central Library's collection of juvenile audiovisual materials and was instrumental in making the Library's Family Media Area more accessible to its many users; and

WHEREAS, Ms. Morrow's musical talents added especially entertaining and personal dimensions to family programs and class visits to the Library; and

WHEREAS, Ms. Morrow served one term as President of SEIU Local 535, many years as a steward for the Local, and accepted the role as a staff advocate with energy and skill, a contribution of time which was greatly appreciated by colleagues; and

WHEREAS, Mr. Keller joined the Children's Services staff of the Central Library in April of 1988, performing a broad array of duties including customer service, processing book orders, and registering new patrons until his retirement in December 2008; and

WHEREAS, Mr. Keller took joy in working with children, and carried his responsibilities with clear devotion to the Library and its service to the families of Berkeley; and

WHEREAS, Mr. Keller will be missed on both a personal and professional level by all who worked with her at the Berkeley Public Library;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its gratitude to Claudia Morrow, who served as a Librarian from 1991 through 2008, and to Jerry Keller, who served as a Library Assistant from 1988 through 2008, for their service for the Berkeley Public Library and the Berkeley community..

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 14, 2009.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 14, 2009

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** LICENSE AGREEMENT BETWEEN LIBRARY AND THE BERKELEY PUBLIC LIBRARY FOUNDATION FOR USE OF SPACE IN THE CENTRAL LIBRARY

#### RECOMMENDATION

Adopt a resolution adopting the extension of the License Agreement between the Library and Foundation for the use of office space in the Central Library for the period December 31, 2008 through January 1, 2012.

#### FISCAL IMPACT

The total revenue for this license agreement is \$3.00 over the term of the agreement.

#### BACKGROUND

The Board of Library Trustees approved a three-year license agreement for the use of office space and bookstore space in September 2005, per resolution R05-78 at the rate of \$1 per year. The period of the previous agreement was for October 1, 2005 through September 30, 2008. Staff recommends the extension of this agreement for three years at the same rate.

#### CURRENT SITUATION AND ITS EFFECTS

This arrangement has worked satisfactorily for both entities. The Foundation utilizes office space on the third floor to conduct business related to support of the Berkeley Public Library. The Foundation make an annual gift to the library of funds raised through donations and other means related to their non-profit status. No changes to the designated allotted space or general arrangements of use are recommended.

#### FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



**Resolution NO.: R09**

**AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN EXTENSION OF THE LICENSE AGREEMENT AND ANY AMENDMENTS WITH THE BERKELEY PUBLIC LIBRARY FOUNDATION FOR THE USE OF OFFICE SPACE AT THE CENTRAL LIBRARY FOR THE PERIOD DECEMBER 31, 2008 THROUGH JANUARY 1, 2012 AT A RATE OF \$1.00 PER YEAR**

WHEREAS, the Berkeley Public Library has a license agreement with the Berkeley Public Library Foundation for the use of office space at the Central Library, 2090 Kittredge Street, Berkeley, CA 94704 approved by the board in September 2005; and

WHEREAS, the agreement was entered into in December 2005 and said license agreement will expire on September 30, 2008; and

WHEREAS, the Berkeley Public Library Foundation provides support for library programs and activities; and

WHEREAS, the license is granted for the purpose of permitting the Foundation to support the Library by engaging in activities that support and enhance Library facilities, programs, and services to the Berkeley community; and

WHEREAS, the Foundation is responsible for maintaining the licensed space;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Berkeley Public Library Foundation for the use of office space at the Central Library for the period December 31, 2008 through January 1, 2012 at a lease rate of \$1.00 per year.

Adopted by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 14, 2009.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 14, 2009

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** LICENSE AGREEMENT BETWEEN LIBRARY AND THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY FOR USE OF SPACE IN THE CENTRAL LIBRARY

#### RECOMMENDATION

Adopt a resolution adopting the extension of the License Agreement between the Library and Friends for the use of office space and bookstore in the Central Library for the period December 31, 2008 through January 1, 2012.

#### FISCAL IMPACT

The total revenue for this license agreement is \$3.00 over the term of the agreement.

#### BACKGROUND

The Board of Library Trustees approved a three-year license agreement for the use of office space and bookstore space in September 2005, per resolution R05-77 at the rate of \$1 per year. The period of the original agreement was for February 27, 2006 through December 31, 2008. Staff recommends the extension of this agreement for three years at the same rate.

#### CURRENT SITUATION AND ITS EFFECTS

This arrangement has worked satisfactorily for both entities. The Friends operate a small bookstore in the lobby area of the Central Library and utilize the office space as storage and as a place for volunteers to process donated materials. The Friends make an annual gift to the library of funds raised through the library bookstore and their off-site location. No changes to the designated allotted space or general arrangements of use are recommended.

#### FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



**Resolution NO.: R09**

**AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN EXTENSION OF THE LICENSE AGREEMENT AND ANY AMENDMENTS WITH THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY FOR THE USE OF OFFICE SPACE AND BOOKSTORE SPACE AT THE CENTRAL LIBRARY FOR THE PERIOD DECEMBER 31, 2008 THROUGH JANUARY 1, 2012 AT A RATE OF \$1.00 PER YEAR**

WHEREAS, the Berkeley Public Library has a license agreement with the Friends of the Berkeley Public Library for the use of office space and a bookstore at the Central Library, 2090 Kittredge Street, Berkeley, CA 94704 approved by the board in September 2005; and

WHEREAS, the agreement was entered into on February 27, 2006 and said license agreement will expire on December 31, 2008; and

WHEREAS, the Friends of the Berkeley Public Library provides support for library programs and activities; and

WHEREAS, the license is granted for the purpose of permitting the Friends to support the Library by engaging in activities that support and enhance Library facilities, programs, and services to the Berkeley community; and

WHEREAS, the Friends is responsible for maintaining the licensed spaces;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Friends of the Berkeley Public Library for the use of office and store space at the Central Library for the period December 31, 2008 through January 1, 2012 at a lease rate of \$1.00 per year.

Adopted by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 14, 2009.



## **BERKELEY PUBLIC LIBRARY**

### **ACTION CALENDAR**

January 14, 2008

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** Review and Possible Action on Library Budget priorities for FY 2010/2011

#### **Recommendation**

Adopt a resolution adopting budget priorities to be used in development of the Library's biennial budget cycle, FY 2001 and 2011.

#### **INTRODUCTION**

The purpose of this report is to review and update budget priorities for the Library, which will be used in budget development and integrated into the annual Library work plan.

#### **FISCAL IMPACT**

There is no direct fiscal impact from this report though priorities will have budget implications.

#### **BACKGROUND**

On an annual basis, the board develops and approves budget priorities. Last fiscal year's priorities were brought to the December 2008 board meeting for discussion and to assist with the development of priorities for the coming two-year budget cycle. A status report was given on their implementation. These priorities were:

1. Complete two studies for services and facilities, including community engagement, and integrate into an action plan;
2. Research ways to maximize the effectiveness of providing public hours at all the Branches and the Tool Library;
3. Continue to identify and explore the needs of underserved communities in Berkeley for library services and pursue opportunities for extending library services beyond the Library's physical facilities;
4. Address the needs of the Branches for repairs and capital improvements, pursuing creative alternatives for financing.



## CURRENT SITUATION AND ITS EFFECTS

At the December 2008 meeting the board discussed possible goals and asked that a resolution approving priorities for the fiscal year 2010 and 2011 Library budget be included on the January calendar. At that meeting, Trustee Moore suggested all priorities be considered equally important as we move forward.

Draft options from BOLT discussion at December 17, 2008 meeting:

- Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget
- Implement bond measure and peripheral costs related to implementation
- Implement strategic plan – maximize effectiveness of services with focus on current clientele
- research and report on evolving self-check technologies
- Adopt policy to establish a reserve fund

City Council's policy framework for the next two-year budget:

- 1-time revenue for 1-time expenses
- Long-term fiscal health, by doing 5-year planning and 2-year budgets
- Maintain 8 percent reserve
- Control labor costs while minimizing layoffs
- Manage unfunded liabilities
- No new programs without new revenues or expenditure cuts

## FUTURE ACTION

No action is recommended.

Attachments:

1. Resolution

**RESOLUTION NO.: 09**

**APPROVAL OF THE BOARD OF LIBRARY TRUSTEES  
FY2010 and 2011 LIBRARY BUDGET PRIORITIES**

WHEREAS, at their March 21, 2007 regular meeting, the Board of Library Trustees adopted priorities for fiscal year 2008/09;

WHEREAS, at their June 13, 2007 regular meeting, the Board of Library Trustees approved the FY 2008/09 Library Work Plan and reporting format;

WHEREAS, in October 2007 the Board of Library Trustees requested that each project in the Library Work Plan be given a priority designation, similar to the City Council of the City of Berkeley's process;

WHEREAS, since the FY2009 Mid-Biennial Budget process is underway, a review of the priorities is recommended to ensure proposed budget changes and Board priorities are coordinated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the FY2010/11 Library Budget priorities as discussed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 14, 2009.



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

January 14, 2009

**TO:** Board of Library Trustees

**FROM:** Jay Dickinson, Circulation Services Manager

**SUBJECT:** FINDINGS FROM CENTRAL LIBRARY MAIN SORT ROOM MATERIAL FLOW STUDY

#### FISCAL IMPACT

There is no fiscal impact from this report.

#### BACKGROUND

The General Services Unit is currently in the middle of a project to improve the flow of library materials from the point of check-in through their return to the shelf. In phase one of this project, all processes in the unit were closely scrutinized, including scheduling, handling of materials, and general organization. The physical layout of the Circulation work area was likewise scrutinized. In the current phase of this project, staff members are evaluating options for improvement as presented by a paid consultant who was contracted by the library for this purpose. With ease of use and ergonomics closely in mind, fixtures and procedures involved in the circulation process are being refined in an effort to reduce the amount of time it takes to replace materials on the public shelves. It is expected that these new procedures and concepts will reduce lag time by at least half, with the possibility of a much larger improvement. All Circulation staff members are involved in this process, and solutions will be implemented in a step-by-step basis, allowing for adjustments where necessary. Though the specific improvements produced by the project will begin to be implemented most likely by spring of 2009, the conceptual tools and philosophies behind these changes will be maintained in the Circulation culture, making adjustment to changing demands easier in the future.

#### CURRENT SITUATION AND ITS EFFECTS

Observation and collection of statistics by both staff and the contracted consultants have shown that materials are currently being returned to the shelves at a rate of 2-4 days from their time of return. Multiple points of, "waste," have been identified. Staff members are currently sorting recently returned books onto shelves in the sorting room for instance, only to again sort the items again onto carts for final shelving. In addition, the sort room lacks general organization, and various service points are being underutilized.



### *Next Steps*

Phase one of this project resulted in a 21 page report that contains suggestions for physical changes to the sort room, as well as suggestions for the refinement of currently existing processes, including scheduling, and handling of materials.

Committees within the Circulation department are creating plans to implement changes suggested in the report. The implementation of these plans will happen over the course of an unspecified period of time, not likely more than 1 year from end of phase one of the project (December, 2008).

The first major change will be the removal of the sorting shelves in the Circulation work/sort room. The removal of these shelves is tentatively planned for the end of January/beginning of February, 2009. As it is necessary to purchase new book trucks to account for the loss of storage space, the final date will be settled on the receipt of said book trucks.

The committee is also preparing suggestions for changes in scheduling and other relevant areas to be impacted by the removal of the shelves. A period of adjustment will follow the actual removal, allowing staff to refine processes further, since it is assumed that some, "problem areas," will be unidentified until that point.

Further alterations to the sort room will follow, including redesign of check-in workstations, removal of some underused fixtures, allowing for the creation of a streamlined and ergonomically sound workspace. All changes will be implemented in phases similar to that of the removal of the shelves – implementation, observation, refinement.

As each phase is begun, a new staff committee will be created to oversee its major components. These committees will report to the staff at large as to the plan of action. All Circulation staff members will serve on one or more of these committees before the project reaches completion.

### FUTURE ACTION

No action recommended at this time.



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

January 14, 2008

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** JANUARY 2009 MONTHLY REPORT FROM LIBRARY DIRECTOR

#### INTRODUCTION

Every month the Library Director gives the Board a report on Library activities and updates from the previous month.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### LIBRARY DEVELOPMENT

There are many exciting conference coming up in the next 12 to 18 months. Among these is the Public Library Association Conference, held every two years and planned for Portland in 2010. Library staff and Trustees were surveyed regarding their interest in attending, a budget will be developed for travel, and registration costs. Professional development opportunities include: American Library Association, 2009 Annual Conference, July 10-15, 2009, in Chicago, IL  
California Library Association, 2009 Annual Conference, October 30-Nov. 2, 2009, in Pasadena  
Public Library Association 2010 National Conference, March 23-27, 2010, in Portland, OR  
American Library Association, 2010 Annual Conference, June 24-30, 2010, in Washington, DC

#### PROGRAMS, SERVICES AND COLLECTIONS

##### *Berkeley READS*

On Dec. 18, 2008, Berkeley READS hosted their 3rd Annual Holiday Celebration and 21st Birthday Party at the West Branch, generously funded with the support of the Friends of the Library. Under the guidance and with the support of Linda Sakamoto and the Literacy staff approximately 100 students, volunteers, tutors, staff and community partners gathered for this evening event to celebrate a successful year and the multiple accomplishments of the tutors and students. The program included a presentation of learner writings and music, a visit from the first Berkeley library literacy coordinator, a multi-cultural potluck, refreshments donated by Starbucks and Bette's Diner and entertainment from Jeremy the Juggler.

### *Measure FF Banners*

Banners are hanging on the exterior of the four branches and Central Library to thank the community for their support in passing Measure FF, a \$26 million dollar branch bond and to acknowledge the support of the Friends and Foundation during the campaign.

### PERSONNEL

A summary of the positions filled and lists developed in the last month (Attachment 1).

Fall of 2008 the City Council approved various labor agreements for represented and unrepresented employees, those relevant to the Library are:

- Memorandum Agreement: Social Services Union, Service Employees International Union (SEIU), Maintenance and Clerical Chapters. This agreement was approved on September 16, 2008 and includes Units D (Tool Lending Specialists), J, K-1 (non-confidential office and clerical), and K-2.
- Memorandum Agreement: Service Employees International Local Union (SEIU) 1021 Community Services Chapter. This agreement was approved on September 16, 2008 and covers the majority of library employees.
- Memorandum of Understanding: Public Employees Union Local One. This agreement was approved on November 18, 2008 and covers Units M and P1 (Library Services Managers) covers many of the Library's management staff.
- City of Berkeley Unrepresented Employee Manual covering Unit Z1 (Executive Management), Unit Z-2 (Confidential Management), Unit Z-3 (Confidential Clerical), Z-4, Z-6 and X-1. This agreement was approved on October 7, 2008 and covers the Library Director and Deputy Director positions.

The full contracts are available on the City's Human Relations webpage.

### ATTACHMENTS:

1. Positions
2. Invitation to Library Friends reopening

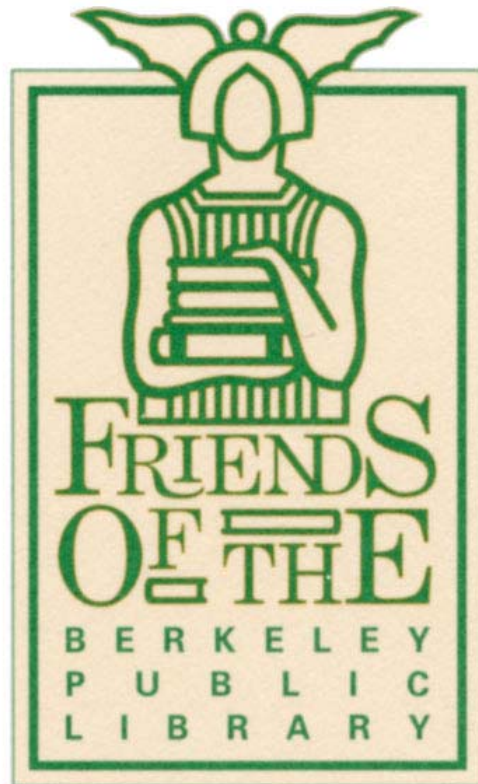
## BPL's Recruitment Timeline

Revised 1/07/09

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Bldg Maint Mech	11/17/08	12/22/08		
Admin Secretary	10/20/08 <i>CLOSED</i>	11/17/08	1/20/09	Typing Exam-scheduled
Library Assistant	9/22/08 <i>CLOSED</i>	10/14/08	11/19/08	List to be established 12/1/08.
Library Specialist II	7/07/08 <i>CLOSED</i>	8/04/08	Supp Questionnaires rated by panel.	List established.
Library Specialist I	7/07/08 <i>CLOSED</i>	8/04/08	Supp Questionnaires rated by panel.	List established. Interviews to be conducted last wk of October.
Senior Librarian	6/16/08 <i>CLOSED</i>	7/14/08	Interviews held.	Marti Morec selected for Sen Coll Dev Lib. Senior Teen Lib pending.
Librarian I/II	6/23/08 <i>CLOSED</i>	7/21/08	Supp Questionnaires rated by panel.	List valid thru 8/5/09.
TS/Coll Dev Manager	6/16/08 <i>CLOSED</i>	7/14/08	Supp Questionnaires rated by panel.	Megan McArdle selected. Start date 9/22/08
Supervising Library Assistant	4/14/08	5/12/08 <i>CLOSED</i>	Supplemental Questionnaires rated by panel.	Sam Zhang selected.
Building Maintenance Supervisor	4/14/08	5/12/08 <i>CLOSED</i>	<i>No exam (promotional)</i>	Steve Douglas selected. Start date 8/14/08.
Library Aide	3/10/08	3/31/08 <i>CLOSED</i>	Exam to be held Mid April	List valid thru 5/13/09
Supervising Librarian	3/19/2007	4/16/2007 <i>Closed</i>	Interviews Scheduled for WK Ending 6/22	<b>List Extended Thru 4/27/09</b>

**\*To be posted @ (WEB pages) ALA, CLA(Job Mart), libraryjobpostings.com (emailing lists) Innovative Users group, BALIS, CALA, REFORMA, BCALA, AILA, APALA (Will contact CAL & SJ State re: Ltrs to Alumni)**

**\*\*To be posted @CLA, BALIS, IUG**



Come join us  
January 21, 2010  
to celebrate  
10th anniversary  
and grand opening  
the newly expanded  
Friends' Books  
Ribbon cutting at  
2433 Channing

(Shopping level of the Telegraph/Channing parking garage)