

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, November 13, 2013, 6:30 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair Abigail Franklin	Julie Holcomb
	Jim Novosel

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet and a digital recording of the meeting is accessible at [http://www.berkeleypubliclibrary.org/about\\_the\\_library/bolt/bolt.php](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:30 P.M.**

Present: Trustees Burton, Franklin, Holcomb Moore and Novosel.

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Alicia Abramson, Information Technology Manager; Dennis Dang, Administrative and Fiscal Services Manager Sarah Dentan, Children's and Neighborhood Services Manager; Eve Franklin, Administrative Secretary; Jenifer Shurson, Assoc. Human Resources Analyst.

**B. Public Comments:**

1. Ted Edlin – Spoke regarding Tool Library Lending rules.
2. Dayna Holz – Spoke regarding an upcoming Art & Music program called Mining the Library in which Bay Area DJs will select music from the library's collection to play in the Community Meeting Room at Central Library on November 19 at 6:30 PM, December 10 at 6:30 PM and January 12 at 2:00 PM.

**C. Report from library employees and unions, discussion of staff issues:**

1. Andrea Mullarkey – spoke regarding staff concerns that allowing holds to be placed on magazines might have a significant impact on work.

**D. Report from Board of Library Trustees:**

1. Trustee Julie Holcomb – Very excited about upcoming lecture on Friday.

**II. Presentations**

- A. **Library Website Design Update** - Alicia Abramson, Information Technology Manager, provided a presentation (Attachment 1.)
- B. **Branch Hours Expansion Implementation** - Sarah Dentan, Children's and Neighborhood Services Manager, provided a presentation (Attachment 2.)

**III. CONSENT CALENDAR**

Item C was held for discussion.

Action: M/S/C Trustee Moore / Trustee Franklin to adopt Resolution # R13-064 to adopt the Consent Calendar

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.

Abstentions: Trustees Burton, Franklin, Holcomb abstained from item A only.

**A. Approve minutes of September 16, 2013 Special Closed Session Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 16, 2013 Special Closed Session Meeting as amended.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-065.

**B. Approve minutes of October 9, 2013 Regular Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 9, 2013 regular meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-066.

**C. 2014 Meeting Schedule for the Board of Library Trustees**

Board discussion.

From: Director of Library Services

Recommendation: Adopt a resolution approving the dates, times and locations for the 2014 regular meeting schedule for the Board of Library Trustees .

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C Trustee Holcomb / Trustee Franklin to adopt Resolution # R13-067 as revised.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.

Abstentions: None.

**D. Library Circulation Policy Revisions**

From: Circulation Services Manager

Recommendation: Adopt a resolution authorizing changes to the loan periods and renewal rates in the library circulation policy effective December 1, 2013 to: allow requests to be placed on periodicals; set the DVD/VHS/VCD circulation period at 21 days; and set the renewal rate at two for media (DVD/VHS/VCD, Music CDs) and magazines.

Financial Implications: None.

Contact: Jay Dickinson, Circulation Services Manager

Action: Adopted Resolution # R13-068.

**E. Amendment: Contract No. 9200 Workplace L. Ferrari, LLC**

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for staff and public area chairs, work stations and other related furniture as needed at the Central library for a revised contracted value not-to-exceed \$290,000.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-069.

**F. Open all Libraries One Hour Later, at 11:00 a.m. on November 15, 2013.**

From: Human Resources Analyst

Recommendation: Adopt a resolution approving that the Central Library and Branches open one hour late at 11:00 a.m. to allow staff time to attend a special all-staff meeting on November 15, 2013.

Financial Implications: None.

Contact: Jenifer Shurson, Human Resources Analyst

Action: Adopted Resolution # R13-070.

**G. Study Room Use Policy**

From: Neighborhood & Children's Services Manager

Recommendation: Adopt a resolution to approve the Study Room Use Policy as presented effective December 1, 2013.

Financial Implications: None.

Contact: Sarah Dentan, Neighborhood & Children's Services Manager

Action: Adopted Resolution # R13-071.

**H. Reappointment of Trustee Abigail Franklin**

From: Director of Library Services

Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Abigail Franklin to serve a second four-year term commencing January 2, 2014.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-072.

**IV. ACTION CALENDAR**

**A. Board Of Library Trustees' Officer Elections**

From: Director of Library Services

Recommendation: Adopt a resolution to select Board Chairperson (Abigail Franklin) and Vice-Chairperson (Julie Holcomb) for a one-year term.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Burton / Trustee Moore to select Abigail Franklin as Chairperson. M/S/C (Trustee Franklin / Trustee Moore to select Julie Holcomb as Vice Chairperson. Adopt Resolution # R13-073  
Vote: Ayes: Trustees Burton Franklin, Holcomb Moore and Novosel. Noes: None. Absent: None. Abstentions: None.

## **V. INFORMATION REPORTS**

### **A. November 2013 Monthly Branch Improvement Report**

Director Corbeil welcomed Deputy Director Suzanne Olawski. The West Branch Grand Reopening is scheduled for Saturday, December 14.

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

### **B. South Branch Library Naming Request**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

### **C. FY 2013: 1st Quarter Budget Report**

From: Administrative Services Manager  
Contact: Dennis Dang, Administrative Services Manager  
Action: Received.

### **D. Library events**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: None.

## **VI. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, December 11, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Author's Dinner
- Berkeley Public Library Foundation
- Tool Lending Library

## **VII. ADJOURNMENT**

Adjourned at 7:41 P.M.

**COMMUNICATIONS:** none.

### **SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Library Website Design Update
2. Branch Hours Expansion Implementation.