



BERKELEY PUBLIC LIBRARY

AD HOC COMMITTEE FOR SUNSHINING THE SELECTION OF TRUSTEES FOR THE BERKELEY PUBLIC LIBRARY

AGENDA

Tuesday, May 1, 2007

6:30 p.m.

South Branch Library, 1901 Russell Street, Berkeley

- I) Public Comment Period (6:30 – 7:00 p.m.)
(Proposed 30-minute time limit, with speakers allowed up to 3 minutes each)
- II) Election of Chair and Vice-Chair
- III) Approval of the Agenda
- IV) Reports for Discussion and Possible Action
 - A) Report and discussion of Trustee members Lee and Kupfer's revisions to the criteria for Board of Library Trustees
 - B) Report and discussion of City Council member Betty Olds' DRAFT Proposal for Board of Library Trustees Process
 - C) Report and discussion of City Council member Kriss Worthington's DRAFT Timeline options for the public process
 - D) Compromise proposal to synchronize selection of two trustees simultaneously through the process recommended by the ad-hoc committee, with a temporary extension of current Board member.
- V) Agenda Building (date and agenda for future meeting)
- VI) Adjourn

MEMBERS OF THE AD HOC COMMITTEE

Betty Olds, City Council
Kriss Worthington, City Council
Susan Kupfer, Board of Library Trustees
Ying Lee, Board of Library Trustees

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
- “Possession of an open mind and respect for the opinion of others.” OR “An open mind coupled with respect for the opinion of others and a steadfast belief in intellectual freedom.”
- Ability to plan creatively and to carry out plans effectively
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the library’s business and administrative procedures, and to be part of the accountability process to the public
- Possession of common sense
- “Ability to provide oversight to construction or renovation projects for library buildings.” OR [delete altogether]
- Reflects the diversity of the Berkeley community

Practical background and/or direct experience in 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 expertise in one or more of these areas:
 - ✓ Education
 - ✓ Architecture/Construction
 - ✓ Accounting/Finance

- ✓ Business
- ✓ Personnel management
- ✓ Technology
- ✓ Law/Government
- ✓ Humanities
- ✓ The Arts

Considerations in reappointment of Trustee to a second term

- Assessment of Trustee's contribution to BOLT during first term
- Participation in BOLT meetings and in the work of the library

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General Qualifications

- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- ~~An~~ “Possession of an open mind coupled with and respect for the opinion of others.” (SK)² OR “An open mind coupled with respect for the opinion of others and a steadfast belief in intellectual freedom.” (YL)
- Ability to plan creatively and to carry out plans effectively
- Courage to withstand pressures and resist influences based on prejudice
- ~~Demonstrated initiative (SK)~~
- Ability to analyze the ~~efficiency of library’s~~ business and administrative procedures, and to be part of the accountability process to the public (SK)
- ~~Common~~ Possession of common sense (SK)
- ~~Building~~ “Ability to provide oversight to construction or renovation projects for library buildings.” (SK) projects—provide oversight OR delete altogether (YL)
- Reflects the diversity of the Berkeley community (SK)

Practical background and/or direct experience in these areas is desirable:

- Involvement in community organizations
- ~~Local~~ An understanding of local government operations, of public boards, and commissions (YL)
- An interest in long-range planning (YL)
- Personal expertise in one or more of these areas: (YL)
 - ✓ Education (YL)
 - ⊕✓ Architecture/Building programs Construction (YL)

Education

⊕✓ Accounting/financial management Finance (YL)

⊕✓ Business (YL)

✓ Personnel management (YL)

⊕✓ Technology (YL)

✓ Law/Government (YL)

✓ Humanities (YL)

✓ The Arts (YL)

- ~~Executive/management techniques~~
- ~~Long-range planning~~
- ~~Operation of other public boards or commissions~~
- ~~Personnel management~~
- ~~Technology and its application~~

Considerations in reappointment of Trustee to a second term (SK)

- Assessment of Trustee's contribution to BOLT during first term (SK)
- Participation in BOLT meetings and in the work of the library (SK)

¹ (YL) Comments made by Trustee Ying Lee

² (SK) Comments made by Trustee Susan Kupfer

DRAFT Proposal for Board of Library Trustee Appointment Process

Identification of candidates and appointments to the Board of Library Trustees will be conducted in an open and public manner, so that all members of the Berkeley community are informed of openings, as well as the procedures for applying and opportunities for involvement in the selection process.

Noticing and promotion will be extensive throughout the process, enlisting a variety of communication methods to ensure and encourage public participation.

Board of Library Trustee member's terms will be permanently posted on the Library and Council (City of Berkeley) websites.

To ensure adequate public notice the Library Director, as Secretary to the Board of Library Trustees, will begin the public process of notification six months prior to the end of the term of a trustee appointment.

Six months prior to the end of a term, the Secretary to the Board will include an agenda item for discussion on a regular monthly meeting noticing the actual termination date of the trustee appointment and the status of the appointment; resignation, end of first term or end of second term.

At this meeting, the Board will discuss the reappointment of first term Trustees and the recruitment of a new member.

The Board will instruct the Library to commence recruitment of a vacant position or begin the public noticing for consideration of reappointment to a second term. The Secretary to the Board will develop a detailed recruitment plan and noticing timeline culminating in Council vote.

Five months prior to the end of a term, public solicitation and active community outreach will begin for the following two months.

Vacancy – The standard announcement of Board vacancy will include application and criteria and will be posted on the Library and Council websites and extensive public noticing will begin.

Library staff will create press releases, flyers and other related promotional material for general distribution emphasized targeting, for example to a specific geographic neighborhood.

Media – Press releases and notices could include daily newspapers, cable broadcasts, community newsletters, local radio, neighborhood organization newsletters, churches, Library public bulletin boards and appropriate websites.

Active Outreach – Library staff and individual Trustees will attend meetings and other gatherings to discuss and promote the Board vacancy. This will include but is not

limited to; service clubs, Friends of the Library, Library Foundation, business associations, PTA, school and educator events, recreation centers and senior centers.

Open House – A minimum of two events will be held at one or more of the five branch libraries to provide a forum for interested candidates and the general public to talk about serving on the board, roles and responsibilities of trustees and desired qualifications. This will be an opportunity for no more than two current Trustees and past Trustees (no longer actively serving) to answer questions and share information about serving on the Board in an informal setting.

Three months prior to appointment termination the open application process will end. The Board will review copies of all submitted applications (including supplemental information) prior to the Board meeting in preparation for discussion and public interviews.

Prior to interviews, candidates will be invited to attend an optional tour of the library branches and to participate in a Board of Library Trustee orientation. This will include factual information about Library services and programs and BOLT activities and issues. Copies of candidate application and supplemental information will be made available for public review. Community input and general discussion will occur at a scheduled Board meeting.

The Board will hear community input taking public comment regarding Trustee renewals at a noticed Board meeting.

Two months prior to appointment termination all candidates will be invited to interview in a public forum. A special meeting(s) may be called to accommodate the number of applicants and candidates schedules. Following interviews and public comment BOLT will vote and make a recommendation to City Council.

One month prior to the end of the term, the Secretary to the Board of Library Trustees will send to Council the BOLT recommendation. Council will vote on candidate.

The term is set to begin on the date following the date of the previous trustee term expiration or if it is a reappointment the day of renewal will follow the term end date.

Attachment A

Public Noticing and Publicity of Board of Library Trustee Vacancies

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Two options for timelines to get a new Trustee on Board in October 2007

Expedited Timeline

Date	Action
Mon., May 14, 2007	Begin working on vacancy announcement.
Wed., May 16	Regular BOLT Meeting. Board reviews vacancy announcement. Board approves vacancy announcement. Secretary forwards approval to City Clerk.
May 21 – June 18	City Clerk advertises vacancy. Open period for accepting applications (minimum of 5 weeks is advisable).
Tues., June 19	Applications turned over to Library from City Clerk's office.
Wed., June 20	Regular BOLT Meeting. Trustees review applications and decide which applicants to interview.
Wed., June 27	Interviews take place.
Thurs., July 5	Special BOLT meeting – decide who to recommend for vacancy.
Mon., July 9	Consent calendar item, including the BOLT recommendation is submitted to City Council.
Tues., July 17	Council meeting (consent calendar item included on agenda).

Extended Timeline

Date	Action
Mon., May 14, 2007	Begin working on vacancy announcement.
Wed., May 16	Regular BOLT Meeting. Board reviews vacancy announcement. Board approves vacancy announcement. Secretary forwards approval to City Clerk.
May 21 – July 16	City Clerk advertises vacancy. Open period for accepting applications (minimum of 5 weeks is advisable).
Tues., July 17	Applications turned over to Library from City Clerk's office.
Wed., July 18	Regular BOLT Meeting. Trustees review applications and decide which applicants to interview.
Wed., July 25	Interviews take place.
Wed., Aug. 1	Special BOLT meeting – decide who to recommend for vacancy.
Tues., Aug. 7	Consent calendar item is submitted to City Council (usually takes 3 – 4 weeks to be processed by various City departments).
Tues., Sept. 11	Council meeting (consent calendar item included on agenda).
Wed., Sept 19	Regular BOLT meeting – new Trustee visits.
Wed., Oct 17	New Trustee's first meeting as full Board member.