

**Berkeley Public Library  
Board of Library Trustees**

**Regular Meeting  
June 9, 2010**

**MINUTES  
6:30 p.m.**

**South Branch  
1901 Russell Street**

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

The regular meeting of June 9, 2010 was called to order by Chair Kupfer at 6:36 PM.

**Present:** Trustees Winston Burton, Abigail Franklin, Carolyn Henry-Golphin, Susan Kupfer and Darryl Moore (arrived 6:50).

**Absent:** None.

**Also present:** Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Dennis Dang, Library Admin Manager; Alan Bern, Library Special Services Coordinator; Jenifer Shurson, HR Analyst; Gisela Gonzalez, Accounting Office Specialist Supervisor; Eve Franklin, Administrative Secretary.

David Snyder, Library Foundation

Rene Cardinaux, AIA, Consultant

Steve Dewan, Kitchell CEM

Field Paoli - Mark Schatz, AIA

**B. Public Comments**

1. Gene Bernardi, SuperBOLD – Asked the Board to have a public discussion and decision making at the July Board meeting on what kind of checkout security system will be chosen and which company the city will hire to install it. SuperBold requests that the library choose a barcode system with library staff doing checkout, as a second choice, a barcode system with self checkout. Asked that the library not choose another RFID System. Expressed concerns about not being able to meet the city's time limit for the expiration of the Nuclear Free Berkeley Act waiver in January 2011. Suggested the library could use savings to hire 5 or more employees.
2. Peter Warfield, SuperBold – Asked the Board to put checkout and security materials system discussion on the agenda. Suggested that newer trustees and public would benefit from a public session regarding RFID. Reported on a range of groups oppose RFID: Electronic Frontier Foundation, ACLU, SuperBOLD and Library Users Association. Spoke about potential privacy threats, health risks and poor functionality.
3. Trustee Burton – Is the date of January 2011 critical? *Chair Kupfer – The Council voted a two-year waiver which is up in January 2011.*
4. Chair Kupfer requested Peter Warfield to provide documentation for statements provided with literature.
5. Mary Elieisar – Asked the Board to place Checkout System on July Agenda. Would like to know which companies have bid and which product is most suitable company for the system. Would like the trustees to consider a barcode system. Believes savings would pay for 5 salaries.
6. Rita Maran, Peace and Justice Commission – Spoke about the Nuclear Free Berkeley Act (NFBA.) The NFBA sub-committee had originally recommended that there be no waiver or a very short waiver. The City Council approved a two year waiver for 3M which expires January 27, 2011. Asked the Board whether and to whom a contract has been allocated. Concerned that the compliance date will not be met. *Trustee Kupfer – We are in the process of vetting the proposals that were received in response to the RFP.*

**C. Report from library employees and unions, discussion of staff issues - None.**

D. Report from Board of Library Trustees – None.

E. Approval of Agenda

R10-041 Moved by Trustee Moore, seconded by Trustee Henry-Golphin, to approve the agenda as presented. Motion passed unanimously.

## II. BRANCH PROJECT ARCHITECT PRESENTATIONS

### A. Measure FF South Branch Library Update

Mark Schatz, AIA provided an update on the design development phase.

Reviewed Facility Improvement Goals (attachment #1)

Last report from design team was at the February 10, 2010 BOLT meeting, following this meeting team began design development phase. Mr. Schatz reported the team working with engineering consultants (structural, mechanical, electrical, audio visual, civil, landscape, acoustical, etc.) to integrate all of their systems so we have a viable, buildable structure. Team continues to meet with various departments and city staff, including Landmarks Preservation Commission, CoB Building Dept., CoB Planning Dept., CoB Traffic Dept., Office of Accessibility, and a number of meetings with Library staff. A 4<sup>th</sup> community workshop was held at the branch on April 14<sup>th</sup>; it was well attended, received a lot of good feedback. The Landmarks Preservation Commission heard the demolition permit request at their May meeting; they discussed the project and commented. The Environmental Impact Report is underway. The CEQA study is being overseen by the CoB Planning Department to address any historical features impacted by the demolition of the building.

Design development documents have been completed. Mr. Schatz reviewed a summary of the program showing existing, program goal and current design figures for seating, computers, shelving, and room sizes (attachment #2).

At the last community meeting comments from the community included: Questions about the building program, clarification on restroom size, seating, collection, Tool Lending Library (TLL), materials to be used, chemical sensitivities and the use of certain construction materials (information received from patron has been passed on to the construction engineer), acoustics, short-term parking for TLL, bicycle parking, landscaping on the corner, and project timeline.

A series of boards was reviewed:

Floor plan (attachment #3)

- The study room now accessible from Adult Reading Room rather than Teen room.
- Staff area includes designated sorting area, could be manual or configured for an automated system in the future.
- TLL consolidated into a single large space with a workshop space for staff.

Site plan (attachment #4)

- Worked with Traffic Dept. and Office of Accessibility to designate two loading/unloading places (not parking) that will be handicapped accessible for the TLL.
- Storm water retention – recessed areas in landscaping will hold and filter rainwater before it enters the storm drain system. The loading/unloading zone for TLL will also have permeable pavers.
- Reviewed pallet of planting materials. Amber tree on Russell and the Coast Live Oak tree on neighbor property behind TLL will remain.
- Entrance into building will be through electronic sliding doors from Russell Street or the TLL loading/unloading area into the Browsing area (new books and media)

Reviewed a three dimensional view of the layout (attachment #5)

Exterior Elevations (attachment #6) – Contemporary design with warm colors

Interior Elevations (attachment #7) – Plan to retain sculptural art piece in the current entry way and reinstall in the new building. New public art is planned, considering glass art as option.

Exterior materials (attachment #8)

- Exterior walls on the flat-roofed portions of the building will have wood siding with a solid body stain (better durability).
- Curved exterior walls on the meeting room portion will have a porcelain tile with the feel of stone, the color picks up the warmth of the red wood stain on the wood siding.
- Copper coping and flashing on top of walls will be treated so it will not turn green.
- The base of the building will be a concrete curb, mostly hidden by landscaping.
- The window system uses anodized window frames with “low-e cubed” glazing. It’s a double pane insulated system with an outer pane that is treated to reduce heat transfer through the glazing. The high windows on the south side will be fritted glass to allow light in but reduce glare. Fritted glass could be purchased or could be part of public art.
- Signage materials – working with graphics consultant, who has picked a fun palette of materials that will work well with the exterior of the building.

Interior materials (attachment #9)

- The main browsing & vestibule areas will have tile floor, same as exterior curved walls in a darker color.
- Primary wall color is a warm off white color, lighter at the ceiling.
- Accent colors will be used throughout in paint and tile.
- Recycled carpet tiles in adult, teens and children’s rooms.
- Linoleum flooring in community meeting room and staff areas.
- The wood planks used in the current main reading room skylight will be recycled and used in the meeting room as a wood slat ceiling with an acoustical panel above it. New material will be used to do a similar ceiling in the browsing area.
- Light maple wood will be used for trim and end panels on bookcases, doors and surrounds.
- Acoustic plank material for the ceilings in the reading rooms.

Lighting (attachment #10)

- Daylight sensitive dimmer controls for lighting will automatically adjust lighting as needed.
- Hanging linear pendant lights with downward and upward lighting in reading rooms.
- Task lights at reading tables, except for Children’s area, to allow tables to be easily moved around.
- Community meeting room will have upward lights around the edges and pendant lights.
- Tool Lending Library – Industrial looking halogen pendant.
- Teen Room will have fun rainbow accent light to surround it.
- Children’s room will have raindrop accent light in front of bay window.

Furniture (attachment #11)

- Staff areas – All 4 branches will specify the same work station furniture.
- Primary color of wood for furniture will be maple to go with wood trim colors.
- Adult reading room – Wood chairs and Agatti tables with wire management system and lounge chairs
- Children’s room – Midline/TMC Aniline dyed plywood chairs with decorative cutouts in the backs.
- Community meeting room – Stacking chairs and flip top tables, easily stored in closet across the hall.
- Teen room – Playful lounge chairs with writing desk. Round table with chairs. Computer bar and seating with a few fixed computers and a few spaces for laptops.
- Lounge Chair with wood on the arms in Adult and Children’s rooms. Very durable.

Two independent cost estimates were done, one by Davis Langdon and one by Kitchell CEM. They were within 4% of one another and both were under budget. Both include the solar photovoltaic system. It may be possible to lease the photovoltaic panels or get rebates.

LEED – It looks like we will achieve LEED Gold status.

Public Comments:

Patron – I think it's right on, very beautiful and nice.

Patron – What were the results of consulting with the acoustical engineers? *Mr. Schatz – Our main concerns were picking the right finishes within spaces. We had concerns about the tile floor in browsing area with high glass on the walls. The engineers feel it would be fine with the slanted ceiling and the acoustical treatments on the ceiling. We defined certain spaces such as walls around bathrooms and the wall between adult reading room and tool lending library workroom as areas where we could have noise transference issues. Rubber lined insulating sheetrock clips will hold sheetrock away from the wall and reduce noise. We were also concerned about sound from Martin Luther King Jr. Way (MLK) so we shifted operable windows and doors away from MLK. Engineers will be involved in the next phase to focus on mechanical equipment to make sure we don't get vibration/hum .*

Patron - How much parking? *Mr. Schatz – Two handicapped accessible loading and unloading spaces. One handicapped parking space each on Russell and MLK. We will also try to stripe two spaces along MLK. How much more space will the Tool Lending Library have? Mr. Schatz – Approximately 20-25%. Better organization of area. A separate ladder storage area in front means patrons/staff will not need to move ladders in and out of the building. What will windows on MLK be like? Mr. Schatz – There will be very little glazing on the West side of the building, no operable windows. The fritted windows will be those on the south side of the high pop-up roof area. Is it possible to expand shelving at a later date? Mark Schatz – Can only go as high as people can reach to be useful. The collection will evolve over time; materials that are used the most will be easily accessed. Director Corbeil – There will also be shelving for the "Holds" service that more and more people are using. The design meets current codes for number of bathrooms and accessibility, this takes space. Mark Schatz – All perimeter walls are lined with shelving. There are a variety of types of shelving in adult and children's spaces. Browsing section has shelves, gondolas in the middle with books on tape, CD and DVD's. "Holds" shelves will be near checkout stations. Currently the shelves are crowded and aisles not very accessible. All the new shelves will be fully accessible.*

Patron – Expressed concerns about great increase in floor space and very little increase in shelving space, hallway and passage area seems to be a waste of space. It seems odd that staff areas are at front instead of patron services. Where is the reference desk? It is important to have reference desk separate from the circulation desk. *Mr. Schatz – By no means are the librarians not going to be here. We have centralized it. Much of the check out will be by means of the self-check machines. Patrons will check-in books as they enter the building, the books will get dropped directly to the sorting room. The centralized library desk will serve as a reference desk. Library staff will be working with design team in the next phase to further develop the desk to make sure it is optimally designed for customer interaction. There may also be library staff walking around the library. The notion of "roving staff" to help patrons right where they are in the space is becoming common in other libraries that we are working. The desk is centrally located to serve and observe all three reading areas so we don't need to have separate desks in all three areas. A portion of it will be low so kids can come up to the librarians. By no means have we gotten rid of the service of reference librarians.*

Patron – Are the number of computers being doubled? I hope there are more than there are now. *Mark Schatz - There are 9 now and there will be 27, 12 of the new computers will be loaner laptops, so the table area doesn't have to be dedicated computer space.*

Patron - Will they be wired computers? Expressed concern over potential harmful effects of wireless. *Mr. Schatz – Fixed computers will be hard wired, laptops will be wireless.*

Patron – How do you secure the laptops from theft? *Director Corbeil – patrons will have to check out the laptops.*

Board Comments

The Trustees commented on the project presentation, expressing satisfaction with the level of the plans, design and details. Trustee Franklin thanked them for incorporating community meeting comments into the design. Trustee Henry-Golphin asked Mr. Schatz to explain more about the air flow; he responded there will

be a combination of open windows for natural ventilation, interior fans, awnings for shading and HVAC for extreme temperature conditions with power draw offset by the solar photovoltaic system on the roof.

**End of Architects presentation - 2 minute break.**

**A. Berkeley Public Library Foundation Capital Campaign Update**

David Snyder, Development Director for the Berkeley Public Library Foundation provided an update on the Measure FF branch capital campaign, including the structure of branch committees and some of the fund-raising ideas under consideration at this stage of the campaign. The Foundation board has set a goal to raise \$3.5 million for furniture, fixtures and equipment (FF&E), to date \$300K has been raised. Recently, the Friends of the Library have pledged \$150,000 to the campaign.

The Trustee's discussed the presentation and thanked Mr. Snyder for his efforts. The board asked that there be opportunities for recognition of smaller donations; that there are opportunities for everyone in the community to get involved, encouraging engagement and longer-term commitment; the Foundation consider the use of technology and the Internet to solicit donations and provide updates. Trustee Kupfer asked what role the board might have in supporting the campaign efforts. Mr. Snyder suggested participation in Branch Committees, support at closing or celebratory events, or consider making a contribution. Trustee Moore asked that members of the Board consider making a contribution to the campaign.

<b>III. CONSENT CALENDAR</b>
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Chair Kupfer requested that item C be moved to the Action Calendar.

Trustee Burton requested that item D be moved to the Action Calendar.

**R10-042 Moved by Trustee Moore , seconded by Trustee Henry-Golphin, to approve the consent calendar with the exception of items C and D. Motion passed unanimously.**

**A. Approve minutes of May 12, 2010 Regular Meeting**

**R10-043 Moved by Trustee Moore , seconded by Trustee Henry-Golphin, to approve the minutes of the May 12, 2010 regular meeting of the Board of Library Trustees as presented. Motion passed unanimously.**

**B. Social Media Policy**

**R10-044 Moved by Trustee Moore , seconded by Trustee Henry-Golphin, to adopt a resolution adopting a policy, the Social Forum Policy, establishing for staff and public, access and use guidelines for social media web site pages related to the Berkeley Public Library. Motion passed unanimously.**

**C. Contract: David Snippen for consultant services to assist the Library in managing the public art selection process for the branch Measure FF projects**

This item was moved to Action Calendar, item B

**D. Contract: Elite Reprographics for consultant services to provide copy related services including construction plan duplication for to the library bond projects**

This item was moved to Action Calendar, item C

**E. Resolution of Gratitude to Anne Marie Miller**

**R10-047 Moved by Trustee Moore , seconded by Trustee Henry-Golphin, to adopt a resolution expressing gratitude to Anne Marie Miller, who served as a Library Specialist for the Berkeley Public Library from December 1970 to June 2010. Motion passed unanimously.**

**F. Resolution of Gratitude to Gwen Jones**

**R10-048** Moved by Trustee Moore , seconded by Trustee Henry-Golphin, to adopt a resolution expressing gratitude to Gwen Jones, who served as a Supervising Library Assistant for the Berkeley Public Library from February 1970 to June 2010. Motion passed unanimously.

**G. SEIU Side Letter**

**R10-049** Moved by Trustee Moore , seconded by Trustee Henry-Golphin,, to adopt a resolution to create a side letter to allow higher class pay for employees in library classifications who work more than forty percent (40%) of their shift performing the duties of the higher classification. Motion passed unanimously.

<b>IV. ACTION CALENDAR</b>
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**A. Contract: OBS, Inc.; for Purchase of a 2010 Model Year Explorer I Sprinter Customized Book Van**

Sample photos provided (Attachment 12)

The Board discussed the van presented to provide mobile library services during branch closures for construction. Staff responded to questions regarding the vehicle, it will be ADA accessible, have flexibility with moveable carts to take services inside partner organizations, and due to the size it will not require a special State of CA license to operate. Director Corbeil reported that Measure FF funds can be used to purchase the vehicle with the caveat it will be used to continue providing library services when a branch is closed. Following approval by the board, staff will bring to City Council, following their approval a purchase order will be issued and the custom vehicle will be ordered. Preliminary schedule is for late fall delivery. Staff will explore local vendors for the personalized graphics/wrap, security system and bio-diesel options. Price does not include licensing and taxes. In addition, the staff is planning for the parking of vehicle, ideally loading and unloading at the Central Library Bancroft Street entrance can be secured. The item as presented includes a recommendation to City Council to approve changing the yellow zone on Bancroft south of the library to a gray zone for library parking only.

**R10-050** Moved by Trustee Moore, seconded by Trustee Henry-Golphin, to adopt a resolution to recommend the City Council authorize the City Manager to execute a purchase order with OBS Inc. of Canton, Ohio for the acquisition of a van configured for the provision of off-site library services during the closure periods of the four branch libraries while undergoing construction related to the Measure FF funded Branch Libraries Improvement Program in an amount not to exceed \$83,200. Motion passed unanimously.

**B. Contract: David Snippen for consultant services to assist the Library in managing the public art selection process for the branch Measure FF projects**

The director gave an overview of the proposed process and budget. Library staff will direct the process in coordination with the City of Berkeley's Civic Arts Coordinator, Mary Ann Merker. Contracts for the artists would be brought to BOLT for approval. The consultant would handle the administrative details of the process which include public notification, calling meetings, identifying and communicating with potential and selected artists. Trustee Burton asked about the qualifications of the proposed consultant related to the scope of work. Director Corbeil reviewed the terms of the agreement and importance of the project timelines, particularly for Claremont and North.

Following discussion the board approved a revised contract of one-year and a not to exceed amount of \$10,000. In addition, an action item will be placed on the July BOLT agenda to discuss and possibly take action on the art options in the Claremont and North projects, the selection process of artists, public involvement opportunities and Trustee's role.

**R10-045** Moved by Trustee Kupfer, seconded by Trustee Franklin, to adopt a resolution recommending City Council authorize the City Manager to execute a contract with David Snippen, for consultant services related to the management of the public art selection process for the Claremont Branch and North Branch Measure FF

project, in an amount not to exceed \$10,000, for the period July 30, 2010 to July 30, 2011. Motion passed unanimously.

**C. Contract: Elite Reprographics for consultant services to provide copy related services including construction plan duplication for the library bond projects.**

Trustee Burton asked for a discussion on the use of local firms for this service and the process by which the recommended firm was selected. Director Corbeil explained city and library established Purchasing Policy procedures were used, to secure competitive pricing for copy services throughout the life of the bond project.

The board discussed the city's commitment to buy local policy, approved related ordinances and those under consideration by the City Council. Chair Kupfer asked staff to report back on this issue.

Trustee Burton suggested reducing the contract to \$15,000 over a one year period and perhaps in a year there may be a Berkeley vendor who could provide these services. Director Corbeil clarified, these services are related to implementation of Measure FF, it is not for basic copying services, but for construction plan sets in a variety of formats and includes the PlanWell service (online procurement) a service that is highly specialized and offered by a limited number of bay area firms.

Moved by Trustee Burton, seconded by Trustee Franklin, to adopt a resolution recommending City Council authorize the City Manager to execute a contract with Elite Reprographics for copy related services of documents related to the implementation of the library bond projects, Measure FF in an amount not to exceed \$15,000, for the period July 26, 2010 to July 26, 2011. Trustee Moore made a substitute motion to accept the item as is, Trustee Kupfer seconded the motion. Following additional discussion Trustee Franklin withdrew her second to original motion.

**R10-046 Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt a resolution recommending City Council authorize the City Manager to execute a contract with Elite Reprographics for copy related services of documents related to the implementation of the library bond projects, Measure FF in an amount not to exceed \$40,000, for the period July 26, 2010 to July 26, 2013.** Trustees Franklin, Henry-Golphin, Kupfer and Moore voted yes. Trustee Burton voted no. Motion passed.

#### V. INFORMATION REPORTS

- A. **Update on the Branch Bond Program** – no discussion.
- B. **June 2010 Monthly Report from Library Director** – no discussion.
- C. **Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>
- D. **Central Library Space Project Update**

Douglas Smith reported the budgeted amounts presented are estimates that were based on the original space planning report. Subsequently, the library's research has found the costs to be lower. Gift funds for the project were appropriated by the board as part of the FY 2011 budget approval process. The work planned is on a smaller scale than was outlined in the Central Branch Space Planning study completed in 2009; staff has developed a simpler plan focusing on the first three floors. Staff will bring a more detailed plan and budget to the Board for expenditure approval in July.

- E. **Children's Summer Reading Program** – no discussion.
- F. **Teens Summer Reading Program** - no discussion.

#### VI. AGENDA BUILDING

- A. The next meeting will be a Regular Meeting held at 6:30 PM on Tuesday, June 9, 2010 at the South Branch Library, 1901 Russell Street, Berkeley.

- July 14 Regular Meeting (possible topics for the agenda)
  1. Staff presentation on Technical Services
  2. Local hiring and purchasing
  3. Central Library layout project budget
  4. Branch Improvement Project update as part of the bond report
- Summer recess – no August meeting, next meeting September 15 (third Wednesday)

<b>VII. ADJOURNMENT</b>
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**R10-051**     **Moved by Trustee Henry-Golphin, seconded by Trustee Moore, to adjourn the regular meeting of the board at 9:00 PM.** Motion passed unanimously.

**COMMUNICATIONS**

1. Jane Welford, SuperBOLD
2. Janice Haugan
3. Mary Prophet