

**Berkeley Public Library
Board of Library Trustees**

**Regular Meeting
July 14, 2010**

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

**Central Branch
2090 Kittredge Street**

I. PRELIMINARY MATTERS

A. Call to Order

The regular meeting of July 14, 2010 was called to order by Chair Kupfer at 6:30 PM.

Present: Trustees Winston Burton (arrived 6:35), Abigail Franklin, Carolyn Henry-Golphin (arrived 6:40), Susan Kupfer and Darryl Moore.

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; Jason Dickinson, General Services Manager; Alicia Abramson, IT Manager; Suzanne Olawski, Branch Library Manager; Debbie Carton, Librarian, Art & Music; Lisa Hesselgesser, Library Specialist, West Branch, Eve Franklin, Administrative Secretary.

Richard Barnard, SEIU 1021;

David Snyder, Library Foundation; Reed Schmidt, Library Foundation;

Mary Ann Merker, Civic Arts Commission Secretary; David Snippen, Consultant;

Rene Cardinaux, AIA, Consultant; John Rosenbrock, Consultant; Steve Dewan, Kitchell CEM

B. Public Comments

1. Peter Warfield – Expressed concern about changes in the schedule for self-check replacement. Expressed concerns about proposed shelving reductions at Claremont. Asked one of the trustees to pull Information Items B (Update on the Branch Bond Program) & C (July 2010 Monthly Report from Library Director) to Discussion.
2. Elise White – Identified herself as a long-time Claremont Branch area resident. Expressed concern about proposed shelf space reductions for Claremont. Finds it peculiar that there wasn't a way to preserve room however unorthodox the shelving might have been, to maintain at least the books that are there now. The library is heavily used, the children's section has been very good. It is bustling with people reading and using it. Understand about regulations of space if you are going to remodel. Bathrooms are fine, but the point of libraries is not bathrooms but books.
3. Gene Bernardi / SuperBOLD – Asked one of the trustees to pull Information Item A (Self-Check / Material Security System RFP Update) to Discussion. Asked that the Library use a barcode system with books checked out by library aides instead of RFID. Suggested savings from choosing barcode instead of RFID could pay for several library aide positions. Also requested copies of studies/reports referred to in Information Item A.

C. Report from Library employees and Unions, Discussion of Staff Issues

1. Richard Barnard, SEIU 1021 – Read a statement to the Board of Library Trustees regarding Union response to Management proposal to add a new entry level position, expand the job duties of Library Aide and Library Assistant positions and to discussions regarding shelving. (Attachment #1)

D. Report from Board of Library Trustees –Trustee Moore – Reported on his attendance at the ALA National Conference in Washington, DC. Illuminating and wonderful experience, sessions. Spoke with vendor of soon-to-be purchased bookvan. Had discussions regarding possible use of bio fuel and effect on manufacturer's warranty.

- E. **Approval of Agenda**
R10-052 **Moved by Trustee Henry-Golphin, seconded by Trustee Moore, to approve the agenda as presented.** Motion passed unanimously.

II. PRESENTATIONS

A. Update on Claremont Branch Project

Director Corbeil provided an update on the project and reviewed agenda report on this item. There have been no changes to exterior, elevations and landscaping since last meeting.

She reviewed boards showing changes: added a bench seating area on back wall in flex space. In response to concerns about shelving reductions adult area seating was reduced (elimination of 4 seat laptop bar and two 2-top reader table.) to allow an increase in shelving in adult areas.

Trustee Franklin – Thanked the director for the report and chart which explained tradeoffs that we've had to make and why. Explained that she is a Claremont neighbor and uses the branch. She expressed her approval of the plan.

- Why is teen collection reducing so much? *Director Corbeil – Teens seem to focus on using the library to do homework. Schools require them to provide electronic information. Much of their research source material is available online rather than in book format. If asked to choose, they often pick computers over books. There are now two computers in the new teen space so they won't have to compete with other people. Young Teen collection is in children's area near the flex space.*
- What is the reduction in the magazines? *Director Corbeil – a reduction in linear feet of shelving doesn't necessarily reduce the amount of items. Some materials are now available in electronic format. Most research of periodicals is now done using online databases, not with print materials like the Readers Guide to Periodicals. Many magazines are available online in full text format and are searchable. A core collection of the most popular items will be displayed for browsing and checkout.*
- How does the Claremont collection compare to other branches? *Director Corbeil – The chart is about linear shelving feet not the size of the collection. Highly used collections don't need as much linear shelving space as they are constantly moving. Our goal is to have a well used collection. Branch needs/usage vary from branch to branch. Branch staff is really tuned into what patrons want and work to provide it.*

Trustee Burton – Finding more and more that libraries are about finding information. Much of the information is now available online. There have been lots of changes in how information is stored and shared, both in the library and elsewhere.

Trustee Moore – At the ALA Conference there was great emphasis on technology and what resonates with young people and how to encourage young people to come into the library, it's all about computers. These kind of bonds come around every generation. In planning for a library, we have to plan for the future, where technology and trends are going. Berkeley is about independent living and disability rights. We're celebrating the 20th anniversary of the ADA this year. The fact that we're going to have compliant bathrooms and spaces for our staff and at the same time make this a viable, very welcoming branch library is very important.

Trustee Henry-Golphin – Had some questions when reading the report, but as we've been talking about it, I trust that we're at the point where we have to deal with the space we have in the best way possible. We need to look beyond the immediate needs. We are where we need to be. I trust that this is going to give us the best possible result for the community.

Chair Kupfer asked the director to talk about how the programming process took place. *Director Corbeil – During the Facility Master Plan we surveyed patrons at each branch and online. Many responses mentioned not enough seating and the need for a place away from home. A Programming Consultant was hired and met with staff to discuss needs and attended community meetings where a variety of patrons provided comments and feedback. Architects have met and continue to meet with staff to fine-tune the program and the layout.*

Chair Kupfer – How are collections developed for each branch? *Director Corbeil – Collections evolve over time. Branch staff order for their specific branches. Each branch is neighborhood centric to some extent with centralized coordination of ordering, etc.. Library staff respond to what people ask for. They try to have something for everybody. Branch libraries will continue to evolve over time to meet changing needs.*

B. Art Opportunities for the North and Claremont Branch Library Measure FF Projects – Donna Corbeil & David Snippen (Consultant)

Director Corbeil introduced Mary Ann Merker, Civic Arts Coordinator.

David Snippen, Consultant described the public art process.

Claremont and North Branches have a short time frame to select and install art work due to the construction process beginning in early 2011. Art has to meet time frames for contractors. Claremont and North branches will use an invitational process to get artists to submit ideas. The invitational process is one of the three allowable city methods for soliciting public art. Nominating Committee and Selection Panel will be made up of representatives of the Civic Arts Commission, Landmarks Preservation Commission, BOLT, project Architect and if possible a member of each branch library staff.

The process will start with the Nominating Committee (for both branches combined) to develop a list of artists and curators from the Bay Area. Committee members will do field trips to the branches to view art opportunities.

Each branch has different opportunities for public art. Public art must be permanently attached to the building. Need to choose what is appropriate for each branch.

A budget been set for each branch. 1.5% of the construction costs for each branch. Claremont branch has a budget of \$29,000 and North Branch has a budget of \$40,000.

The selection process is a public process. Meetings will be publicly announced. Selection Panel will review artist proposals and make recommendations to the Civic Arts Commission and BOLT. Discussed Board member participation on Nominating Committee and Selection Panel. Trustees Franklin and Burton volunteered to serve on Nominating Committee, and Trustee Franklin for Claremont and Trustee Burton for West Selection group.

Once the art is selected the Selection Panel would make a recommendation to BOLT and the Civic Arts Commission. BOLT would approve artist contracts.

C. City's Local Purchasing Policy and Practices – Dennis Dang

Dennis Dang described CoB and BPL purchasing policies. (Attachment 2) BPL's purchasing policy is consistent and uniform with COB's. Library Director's purchase limits are identical to that of the City Manager. There is a *Local Business Preference Program* for goods and services under \$25,000. Vendors with a Berkeley fixed office or distribution point get 5% allowance; their bid can be 5% higher than a non Berkeley vendor. Purchasing Manual policy requires a formal bid process for purchases over \$25,000. City Charter requires purchase of supplies, equipment or materials in excess of \$100,000, "shall be let to the lowest responsible bidder..." Under the *First Source Program*, city staff work to promote hiring of local workers on publicly funded projects and non-construction jobs that are created after construction is complete. City has initiatives to support local buying and hiring such as West Berkeley Enterprise Zone Extension, Downtown Area Plan – Green Pathway and East Bay Green Corridor Partnership.

Chair Kupfer – Acknowledged Trustees Burton and Henry-Golphin efforts to bring topic to the Board's attention. Local Purchasing Policy gives a framework for considering what our options are.

Trustee Burton – Local hire/local vendors is very important. Need to bring this up sooner rather than later so we do not loose opportunities. We need to look at how we can maximize the programs that exist or perhaps look at strategies that don't exist. There are opportunities for training, opportunities to work with groups that are in the community like First Source, CoB Office of Economic Development and others.

Trustee Henry-Golphin – We need to consider City Charter issues. Have spoken with Berkeley Chamber about Buy Local. This is much bigger than Buy Local. Need to continue open dialogue to help this process. We want to bring as much revenue and support to local businesses and residents. This needs to be an ongoing conversation.

Trustee Moore –We have some opportunities. The fact that we are talking about this early will help us as we move forward. Discussed City and Council efforts and possible opportunities to address the need to promote local labor and business.

Chair Kupfer – Need to focus on pragmatic steps. Need to come up with concrete ideas to present to the city council. She suggested liaison with Office of Economic Development, First Source, Contract Language and Capturing ideas from Federal level.

Chair Kupfer suggested a subcommittee can set up a meeting with City Manager, Phil Kamlarz and City administrative staff to discuss what their ideas are and how we can move forward.

Trustee Burton to chair sub-committee, will report back in Fall.

III. CONSENT CALENDAR

Board Members gratefully acknowledged the Friends of the Berkeley Public Library's generous donation to the Foundation Campaign.

R10-053 Moved by Burton, seconded by Trustee Henry-Golphin, to approve the consent calendar as presented. Motion passed unanimously.

A. Approve minutes of May 25, 2010 Special Meeting

R10-054 Moved by Burton, seconded by Trustee Henry-Golphin, to approve the minutes of the May 25, 2010 special meeting of the Board of Library Trustees as presented. Motion passed unanimously.

B. Approve minutes of June 9, 2010 Regular Meeting

R10-055 Moved by Burton, seconded by Trustee Henry-Golphin, to approve the minutes of the June 9, 2010 regular meeting of the Board of Library Trustees as presented. Motion passed unanimously.

C. Friends of the Library Donation to the Library Foundation Capital Campaign

R10-056 Moved by Burton, seconded by Trustee Henry-Golphin, to adopt a resolution acknowledging the Friends of the Berkeley Public Library's generous pledge to contribute \$150,000 to the Berkeley Public Library Foundation's Neighborhood Libraries Campaign. Motion passed unanimously.

D. Elimination of Renewals on Magazines

R10-057 Moved by Burton, seconded by Trustee Henry-Golphin, to adopt a resolution to adopt a policy to limit the circulation of magazines and periodicals to one checkout. Motion passed unanimously.

E. Central Library Layout Improvement Project

Brief discussion on scope as it related to signage.

R10-058 Moved by Burton, seconded by Trustee Henry-Golphin, to adopt the resolution approving the Central Library Service Improvement Project as described and approve expenditure of gift funds in an amount not to exceed \$205,150 for this purpose. Motion passed unanimously.

F. Grant Funds to Document Literacy Mural at West Branch

R10-059 Moved by Burton, seconded by Trustee Henry-Golphin, to adopt a resolution to accept \$750 in grant funds from Pacific Library Partnership to fund project documenting the creation of the West branch murals. Motion passed unanimously.

G. Innovative Interfaces, Inc. Renew Contract for Hardware and Software Maintenance Services

R10-060 Moved by Burton, seconded by Trustee Henry-Golphin, to adopt a resolution to authorize the Director of Library Services to renew the existing agreement with Innovative Interfaces, Inc. for the provision of

hardware and software maintenance services for the Library's circulation system for the period of July 1, 2010 through June 30, 2011 in a not to exceed amount of \$150,000, for a total contract amount not to exceed \$300,000 for fiscal years 2010 and 2011. Motion passed unanimously.

IV. INFORMATION REPORTS

- A. Self-Check / Material Security System RFP Update** - Alicia Abramson & Jason Dickinson provided an update on the Self-Check / Material Security System RFP. A significant staff effort has been underway over the last eighteen months to identify and replace our current 3M Checkpoint self-check and materials security system. The report provides background of the current situation that we are in and an overview of the evolution of technologies specifically having to do with security in the library.

The trustees discussed staff's report. Progress is ongoing.

- B. Update on the Branch Bond Program** – Director Corbeil reported the City Council approved the Book mobile purchase. We'll hire a graphic designed to design the exterior wrap and explore bio-diesel options. Upcoming Meetings: ZAB – Use Permit for Claremont and North. Donna to communicate meeting dates to Board members, these are also posted on the city's webpage.
- C. July 2010 Monthly Report from Library Director** – no discussion.
- i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel
- D. Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

V. AGENDA BUILDING

- A.** The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday September 15, 2010 at the South Branch Library, 1901 Russell Street, Berkeley.
- 1. September 15 Regular Meeting (possible topics for the agenda)
 - West Branch Update

VI. ADJOURNMENT

R10-061 Moved by Trustee Moore, seconded by Trustee Henry-Golphin, to adjourn the regular meeting of the board at 8:15 PM. Motion passed unanimously.

COMMUNICATIONS

- 1. Kim Anno re Arts Commission
- 2. Robbin Henderson re Arts Commission
- 3. Andrea Seagall re: 3M waiver
- 4. Eric Brenman, Peace and Justice Commission re Nuclear Free Waiver for the 2-year 3M Contract Granted to the Berkeley Public Library
- 5. Irina Stuart: North Branch encyclopedia
- 6. Robert Abiad: Branch Improvement program