MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
WEDNESDAY, APRIL 13, 2011, 6:00 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:
Chair Susan Kupfer
Vice Chair Darryl Moore
Winston Burton
Abigail Franklin
Carolyn Henry-Golphin

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

A. Call to Order: 6:02 p.m.

Present: Trustees Burton, Franklin (arrived 6:25PM), Kupfer and Moore.
Absent: Trustee Henry-Golphin.
Also Present: Donna Corbeil, Director of Library Services; Dennis Dang, Library Admin Manager; Eve Franklin, Administrative Secretary.

Armin Arethna, Children’s Librarian; Alan Bern, Library Special Services Coordinator; Barbara Bent, Library Aide; Kay Finney, Librarian II; Joy Shioshita, Acting Youth Services Manager; Jenifer Shurson, Assoc. Human Resources Analyst; Cindy Woo, Library Specialist II.

David Snyder, Berkeley Public Library Foundation

B. Public Comments:

Linda Perkins – Spoke regarding proposed cuts to Youth Services.

Peter Warfield – Spoke regarding March 17 special meeting, local hire policy, union opinion on item 3F, the number of part-time employees and media/events list.

David Snyder – Expressed thanks for work begun at Claremont Branch and soon to be closed North Branch. Invited people to attend the joint ZAB/LPC meeting on April 14 and the City Council meeting on April 26.

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

Richard Barnard, Worksite Organizer, SEIU Local 1021 – Read a letter to the Trustees from the union regarding proposed budget cuts.

D. Report from Board of Library Trustees:

Trustee Burton – Encouraged people to attend the joint ZAB/LPC meeting on April 14 and the City Council meeting on April 26.
E. Approval of Agenda

Action: M/S/C (Franklin/Burton) to adopt Resolution R11-023 to approve agenda as presented.

II. PRESENTATIONS

A. Presentation on Proposed FY2012 – FY2013 Biennial Budget and Proposed Budget Balancing Measures

From: Administrative Services Manager
Contact: Dennis Dang, Administrative Services Manager
Action: Presentation made and discussion held.

III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin/Trustee Burton) to adopt Resolution R11-024 to adopt the Consent Calendar in one motion as presented.

A. Approve minutes of March 9, 2011 Regular Meeting

From: Director of Library Services
Recommendation: Approve the minutes of the March 9, 2011 regular meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution R11-025 to approve minutes as presented.

B. Approve minutes of March 17, 2011 Special Meeting

From: Director of Library Services
Recommendation: Approve the minutes of the March 17, 2011 special meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution R11-026 to approve minutes as presented.

C. Accept and Appropriate Gift Funds for FY2011

From: Director of Library Services
Recommendation: Adopt a resolution to authorize the Director of Library Services to accept and appropriate to FY 2011 the gift of $500 from the Friends of the Berkeley Public Library, the gift of $100,000 from the Foundation and to accept the private party gift donation of $200.
Financial Implications: see report.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-027.
D. Contract Amendment: Ricoh Business Solutions

From: Director of Library Services
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 7605 with Ricoh Business Solutions for the provision of equipment leasing and maintenance services for public-use copiers at the Central Library and branch libraries by an incremental amount of $15,000 for a total contract not-to-exceed amount of $90,000.
Financial Implications: see report.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-028.

E. Circulation Policy

From: Deputy Director of Library Services
Recommendation: Adopt the resolution approving the Policy on Use of Library Collections by Library Staff for the Berkeley Public Library.
Financial Implications: none.
Contact: Doug Smith, Deputy Director of Library Services
Action: Adopted Resolution # R11-029.

F. Revision of Library Aide and Library Assistant Classifications to accurately reflect the scope of duties and creation of a new classification Library Page to address operational needs of the library.

From: Director of Library Services
Recommendation: Adopt a resolution approving and recommending to the Personnel Board that it revise the Library Aide and Library Assistant Classifications, which is a Service Employees International Union (SEIU), Local 1021, Community Services and PTRLA Association, to accurately reflect the scope of duties and to create a new classification of Library Page to meet library needs.
Financial Implications: none.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-030.

IV. TRUSTEE INTERVIEWS

A. The Trustees interviewed 7 candidates.

V. ACTION CALENDAR

A. Contract: BHM Construction for Renovation and Construction of the North Branch Library

From: Director of Library Services
Recommendation: Adopt a resolution to recommend City Council adopt a resolution: 1) Approving plans and specifications for the Berkeley Public Library North Branch Improvement Project; 2) Accepting the bid of BHM; and 3) Authorizing the City Manager to execute a contract and any extensions or change orders until completion of the project in an amount not to exceed $4,760,000.
Financial Implications: see report.
Contact: Donna Corbeil, Library Director
Action: M/S/C (Kupfer/Moore) to adopt Resolution # R11-031 to recommend City Council adopt a resolution:

1) Approving plans and specifications for the Berkeley Public Library North Branch Improvement Project; 2) Accepting the bid of BHM; and 3) Authorizing the City Manager to execute a contract and any extensions or change orders until completion of the project in an amount not to exceed $4,760,000.


B. Discussion and recommendation to City Council for trustee appointments effective May 14, 2011

From: Director of Library Services
Recommendation: Discussion of candidates interviewed, vote by the Board on which two to recommend, and direct staff to send names of recommended candidates to the City Council for appointment.
Financial Implications: none.
Contact: Donna Corbeil, Library Director

Action: M/S/C (Kupfer/Franklin) to adopt Resolution # R11-32 to recommend Jim Novosel and Julie Holcomb to the City Council for appointment.


VI. INFORMATION REPORTS

A. Update on the Branch Bond Program

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

B. April 2011 Monthly Report from Library Director

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

C. Library events: Calendar of events and press releases for various Library programs are posted at http://www.berkeleypubliclibrary.org

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

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, May 11, 2011 at the Central Branch Library, 2090 Kittredge Street, Berkeley.

- May 11, 2011 – Budget
- Future Date - Diversity

VIII. ADJOURNMENT

Adjourned at 9:10 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of April 13, 2011 as approved by the Board of Library Trustees

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Donna Corbeil, Library Director, Secretary to BOLT

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.