MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
WEDNESDAY, JUNE 8, 2011, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:
Chair Darryl Moore
Vice Chair Winston Burton

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

I. PRELIMINARY MATTERS

A. Call to Order: 6:40 p.m.

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

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director; Dennis Dang, Library Admin Manager; Suzanne Olawski, Neighborhood Services Manager; Jenifer Shurson, HR Analyst; Eve Franklin, Administrative Secretary.

Steve Dewan, Kitchell CEM

B. Public Comments: none.

C. Report from library employees and unions, discussion of staff issues: none.

D. Report from Board of Library Trustees:

Trustee Burton – Reported attending volunteer celebration.

Trustee Franklin – Reported she and Trustee Burton had attended the quarterly 4x2 Committee meeting.

Trustee Moore – Reported attending volunteer celebration.

II. PRESENTATIONS

A. Kitchell CEM Quarterly Update

From: Project Manager
Contact: Steve Dewan
Action: Presentation made and discussion held. Handouts provided (attachment 1.)
B. Civic Art in West and south Branch Measure FF Projects

From: Library Director
Contact: Donna Corbeil
Action: Presentation made and discussion held. Trustees Franklin and Novosel volunteered to serve on selection panel for the South Branch. Trustees Burton and Holcomb volunteered to serve on selection panel for the West Branch.

III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin / Trustee Burton to adopt Resolution# R11-041 to adopt the Consent Calendar in one motion as presented.

A. Approve minutes of May 11, 2011 Regular Meeting

From: Director of Library Services
Recommendation: Approve the minutes of the May 11, 2011 regular meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution# R11-042 to approve minutes as presented.

B. Incorporate Bay-Friendly Landscaping Guidelines into Library Landscape Maintenance Service Agreements

From: Director of Library Services
Recommendation: Adopt a resolution authorizing the Director of Library Services to incorporate Bay-Friendly Landscaping Maintenance Guidelines into future contract.
Financial Implications: None.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-043.

C. Recommendation to the City Council on the FY2012 Library Tax Rate

From: Director of Library Services
Recommendation: Adopt a resolution to rescind BOLT R11-039 and to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at $0.1655 (16.55 cents) per square foot for dwelling units and $0.2503 (25.03 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 2.81% for the State of California.
Financial Implications: See report.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-044.
D. Amend FY 2012 and 2013 Berkeley Public Library Biennial Budget

From: Administrative Services Manager  
Recommendation: Adopt a resolution to amend the FY 2012 and 2013 Proposed Biennial Budget as presented to reflect increased tax revenues.  
Financial Implications: see report.  
Contact: Dennis Dang, Administrative Services Manager  
Action: Adopted Resolution # R11-045.

IV. INFORMATION REPORTS

A. Update on the Branch Bond Program

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

B. June 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: None.

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, July 13, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Work Plan  
- Reference Department Staff Presentation  
- BranchVan update

VI. ADJOURNMENT

Adjourned at 8:55 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 9, 2011 as approved by the Board of Library Trustees

/ /s//

Donna Corbeil, Director of Library Services, serving as Secretary to BOLT
COMMUNICATIONS
None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS
None.
Agenda

• General Program Update
  • Progress Since 03/09/11
    - Design Progress, Milestones
    - Permitting Progress, Milestones
    - Bid Results (update)
    - Construction
  • What’s Next?

• Schedule Update

• Budget & Cost Control Update
General Program Update – Progress Since 03/09/11

• DESIGN PROGRESS, MILESTONES
  • Design Process:
    • Conceptual Design
    • Schematic Design
    • Design Development
    • Construction Documents

  • 1 project at 50% Construction Document level (South)
  • 1 project at end of Design Development phase (West)

General Program Update – Progress Since 03/09/11

• PERMIT PROCESS, MILESTONES
  • Process:
    - Planning Permits
      • Use Permit
      • Structural Alteration Permit
      • Administrative Use Permit
    - Development of design through Construction Documents
    - Building Permit
General Program Update – Progress Since 03/09/11

• PERMIT PROCESS: MILESTONES (CONTINUED)
  • Use Permit approved for South and West projects on 05/17/11
    - Including demolition permit for West
  • Building Permit Application approved for Claremont on 04/20/11
  • Building Permit Application approved for North on 04/28/11
  • Administrative Use Permit for 8’ fence at Claremont approved on 05/19/11

• BID RESULTS - CLAREMONT
  • Bid protest hearing held 03/14/11, protest rejected 03/15/11
  • Notice of Intent to Award issued to Fine Line 03/24/11
  • Notice to Proceed issued 04/21/11

• BID RESULTS - NORTH
  • First bids rejected and re-bid scheduled with revised documents
  • Bid Opening 03/31/11, 3 bids received
  • Low bid $4.36M – BHM Construction
  • Notice of Intent to Award issued 04/14/11
  • Notice to Proceed issued 05/05/11
General Program Update – Progress Since 03/09/11

• CONSTRUCTION - CLAREMONT
  • Demolition at exterior (ramps, stairs)
  • Site clearing
  • Demolition at interior (shelving, flooring)
  • Hazardous materials abatement (sheetrock, piping)
  • Interior framing
  • Submittals

WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of June 6, 2011:
  • Selective interior demolition
  • Site work
  • Interior rough framing
  • Foundation work

Work scheduled to be performed the week of June 13, 2011:
  • Selective interior demolition
  • Install scaffold
  • Foundation work
  • Interior rough framing
  • Exterior rough framing
General Program Update – Progress Since 03/09/11

PHOTOS

Attachment 1
General Program Update – Progress Since 03/09/11

• CONSTRUCTION - NORTH
  • Demolition at exterior
  • Site clearing
  • Demolition at interior (shelving, flooring, plaster)
  • Hazardous materials abatement (piping insulation)
  • Interior framing
  • Submittals

North Branch Improvement Project

WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of June 6, 2011:
• Selective interior demolition (continued)
• Hard demolition at back of building (removal of rear wings)
• Site clearing
• Excavation for expansion area at back of building
• Interior framing

Work scheduled to be performed the week of June 13, 2011:
• Excavation for expansion area at back of building (continued)
• Interior framing (continued)
• Shoring at expansion area at back of building
Attachment 1
General Program Update – What’s Next?

- LEED design submittal for North and Claremont
- Design Progress for South and West
- Construction Continuing at North and Claremont
### Schedule Update

**BOLT Progress Report**  
Branch Library Improvement Project

- **Impacted Master Schedule in development**
- **Unanticipated delays experienced to date:**
  - Bid protest for Claremont project
  - Re-bid of North project
  - Extended EIR process

- **Ideas under review to mitigate delays and improve program schedule**
- **Critical path of schedule through North and West projects**

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**Berkeley Public Library - Updated Master Schedule**  
August 27, 2009

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Schedule Update

- **Claremont Branch**
  - Delay to bid protest
  - Branch Closed 04/02/11
  - Projected Opening February/March 2012

- **North Branch**
  - Delay to project schedule due to project over-bid and re-bid
  - Branch Closed 04/30/11
  - Projected Opening April/May 2012

- **South Branch**
  - Branch to close when Claremont opens
  - Anticipated closure – 1st Quarter 2012 to 1st Quarter 2013
  - Anticipated construction duration – 1 year

- **West Branch**
  - Branch to close when North opens
  - Anticipated Closure – 2nd Quarter 2012 to 2nd Quarter 2013
  - Anticipated construction duration – 1 year

June 8, 2011
Budget & Cost Control Update

- Program Budget reviewed 04/04/11 and re-allocations made.
- Alternate funding of $200,000 added to the Program for the North branch project.
Budget & Cost Control Update

• As of 04/30/11 - $2,874,877 of the $26.2M Bond Fund Expended – 11.1%

• Current expenses – Building permit fees (final), EIR & litigation work (consultant and architects), design & construction

• Current budget assumes keeping to Master Schedule - Schedule changes directly impact budget