

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, September 14, 2011, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Darryl Moore
Vice Chair Winston Burton

Abigail Franklin
Julie Holcomb
Jim Novosel

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: 6:32 p.m.

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

Absent: Trustee Novosel.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director; Dennis Dang, Library Admin Manager; Rachel MacNeilly, Neighborhood Services Manager; Jenifer Shurson, Human Resources Analyst; Eve Franklin, Administrative Secretary.

David Snyder, Berkeley Public Library Foundation

Steve Dewan, Project Manager, Kitchell CEM

B. Public Comments:

1. Peter Warfield – Spoke regarding Consent Item E (Contract Amendment: Bibliotheca ITG, LLC); Consent Item F (Dedication Signage for Branch Libraries); Consent Item G (Gift Funds from the Library Foundation)
2. David Snyder, Executive Director, Berkeley Public Library Foundation – spoke regarding Consent Item G (Gift Funds from the Library Foundation) as a grant on behalf of the donors to the Library Foundation for furniture, fixtures and equipment for the Branches. Thanked the Trustees for time and energy put in to settle the lawsuit. Appreciates recognition of trustees, city council members and elected officials on proposed dedication signage.

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

1. Brian Lee, Union Field Representative for SEIU 1021 – spoke in favor of Consent Item I (Librarian I Classification Revision) and urged the Board to approve it.

D. Report from Board of Library Trustees:

1. Trustee Holcomb – reported she and Trustees Franklin and Novosel had attended a very nice event at the Library History Room in early July that showed a historical map of Berkeley. Living across from the North Branch library, she's able to see the continual construction progress, it looks great.
2. Trustee Franklin – Reported involvement in Public Art process for South and West Branches along with Trustees Burton, Holcomb and Novosel. Trustees Burton and

Franklin and Burton attended the recent 4x2 Committee Meeting. We have a lot of support from the Friends of the Library and the Library Foundation

3. Chair Moore –Welcome back. We have a lot ahead of us in the next few months.

II. PRESENTATIONS

A. Kitchell CEM Quarterly Update

From: Project Manager

Contact: Steve Dewan

Action: Presentation made and discussion held. Handouts provided (attachment 1.)

III. CONSENT CALENDAR

Items E and F were pulled for discussion.

Action: M/S/C (Trustee Holcomb / Trustee Franklin to adopt Resolution# R11-055 to adopt the Consent Calendar items, A, B, C, D, G, H & I.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

A. Approve minutes of July 13, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the July 13, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-056 to approve minutes as presented.

B. Approve minutes of July 19, 2011 Special Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the July 19, 2011 special meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-057 to approve minutes as presented.

C. California State Library FY 2011/2012 Grant Funds from the California Library Literacy Services (CLLS) Program and from the Public Library Fund (PLF)

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY2011/2012 CLLS and PLF grant funds.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-058.

D. FY11 Annual Closing Budget Report and FY12 Budget Amendment

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution amending the FY 2012 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$9,076,791.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R11-059.

E. Contract Amendment: Bibliotheca ITG, LLC

Pulled for discussion.

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 8500 with Bibliotheca ITG, LLC for the purchase of equipment, including Automated Materials Handling System (AMH), Automatic Patron Material Return unit, electronic security gates and RFID readers; and services including, installation, project management, shipping, and related costs for the branch libraries in an amount not to exceed \$400,000 for a total contract not-to-exceed amount of \$847,006.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Franklin / Trustee Moore to adopt Resolution# R11-060.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

F. Approve Dedication Signage for the Branch Libraries to Memorialize the Completion of Measure FF Construction

Pulled for discussion.

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to authorize the manufacture and installation of permanent signage at the Branch Libraries acknowledging the completion of Measure FF funded improvements.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services.

Action: M/S/C (Trustee Franklin / Trustee Burton to adopt Resolution# R11-061 with modification as shown:

Under the dedication date add:

Financed by the people of Berkeley with Measure FF Funds, November 2008

Under Trustees add:

“and former Trustees Carolyn Henry-Golphin, Susan Kupfer, Ying Lee and Terry Powell”

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

G. Accept Gift Funds from the Library Foundation in the amount of \$100,000

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services.

Action: Adopted Resolution # R11-062.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

H. Contract: One Workplace L. Ferrari, LLC

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract with One Workplace for the purchase of furniture, fixtures and equipment and services including installation, shipping and delivery for the branch library bond projects at Claremont and North branch libraries for a contract amount not to exceed \$295,620.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services.

Action: Adopted Resolution # R11-063.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

I. Librarian I Classification Revision

Copy of Librarian I Job Specification with Revisions provided (Attachment 2.)

From: Human Resources Analyst

Recommendation: Adopt a resolution approving and recommending to the Personnel Board that it revise Librarian I classification to allow for non-competitive promotion from Librarian I to Librarian II through Personnel Action 9.03.

Financial Implications: None.

Contact: Jenifer Shurson, Human Resources Analyst.

Action: Adopted Resolution # R11-064.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

IV. ACTION CALENDAR

A. Naming of Branch Libraries

From: Director of Library Services

Recommendation: Adopt a resolution to establish a board subcommittee (Trustees Holcomb and Novosel) on developing a policy for naming library facilities.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services.

Action: Discussion and Adopted Resolution # R11-065.

Action: M/S/C (Trustee Burton / Trustee Franklin to adopt Resolution# R11-065.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Moore. Noes: None. Absent: Novosel.

Abstentions: None.

V. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. September 2011 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, October 12, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Strategic Planning Workshop

VII. ADJOURNMENT

Adjourned at 7:36 p.m.

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

1. Attachment 1 – Kitchell CEM Quarterly Report
2. Attachment 2 – Librarian I Job Specification with Revisions