

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, October 12, 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](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:32 p.m.**

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

Absent: None.

Also Present: Douglas Smith; Deputy Director; Jenifer Shurson, Human Resources Analyst; Eve Franklin, Administrative Secretary.

**B. Public Comments:** None..

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

**D. Report from Board of Library Trustees:**

1. Trustee Burton – So excited to see the construction progress at Claremont and North branches and is looking forward to seeing construction at this (South) Branch.
2. Trustee Franklin – It's exciting to see the progress and part of that progress is the public art selection process for South and West Branches. The selection committee selected three semi-finalists for each branch and the finalist for each branch will be selected November 4.
3. Trustee Holcomb – It's so exciting to see the branches going up and I have been enjoying participating on the art selection committee for the West branch. We have great applicants, great ones were chosen and I'm looking forward to seeing
4. Trustee Novosel – Have been looking at the plans and materials for the South Branch. It will be so nice – well lit, the rooms are nicely proportioned. There will be a place for the De Staebler artwork. Need to find a good temporary location for the Tool Lending Library.
5. Trustee Burton – We do have a couple of places in mind for the Tool Lending Library.

**II. WORKSHOP**

**A. Library Strategic Planning Update**

From: Deputy Director

Contact: Douglas Smith

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

## Public Comments:

1. You spoke of faster sorting, faster shelving, more holds to get materials to patrons, how about collection development? If you are talking about getting materials to patrons faster one of the ways to do that is to have more materials available.
2. You spoke of expanding the strategic plan to five years, can you clarify? *The existing plan was done for 2008-2011, we'll expand it for two more years. In 2013 after the completion of branch project we'll be able to do a new plan.*
3. Incorporate some sort of a communications plan / marketing. There are lots of details that people don't know.
4. How do each of these objectives work together? For example the social media policy and the collection enhancement. Friends make funds available to increase the collection, we also need to be able to know what to buy. How does each initiative tie together? *All these processes need to interact. There are overlaps and partnerships some areas.*
5. What is the impact of electronic collection on the rest of the collection? Are they licensed materials or owned by the library? *There are a lot of variables. It depends upon the publisher. Some are not participating in e-books. It's an evolving field. Hopefully libraries will be providing provide electronic content in the way that we have been providing paper content. What is the future of public libraries in the face of technology. Is there a way for libraries to provide patrons free access to e-books.*
6. Will usage statistics be available for e-books? *The e-books won't interface with our Innovative catalog but Overdrive will be able to provide statistical tools that will allow us to watch usage.*
7. Excited about the Library's growing partnership with Berkeley Alliance around kindergarten readiness and 3<sup>rd</sup> grade reading goal. Berkeley's Libraries help us reach parents we can't reach.
8. When will the mobile app and e-books be available to the public? *The Mobile App will be available in about 6 weeks. E-Books will be available October 14. We'll announce them on the website.*
9. Friends of the Library is interested in funding projects where library staff create information that can then be made available to patrons.
10. Will you do a survey again like you did in 2008? *No intent to do a general survey like the one done in 2008, however we are currently doing a survey to determine how and what patrons are using the library computers for.*
11. Suggest thinking about what does the "freely accessible" mandate mean in the digital age?
12. Suggest looking at the impact of speed of disseminating information and receiving feedback. The feedback loops that the catalog, e-books and social media give us rapidly make the speed at which we can assess and deliver change much quicker. How does that affect library operations, priorities and processes? *Can you explain more what you mean by speed?* Once upon a time there were just books and the programs were reading to school kids. At the end of the year you counted how many books were checked out and how many programs were done. Now we have also have things like entrepreneurs training, lawyers in the library, people getting help with their taxes, the jazz festival, multiple ways of delivering media online, multiple ways to have two way

communication with our patrons. The speed of disseminating information and collecting it back has increased exponentially. It relates to how your systems tie together.

Board Comment:

1. Trustee Novosel – We should look at Staff development and how to increase the number of grants to staff going to library school. The opening of the new branches gives us the opportunity to advertise what we have. Use publicity to educate the public about what we have in addition to celebrating the hard work done to rebuild the branch .
2. Trustee Holcomb – I would like to see expansion of outreach to schools, parents, and families. Make sure school staff know what is available so they can direct families to support services. Schools are a good place to promote the library.
3. Trustee Franklin – When would we start to work on a new plan? *Early 2013 for implementation in 2014. We'd probably want to get a neutral third party to help facilitate and guide the process.*  
In initiative 1B, how do we gauge public demand? *Circulations stats, patron requests, use of materials externally (industry trends).*  
I really like the idea of creating welcoming safe environments. We have a wonderful staff. We could enhance the good experience by making sure that staff greet patrons as they enter.
4. Trustee Burton – Glad to hear there was community input in the strategic process and glad to hear we'll do it again. Need to focus on teens, they're a vulnerable group. We need to engage them in the process, involve them in the design of the teen space and furniture selection.
5. Chair Moore – Amending the current plan makes sense given that we're right in the middle of our branch library program. Really excited about e-books, technology, the app, the website revamping. Need to follow ADA principals. Partnering Teen programming with the YMCA's Teen Center might be a good fit. Hope we involve teens in design of teen space and furniture.

Next Steps: Staff will bring a revision to the December 2011 BOLT meeting.

### III. CONSENT CALENDAR

Item C was pulled for discussion

Action: M/S/C (Trustee Franklin / Trustee Novosel to adopt Resolution# R11-066 to adopt the Consent Calendar items A, B, D, E, F, G &H as presented.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel.

Noes: None.

Absent: None.

Abstentions: None.

#### A. Approve minutes of September 14, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the September 14, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-067 to approve minutes as presented.

**B. Approve Annual Report to City Council**

From: Director of Library Services

Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2010 through June 2011.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-068.

**C. CONTRACT: Konica Minolta Business Solutions USA, Inc.**

Trustee Franklin: Was the Konica proposal the cheapest. *Deputy Director – The proposals were structured differently. Konica was not the cheapest but the cheapest proposal was not the cheapest by much. The Konica proposal was much preferred and the references were excellent.*

From: Deputy Director

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an agreement and any amendments with Konica Minolta Business Solutions USA, Inc. for the provision of public use copiers, printers and related vending services for all branches of the Berkeley Public Library for the period of November 1, 2011 through October 30, 2014 in a total amount not to exceed \$95,000.

Financial Implications: See report.

Contact: Douglas Smith, Deputy Director

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R11-069.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel.

Noes: None.

Absent: None.

Abstentions: None.

**D. Bulletin Board Policy**

From: Deputy Director

Recommendation: Adopt a resolution approving the Bulletin Board and Free Printed Matter Policy for the Berkeley Public Library.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director

Action: Adopted Resolution # R11-070.

**E. CONTRACT AMENDMENT: Ricoh Business Solutions**

From: Deputy Director

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 \$5,000 for a total contract not-to-exceed amount of \$95,000.

Financial Implications: see report.

Contact: Douglas Smith, Deputy Director

Action: Adopted Resolution# R11-071.

**F. National Friends of Libraries Week**

From: Deputy Director

Recommendation: Adopt a resolution commemorating the week of October 16-22, 2011 as National Friends Of Libraries Week in honor of the Friends Of The Berkeley Public Library and the support they offer the staff, services, public programs, and future endeavors of the Library.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director

Action: Adopted Resolution# R11-072.

**G. Request to Release Invitation to Bid for the South Branch Library (Measure FF)**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the request to release the invitation for bids for the South Branch Improvement Project in October 2011.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services.

Action: Adopted Resolution # R11-073.

**H. Apply for, Accept and Appropriate California's Family Place Library Program Grant Funds if awarded in the amount not to exceed \$15,000 for FY2011-12**

From: Acting Neighborhood and Children's Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, accept and appropriate grant funds in the amount not to exceed \$15,000 from California State Library Family Place Program to FY2012.

Financial Implications: see report.

Contact: Rachel MacNeilly, Acting Neighborhood and Children's Services Manager.

Action: Adopted Resolution # R11-074.

**IV. INFORMATION REPORTS**

**A. Update on the Branch Bond Program**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

**B. October 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.

## **V. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, November 9, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Library Naming Policy
- 2012 Library Holidays
- 2012 BOLT Meeting Dates
- Chair/ Vice Chair appointments
- Information report on South Branch bidding process

## **VI. ADJOURNMENT**

Adjourned at 8:03 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of October 12, 2011 as approved by the Board of Library Trustees

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Donna Corbeil, Director of Library Services, acting as secretary to BOLT

## **COMMUNICATIONS**

None.

## **SUPPLEMENTAL COMMUNICATIONS AND REPORTS**

1. Attachment 1 – Strategic Planning Update presentation slides