

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, July 11, 2012, 6:30 P.M.**

NORTH BRANCH LIBRARY – 1170 THE ALAMEDA

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair 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: 6:33 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, Administrative Services Manager; 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 Franklin – Attended a 4x2 meeting today. Preparing for November election. Also attended the ALA 2012 Conference in Anaheim. Comments provided (attachment 1). Topics of particular interest were need for Meeting Room and Social Forum policies; best practices for annual evaluations for library directors; and self-evaluation for trustees. Reported on Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) Tip Sheets which cover a variety of concerns and issues faced by Trustees.
2. Trustee Holcomb – Attended ALA 2012 Conference, really enjoyed it. Was surprised to hear there are still communities in the United States facing challenges with intellectual freedoms. How libraries can provide location for equal access and help community members find common ground in political controversy. After fire departments, libraries are most trusted institutions.

**II. PRESENTATIONS CALENDAR**

**A. Strategic Plan Update**

Deputy Director Smith gave a presentation on the strategic plan (attachment 2.)

Trustee Moore – Any missing laptops at the end of the day? *Deputy Director Smith – No. Patrons have to sign an agreement understanding that there are steep fines should there be damage or loss. The laptops do not work out side of the library. The laptop cart locks up and is secure.*

Trustee Franklin- Great presentation, really good format. Succinct and punchy. It's amazing that in six months you accomplished this much.

Trustee Franklin – On the Discover-N- Go program, how do you identify other museums and organizations to become a part of that, do we go out and ask, is there a consortium that does it, do we do it on our own, do other libraries have the same program and work together? *Deputy Director Smith – All of the above. We can get some good talking points from the consortium to try and pitch the program to the museum and help explain the benefits to them.*

Trustee Burton – So the laptops don't leave the library when patrons check them out? *Deputy Director Smith – They are checked out for use within the library.*

Trustee Moore – As far as Ereaders and Books, are we looking at the possibility of checking those devices out to patrons? *Deputy Director Smith - We haven't yet. That could be something that we may consider.*

Trustee Holcomb- One of the sessions I attended at ALA talked about some libraries check out the device with material already loaded.

Trustee Moore –I think San Francisco does that.

### **III. CONSENT CALENDAR**

Action: M/S/C (Trustee Moore / Trustee Holcomb to adopt Resolution# R12-041 to adopt the Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Franklin Holcomb and Moore. Noes: None. Absent: Trustee Novosel. Abstentions: Trustee Moore abstained from approving Item A.

#### **A. Approve minutes of June 13, 2012 Regular Meeting**

From: Director of Library Services

Recommendation: Approve the minutes of the June 13, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-042 to approve minutes as presented.

#### **B. Report to City Council on the Measure FF / Branch Library Improvement Project Public Art**

From: Director of Library Services

Recommendation: Adopt a resolution approving the report to the Berkeley City Council on the Measure FF / Branch Library Improvement Project Public Art.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-043.

#### **C. FY 2012 Annual Gift Report.**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the annual report to the Berkeley City Council of gifts received in FY 2012 as required by CC Resolution No. 65,444-N.S.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-044.

#### **D. Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 2013**

From: Director of Library Services  
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2013 purchase agreements and approve payments to the specified vendors projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.  
Financial Implications: see report.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution# R12-045.

**E. Resolution of Gratitude to Dawn Swanson**

From: Director of Library Services  
Recommendation: Adopt a resolution expressing gratitude to Dawn Swanson, who served as a Children's Librarian for the Berkeley Public Library from July 1986 to July 2012.  
Financial Implications: None.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution# R12-046.

**F. Resolution of Gratitude to John Matthews**

From: Director of Library Services  
Recommendation: Adopt a resolution expressing gratitude to John Matthews, who served as a Library Aide for the Berkeley Public Library from September 1981 to July 2012.  
Financial Implications: None.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution# R12-047.

**IV. INFORMATION REPORTS**

**A. 3<sup>rd</sup> Quarter FY12 Report**

From: Administrative Services Manager  
Contact: Dennis Dang, Administrative Services Manager  
Action: Received.

**B. Update on Branch Bond Program**

Claremont Branch – Hoping to be done with the punch list this week. Window project is going extremely well, going faster than we thought. We'll start the process for ending the contract with the contractor. John Rosenbrock is helping resolves outstanding issues.

South Branch – Retaining walls are in, slab to be poured in next week or two. Major work will be happening this summer at South. South Branch projected to be finished in April 2013.

West Branch – Workers doing hazmat removal work. I think we'll see demolition in mid August. West Branch is projected to be finished in June 2013.

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

**C. July 2012 Monthly Report from Library Director**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director

Action: Received.

**D. 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, September 12, 2012 at the North Branch Library, 1170 The Alameda, Berkeley.

- September 12, 2012 agenda items:
  - Kitchell CEM Update
  - National Library Card Month
- Future items:
  - Board Development
  - Presentation to City Council

**VI. ADJOURNMENT**

Adjourned at 7:20 p.m.

**COMMUNICATIONS:** None.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:** none.