

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, September 12, 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: 6:31 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, Administrative and Financial Services Manager; Eve Franklin, Administrative Secretary.

Steve Dewan, Kitchell CEM

Kirsten Cowan, Berkeley Public Library Foundation

**B. Public Comments:** None.

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

**D. Report from Board of Library Trustees:** None.

**II. PRESENTATIONS CALENDAR**

**A. Kitchell CEM Update**

Steve Dewan provided an update on the Branch Improvement Project (attachment 1.)

**B. Berkeley Public Library Foundation Capital Campaign Update**

Kirsten Cowan provided a status update on the Berkeley Public Library Foundation's Capital Campaign.

**III. CONSENT CALENDAR**

Item I was pulled for Action.

Action: M/S/C (Trustee Holcomb/ Trustee Franklin to adopt Resolution# R12-048 to adopt the Consent Calendar except item I.

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

Abstentions: None.

**A. Approve minutes of July 11, 2012 Regular Meeting**

From: Director of Library Services

Recommendation: Approve the minutes of the July 11, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-049 to approve minutes as presented.

**B. Gann Override Measure Reauthorizing the Library Tax Approved in 1988**

From: Director of Library Services

Recommendation: Adopt the resolution supporting the passage of the Gann Override measure on the November 2012 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-050.

**C. Circulation Policy And Procedure Changes**

From: Circulation Services Manager and Adult, Teen and Collection Services Manager

Recommendation: Adopt a resolution to adopt revisions to patron circulation policies, including reduced fines and fees and increased lending limits.

Financial Implications: None.

Contact: Jay Dickinson, Circulation Services Manager; Megan McArdle, Adult, Teen and Collection Services Manager

Action: Adopted Resolution# R12-051.

**D. 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 2011 through June 2012.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-052.

**E. Resolution of Gratitude to Martha Morec**

From: Director of Library Services

Recommendation: Adopt a resolution expressing gratitude to Martha "Marti" Morec, who served for the Berkeley Public Library As Librarian I, Librarian II, And Senior Librarian From June 1989 To September 2012.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-053.

**F. Library Community Meeting Room Use Policy And Guidelines**

From: Deputy Director of Library Services

Recommendation: Adopt a resolution adopting the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director of Library Services

Action: Adopted Resolution# R12-054.

#### **G. Bibliotheca Contract Amendment**

From: Manager, Information Technology and Technical Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8500 with Bibliotheca for the purchase of equipment, including Automated Materials Handling systems (AMH), electronic security gates, RFID readers and services including, installation, project management, shipping, and related costs for the South and West branch libraries of the Berkeley Public Library for an amount not to exceed \$145,000.

Financial Implications: see report.

Contact: Alicia Abramson, Manager, Information Technology and Technical Services

Action: Adopted Resolution# R12-055.

#### **H. Adopt a Resolution to Apply for and Accept California State Library FY 2012/2013 Grant Funds from the California Library Literacy Services (CLLS) Program**

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept the eligible FY 2013 grant fund claim amounting to \$34,170 extended by the California Library Literacy Services Grant Program to the Berkeley Public Library.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-056.

### **IV. ACTION CALENDAR**

Consent Calendar, Item I was pulled for Action.

#### **I. FY12 Annual Closing Budget Report and FY13 Budget Amendment**

Dennis Dang provided a summary. Discussion followed. No changes made.

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution amending the FY 2013 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$11,843,597.

Financial Implications: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C (Trustee Holcomb/ Trustee Novosel to adopt Resolution# R12-057.

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

Abstentions: None.

### **V. INFORMATION REPORTS**

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

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

**B. September 2012 Monthly Report from Library Director**

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

**C. Status Report on Gift Fund Revenue and Expenditure From the Berkeley Public Library Foundation Toward the Foundation's Branch Library Capital Campaign Pledge**

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.

**VI. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, October 10, 2012 at the North Branch Library, 1170 The Alameda, Berkeley.

- October 10, 2012 agenda items:
  - Chair/Vice Chair Election

**VII. ADJOURNMENT**

Adjourned at 7:42 p.m.

**COMMUNICATIONS:**

- 1) University Avenue Association regarding West Branch Construction.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

- 1) Kitchell CEM Update on Branch Improvement Project