MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, February 12, 2014, 6:00 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:
Acting Chair Julie Holcomb
Abigail Franklin
Winston Burton
Darryl Moore
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: 6:03 P.M.

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

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Suzanne Olawski, Deputy Director; Dennis Dang, Administrative and Fiscal 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 Moore – reported being in El Salvador to observe elections. Also visited some college libraries.

2. Trustee Burton – Asked which BOLT Members are on the 4x2 Committee. Director Corbeil responded Winston Burton and Jim Novosel attend 4x2 meetings. Reminders of meeting dates will be sent out.

3. Chair Franklin – spoke regarding the Authors Dinner. Highlight of the event was Director Corbeil and staff receiving the Pat Cody Award.

4. Vice Chair Holcomb - spoke regarding the Authors Dinner.

5. Trustee Novosel - spoke regarding the Authors Dinner.

II. Presentations

A. Fiscal Year 2015 Budget Development – Dennis Dang provided a presentation (Attachment 1.) Board discussion.

III. CONSENT CALENDAR

Items A, B & F held for discussion.
Action Item A moved to consent.
Action: M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R14-007 to adopt Consent Calendar minus items A, B & F.

A. Approve minutes of January 15, 2014 Regular Meeting

Corrections made to page 1 header, Chair Abigail Franklin, Vice Chair Julie Holcomb.

From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the January 15, 2014 Regular Meeting with corrections.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Action: M/S/C Trustee Novosel / Trustee Moore to adopt Resolution # R14-008 approve the minutes of the January 15, 2014 Regular Meeting with corrections.

B. Library Facilities Naming Policy

Board discussion.

From: Director of Library Services
Recommendation: Adopt a resolution adopting the revised Berkeley Public Library Facilities Naming Policy as revised, effective February 13, 2014.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Action: M/S/C Trustee Franklin / Trustee Novosel to adopt Resolution # R14-009 adopting the revised Berkeley Public Library Facilities Naming Policy as revised, effective February 13, 2014.

C. National Library Week Celebration

From: Director of Library Services
Recommendation: Adopt a resolution authorizing the Director of Library Services to plan and execute a month long celebration in April 2014 and accept a gift of $10,000 from the Friends of the Library to cover associated expenses.
Financial Implications: See report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R14-010.
D. **Apply For, And If Awarded, Accept And Appropriate Pacific Gas & Electric (PG&E) Customized Incentive Program, Savings By Design Grant For The West Branch Improvement Project In An Amount Not To Exceed $13,420.**

From: Director of Library Services  
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, and if awarded, accept and appropriate to fiscal year 2014/15 PG&E Savings-By-Design Program grant award funds for the West Branch Improvement Project in an amount not to exceed $13,420.  
Financial Implications: see report.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution # R14-011.

E. **Contract: City Mechanical**

From: Administrative Services Manager  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8874 with City Mechanical for the provision of HVAC maintenance and repair, and preventative maintenance (PM) services at all Library locations to a total not-to-exceed amount of $150,000 and an ending term date of March 31, 2016.  
Financial Implications: None.  
Contact: Dennis Dang, Administrative Services Manager  
Action: Adopted Resolution # R14-012.

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

Board discussion.

From: 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 as revised (attachment 2), effective February 13, 2014.  
Financial Implications: None.  
Contact: Donna Corbeil, Director of Library Services  
Action: Action: M/S/C Trustee Burton / Trustee Franklin to adopt Resolution # R14-013 the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy as revised, effective February 13, 2014.  

G. **Contract: Noll & Tam Architects and Planners for Programmatic, Architectural and Design Services for Central Library Area Improvements**

Moved from Action calendar.

From: Deputy Director of Library Services  
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners to provide a full range of programmatic, architectural and design services for the Central Library Area Improvements (Project) in an amount not to exceed $80,000 for the projected period from February 13, 2014 through June 30, 2015.
Financial Implications: See report.
Contact: Suzanne Olawski, Deputy Director of Library Services
Action: Action: M/S/C Trustee Burton / Trustee Franklin to adopt Resolution # R14-014 authorizing the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners to provide a full range of programmatic, architectural and design services for the Central Library Area Improvements (Project) in an amount not to exceed $80,000 for the projected period from February 13, 2014 through June 30, 2015.

IV. ACTION CALENDAR

A. Contract: Noll & Tam Architects and Planners for Programmatic, Architectural and Design Services for Central Library Area Improvements

Moved to Consent Calendar.

V. INFORMATION REPORTS

A. February 2014 Monthly Branch Improvement Report
From: Director of Library Services
Contact: Donna Corbeil, Library Director
Action: Received.

B. FY 2014 Mid-year Budget Review
From: Administrative Services Manager
Contact: Dennis Dang, Administrative Services Manager
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 6:00 PM on Wednesday, March 19, 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:
- Budget

VII. ADJOURNMENT

Adjourned at 7:25 P.M.

COMMUNICATIONS:

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Library FY 2015 Mid-biennial Budget Development
2. Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy