

**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 | Winston Burton |
| Abigail Franklin           | 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](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.

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

**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.

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

**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.

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

**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.

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

Abstentions: None.

**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.

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

Abstentions: None.

#### **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:**

1. Jessica Phrogus – Request for more books.

**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