

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, July 23, 2014, 6:00 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	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/board-library-trustees>

A. Call to Order: 6:03 P.M.

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

Absent: none.

Also Present: Donna Corbeil, Director of Library Services; Suzanne Olawski, Deputy Director; Dennis Dang, Administrative and Fiscal Services Manager; Jenifer Shurson; Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

Andrea Mullarkey; Rachel MacNeilly; Kay Finney; Anwan Baker.

B. Public Comments: none.

C. Report from library employees and unions, discussion of staff issues:

1. Andrea Mullarkey, SEIU 1021 Shop Steward – internal communication progress has been noted. Thank you.

D. Report from Board of Library Trustees:

1. Trustee Burton – Will miss working with Donna, appreciated the efforts with Measure FF.
2. Trustee Moore – Attended ALA Annual Conference in Las Vegas. It was amazing.
3. Trustee Novosel – Thanked Donna Corbeil for article in Berkeley Times and the reports by staff who attended the ALA Annual Conference.
4. Trustee Holcomb – Acknowledged the great gifts from the Friends of the Library and the Estate of Pauline Moller Kolenda on the agenda.
5. Trustee Franklin – ALA Annual Conference was fabulous and inspiring. Thank you to Jenifer Shurson for work on the Director of Library Services recruitment.

II. Workshop

A. Central Space Planning Study

Presentation:

Deputy Director Suzanne Olawski provided a summary of the project.

Chris Noll and Alyson Yarus of Noll & Tam Architects provided a presentation. (Attachment 1)

Public Comment:

1. Andrea Mullarkey, SEIU 1021 Shop Steward reported staff concerns about the possibility of splitting fiction between two floors, the potential loss of the exhibit and community bulletin board space on the first floor.
2. Emily Gordis –member of teen focus group – Enjoyed the experience. Felt we were heard. Excited about the potential.

Board Discussion followed.

III. Presentations

A. Director Recruitment Update

Jenifer Shurson, Assoc. Human Resources Analyst, provided an update (Attachment 2) followed by board discussion.

IV. CONSENT CALENDAR

M/S/C Trustee Holcomb / Trustee Burton to adopt Resolution # R14-035 approving the Consent Calendar as presented.

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

A. Approve minutes of June 11, 2014 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 11, 2014 Regular Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-036.

B. Fiscal Year 2014 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 2014 as required by CC Resolution No. 65,444-N.S.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-037.

C. Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 15

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2015 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: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R14-038.

D. Approve Gift from Friends of the Library

From: Director of Library Services

Recommendation: Adopt a resolution to approve acceptance and expenditure of the annual gift to the Library from the Friends of the Berkeley Public Library for FY2015 in the amount of \$90,400.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-039.

E. Bequest: Estate of Pauline Moller Kolenda

From: Director of Library Services

Recommendation: Adopt a resolution accepting gift funds from the estate of Pauline Moller Kolenda in the sum of \$18,161.19 to support library material purchases in the area of audio / recorded books.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-040.

F. Revised Library Records Retention Schedule

From: Director of Library Services

Recommendation: Adopt a resolution approving the revised Records Retention Schedule pertaining to the Library as presented, effective August 1, 2014.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-041.

G. Library Internet Use Policy

From: Director of Library Services

Recommendation: Adopt a resolution authorizing revisions to the public computer use policy to require users to agree to the library's terms of use; to reflect practice of installing privacy screens on all public computer internet use stations; and require Internet users be in good standing, defined as less than a maximum of \$100 in fines and/or fees, effective August 1, 2014.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-042.

V. ACTION CALENDAR

A. Amend Contract No. 9563, Noll & Tam Architects

From: Deputy Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$61,875, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the contract's allowable not-to-exceed amount to \$141,875 and to extend the term of the contract from June 30, 2015 to June 30, 2016.

Financial Implications: see report.

Contact: Suzanne Olawski, Deputy Director of Library Services

Action: M/S/C Trustee Novosel / Trustee Moore to adopt Resolution # R14-043.

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

VI. INFORMATION REPORTS

A. July 2014 Monthly Report from Library Director

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

B. Library events

From: Director of Library Services
Contact: Donna Corbeil, Library Director
Action: None.

VII. AGENDA BUILDING

The next meeting will be a Special Meeting held at 6:00 PM on Wednesday, September 3, 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Annual Report to City Council

VIII. ADJOURNMENT

Adjourned at 8:11 P.M.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of July 23, 2014 as approved by the Board of Library Trustees

//s// _____

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

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Central Space Planning Presentation by Noll & Tam
2. Director Recruitment Update presentation