MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, May 28, 2015, 6:30 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: 6.31 P.M.
P resent: Trustees Burton, Franklin, Holcomb, Moore and Novosel.
Absent: None

Also Present: Jeff Scott, Director of Library Services; Tom Dufour, Librarian; Armin Arethna, Librarian; Jay Dickinson, Circulation Services Manager; Alan Bern, Librarian, Andrea Mullarkey, Librarian; Lisa Hesselgesser, Librarian; Isobel Snyder, Librarian; Eve Franklin, Administrative Secretary.

B. Public Comments:
1. Debi McIntyre – Spoke regarding the renaming of South Branch after Tarea Hall Pittman.

C. Report from library employees and unions, discussion of staff issues:
1. Tom Dufour read a letter from Library Staff regarding the proposed Collection Development Policy.

D. Report from Board of Library Trustees: none.

II. PRESENTATION

A. Strategic Plan
Jeff Scott gave a presentation about the Strategic Plan (Attachment 1)

III. CONSENT CALENDAR

Item C held over to July 1, 2015 meeting.

Items D, E, F, G, H moved to Action Calendar.

M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R15-098 approving the Consent Calendar as presented.

A. Approve minutes of April 22, 2015 Special Meeting
   From: Director of Library Services
   Recommendation: Adopt a resolution to approve the minutes of the April 22, 2015 Special Meeting as presented.
   Financial Implications: None.
   Contact: Jeff Scott, Director of Library Services
   Action: Adopted Resolution # R15-099

B. Approve minutes of April 22, 2015 Regular Meeting
   From: Director of Library Services
   Recommendation: Adopt a resolution to approve the minutes of the April 22, 2015 Regular Meeting as presented.
   Financial Implications: None.
   Contact: Jeff Scott, Director of Library Services
   Action: Adopted Resolution # R15-100

C. Approve minutes of May 7, 2015 Special Meeting
   Held over to July 1, 2015 meeting.

D. Revision to the All-Staff Meeting Calendar for 2015
   Moved to Action Calendar

E. Contract Amendment: Unique Management Services, Inc.
   Moved to Action Calendar

F. Revisions to the Requesting Library Materials Policy
   Moved to Action Calendar.

G. Revised Collection Development Policy
   Moved to Action Calendar.

H. Revised Patron Suspension Policy
   Moved to Action Calendar.

I. Review and Approve Berkeley Public Library Strategic Plan FY 15-18
   From: Director of Library Services
   Recommendation: Adopt a resolution approving Berkeley Public Library’s FY 15-18 Strategic Plan.
   Financial Implications: None.
   Contact: Jeff Scott, Director of Library Services
   Action: Adopted Resolution # R15-107

The following item was moved from the Action Calendar.

A. Recommendation to City Council on FY 2016 Library Tax Rate
   From: Director of Library Services
   Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2016 tax rate for the Library Services Tax at $0.1927 (19.27 cents) per square foot for dwelling units and $0.2913 (29.13 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth factor in California of 3.82%.
   Financial Implications: None.
   Contact: Jeff Scott, Director of Library Services
   Action: Adopted Resolution # R15-102
IV. ACTION CALENDAR

A. Recommendation to City Council on FY 2016 Library Tax Rate
   Moved to Consent Calendar

The following items were moved from the Consent Calendar to the Action Calendar:

D. Revision to the All-Staff Meeting Calendar for 2015
   From: Director of Library Services
   Recommendation: Adopt a resolution to authorize the Director of Library Services to revise the All-Staff Meeting Calendar for 2015.
   Financial Implications: None.
   Contact: Jeff Scott, Director of Library Services
   Action: Trustee Moore motioned, Trustee Novosel seconded to adopt resolution #R15-102 to authorize the Director of Library Services to revise the All-Staff Meeting Calendar for 2015.

E. Contract Amendment: Unique Management Services, Inc.
   From: Circulation Services Manager
   Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc. for the provision of collection agency services for library fees and fines in an incremental amount of $15,000 for a contracted not-to-exceed amount of $60,000.
   Financial Implications: see report.
   Contact: Jay Dickinson, Circulation Services Manager
   Action: Trustee Novosel motioned, Trustee Moore seconded to adopt resolution #R15-103 to authorizing the Director of Library Services to amend Contract No. 8638 with Unique Management Services, Inc. for the provision of collection agency services for library fees and fines in an incremental amount of $15,000 for a contracted not-to-exceed amount of $60,000.

F. Revisions to the Requesting Library Materials Policy
   From: Director of Library Services
   Recommendation: Adopt a resolution approving the revised Administrative Regulation regarding requesting library materials.
   Financial Implications: None.
   Contact: Jeff Scott, Director of Library Services
   Action: Trustee Holcomb motioned, Trustee Novosel seconded to adopt resolution #R15-104 approving the revised Requesting Library Materials Policy.
G. Revised Collection Development Policy
   From: Director of Library Services
   Recommendation: Adopt a resolution approving the revised Collection Development Policy for the Berkeley Public Library.
   Financial Implications: None.
   Contact: Jeff Scott, Director of Library Services
   Action: Trustee Moore motioned, Trustee Holcomb seconded to adopt resolution #R15-105 approving the revised Collection Development Policy for the Berkeley Public Library as modified with the addition of the italicized text below:
   
   **Responsibility for Selection and Maintenance of the Collection**
   The Library Director, with approval of the Board of Library Trustees, is administratively responsible for the collection. The Library Director delegates the tasks of selection and maintenance to Collection Development team *with continued reliance on staff input*.
   

H. Revised Patron Suspension Policy
   From: Director of Library Services
   Recommendation: Adopt a resolution approving the revised Patron Policy for the Berkeley Public Library.
   Financial Implications: None.
   Contact: Jeff Scott, Director of Library Services
   Action: Trustee Moore motioned, Trustee Holcomb seconded to adopt resolution #R15-106 approving the revised Behavior Guidelines and Patron Suspension Policy.
   

   Trustee Novosel left at 8:19PM.

V. INFORMATION REPORTS

A. FY15 – 3rd Quarter Budget Report
   From: Administrative and Fiscal Services Manager
   Contact: Dennis Dang, Administrative and Fiscal Services Manager
   Action: Received.

B. May 2015 Monthly Report from Library Director
   From: Director of Library Services
   Contact: Jeff Scott, Library Director
   Action: Received.

C. Library Operations Report
   From: Director of Library Services
   Contact: Jeff Scott, Library Director
   Action: Received.

D. Library events
   From: Director of Library Services
   Contact: Jeff Scott, Library Director
Action: None.

VI. AGENDA BUILDING

The next meeting will be a Special Meeting held at 12:00 noon on Wednesday, June 3, 2015 at the Central Branch Library, 2090 Kittredge Street, Berkeley.

VII. ADJOURNMENT

Adjourned at 8.22 P.M.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of May 28, 2015 as approved by the Board of Library Trustees

//s// _______________________________
Jeff Scott, Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1) Library Staff letter to BOLT regarding proposed Collection Development Policy.
2) Strategic Plan Presentation.