

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.

Present: 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.

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

- 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.

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

Abstentions: None.

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.

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

Abstentions: None.

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.

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

Abstentions: None.

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*.

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

Abstentions: None.

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.

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

Abstentions: None.

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

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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.