



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING

November 6, 2015

Starts at 2:00PM

AGENDA

SOUTH BRANCH

1901 Russell Street.

The Board of Library Trustees may act on any item on this agenda.

I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments * Limited to items on this agenda.

II. ACTION CALENDAR

- A. **Appointment of Interim Director of Library Services**
Recommendation: Adopt a Resolution confirming the appointment Beth Pollard as the Interim Director of Library Services for the Berkeley Public Library effective November 9, 2015
- B. **Establish a Salary for Interim Director of Library Services**
Recommendation: Set salary within existing salary range for Director of Library Services

I. ADJOURNMENT

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.



Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.

Please refrain from wearing scented products to public programs.

I hereby certify that this amended agenda for the special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website on November 5, 2015.

//s//

Sarah Dentan, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.

COMMUNICATIONS

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.



ACTION CALENDAR

November 6, 2015

TO: Board of Library Trustees
FROM: Abigail Franklin, Chair, Board of Library Trustees
SUBJECT: ESTABLISH A SALARY FOR INTERIM DIRECTOR OF LIBRARY SERVICES

RECOMMENDATION

Adopt a resolution to set salary within existing salary range for Director of Library Services.

FISCAL IMPACT

The salary and benefits for the Director of Library Services are included in the Fiscal Year 2016 Library budget. The position is paid from the following account: General Fund 301-9101-450-1101.

BACKGROUND

After the resignation of Jeff Scott as Director of Library Services effective September 8, 2015, the Board of Library Trustees voted to appoint Sarah Dentan as Acting Director of Library Services effective September 10, 2015. At that same meeting, the Board voted to begin a search process to select an Interim Director of Library Services. At the November 6, 2015 Board meeting, the Board of Library Trustees is voting to confirm appointment of Beth Pollard as the Interim Director of Library Services.

CURRENT SITUATION AND ITS EFFECTS

Ms. Pollard's appointment as Interim Director of Library Services is a temporary, non-benefited position. Determination of appropriate salary step is consistent with City of Berkeley Employment Offer Procedures.

The salary range for the Director of Library Services position is:

\$66.24 - \$91.06 Hourly
\$5,298.92 - \$7,284.46 Biweekly
\$11,481.00 - \$15,783.00 Monthly
\$137,772.00 - \$189,396.00 Annually

Consistent with these considerations and the current salary range, the recommended salary for Ms. Pollard is based on an annual salary of \$189,396.00 (\$91.06 per hour), effective November 9, 2015. Ms. Pollard retired from the City of Albany in 2013, as City Manager. Ms. Pollard has a combined total of 25 years of experience running public sector organizations, including acting as the Interim Library Director for the Town of San Anselmo. Most recently, she has served in the role of Interim Deputy City Manager

for the City of Berkeley. Ms. Pollard is an accomplished, established and experienced administrator who has managed; 100 plus staff including several department heads, multi-million dollar budgets, capital improvement plans, and has developed community partnerships, volunteer, and community engagement programs.

FURTHER ACTION

None.

Attachments:

1. Resolution
2. Director of Library Services Salary Range and Job Description

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

ESTABLISH A SALARY FOR INTERIM DIRECTOR OF LIBRARY SERVICES

WHEREAS, Jeff Scott resigned as Director of the Berkeley Public Library, effective September 8, 2015; and

WHEREAS, Sarah Dentan was appointed Acting Director of the Berkeley Public Library, effective September 10, 2015; and

WHEREAS, the Board took action at its September 9th meeting to move forward with a recruitment for Interim Director of Library Services; and

WHEREAS, Ms. Pollard is being confirmed by the Board on November 6th, 2015 as Interim Director of the Berkeley Public Library; and

WHEREAS,

Determination of appropriate salary step is consistent with City of Berkeley Employment Offer Procedures and

WHEREAS, the salary range for the Director of Library Services position is:

- \$66.24 - \$91.06 Hourly
- \$5,298.92 - \$7,284.46 Biweekly
- \$11,481.00 - \$15,783.00 Monthly
- \$137,772.00 - \$189,396.00 Annually

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that a salary is established for Beth Pollard as Interim Director of Library Services based on an annual salary of \$\$189,396.00 (\$91.06 per hour)), effective November 9, 2015. Ms. Pollard will serve at the pleasure of the Board of Library Trustees.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 6, 2015 the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

Abigail Franklin, Chairperson

Sarah Dentan, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees



Director of Library Services

Class Code:
11150

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY

Established Date: Dec 1, 1988

Revision Date: Oct 6, 2008

SALARY RANGE

\$66.24 - \$91.06 Hourly

\$5,298.92 - \$7,284.46 Biweekly

\$11,481.00 - \$15,783.00 Monthly

\$137,772.00 - \$189,396.00 Annually

DESCRIPTION:

DEFINITION

Under policy direction, administers all activities and services of the Berkeley Public Library system; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class serves as administrative head of the Library. The incumbent reports directly to the Library Board of Trustees, serves as staff to the Board, and is responsible for implementing policy, developing goals and objectives, supervising staff, administering the Library budget and directing day to day operations. Although reporting to the Library Board, the Director serves as an integral part of the City's management team.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Library System;
2. Formulates and recommends policy to the Library Board and implements after adoption;
3. Directs the preparation and administration of the department's budget;
4. Plans, organizes, administers, reviews and evaluates the activities of professional and support staff;
5. Serves as principal liaison between the Library and other City departments;
6. Develops, revises and implements administrative programs and procedures,
7. Keeps the Board informed on the financial condition of the Library; interprets Board policies to the Library staff and community;
8. Evaluates the effectiveness of library services and programs in meeting community needs; maintains effective relations with a variety of community organizations, groups and other individuals to promote positive public relations;
9. Recommends applications for funds from public and private agencies for Library programs;
10. Selects and trains assigned staff;
11. Plans and directs library building programs and consults with appropriate bodies on library contracts;

12. Interprets City policies and procedures to staff; responsible for morale, productivity and discipline of department staff;
13. Directs analytical and management studies; reviews reports of findings, alternatives and recommendations; monitors developments related to library operations, evaluates their impact and recommends improvements;
14. Performs related work as directed.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Public Library objectives, organization, program planning, systems development, and service delivery;
2. Administrative principles and methods, including goal setting, program and budget development, and work planning and organization;
3. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
4. Applicable laws and regulations.

Skill in:

1. Planning, organizing, administering, reviewing and evaluating the work of management, professional, and technical library staff;
2. Selecting, training, motivating, and evaluating departmental staff;
3. Developing, implementing, and interpreting goals, objectives, policies, procedures, work standards, and internal controls;
4. Preparing, administering and monitoring a sizable budget and anticipating budgetary needs, programs, and services;
5. Representing the Library Board of Trustees and the City effectively in meetings with individual citizens, citizen groups, and boards and commissions;
6. Exercising sound, independent judgment within established guidelines;
7. Preparing clear and concise reports, correspondence, and other written communications.

MINIMUM QUALIFICATIONS:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science or a closely related field and eight (8) years of management, supervisory or administrative experience which has included at least four (4) years of administration of library programs and services and four (4) years of supervising professional staff through subordinate supervisors. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

OTHER REQUIREMENTS

A valid California driver's license is desirable. Must be able to work evenings and weekends.