



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
May 11, 2016

AGENDA  
6:30 PM

Tarea Hall Pittman  
South Branch  
1901 RUSSELL STREET

## I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments
- C. Comments from Library Unions:
  - i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
  - ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
  - iii. Public Employees Union, LOCAL 1
- D. Comments from Board of Library Trustees

## II. CONSENT CALENDAR

*The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.*

- A. **Approve minutes of March 9, 2016 Regular Meeting**  
Recommendation: Approve the minutes of the March 9, 2016 Regular Meeting of the Board of Library Trustees.

## III. ACTION CALENDAR

- A. **Amend Contract: Universal Building Services** – Senior Maintenance Supervisor Walter Johnson  
Recommendation: Adopt a Resolution authorizing the Director of Library Services to execute a contract amendment with Universal Building Services (UBS) for janitorial services at all Berkeley Public Library locations effective July 1, 2016 through June 30, 2018 for another two years at an amount not to exceed \$225,000 annually and a total not to exceed of \$450,000 during the two years.
- B. **Approval of Board of Library Trustees Meeting Policy**– Chairperson Julie Holcomb, Board of Library Trustees  
Recommendation: Adopt a Resolution to approve the attached Board of Library Trustees Meetings Policy.

## IV. INFORMATION REPORTS

- A. **2016-18 Strategic Plan Update** – Interim Library Director Beth Pollard
- B. **Director of Library Services Recruitment Update** – Associate Human Resources Analyst July Cole
- C. **Monthly Library Operations Report** – Acting Deputy Director Sarah Dentan
- D. **Monthly Library Director's Report** – Interim Library Director Beth Pollard
- E. **Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

## V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, June 8, 2016 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

**VI. ADJOURNMENT**

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**Communication Access Information**

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please call at 981-6195 (V) or 981-6345 (TDD) at least three business days before the meeting date.

Please refrain from wearing scented products to this meeting.

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 May 6, 2016.

*//s//*

Beth Pollard, Interim 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.

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Berkeley Public Library Administration Office located at 2090 Kittredge Street, 3<sup>rd</sup> Floor Admin Wing, Berkeley, CA 94704.

Agendas and agenda reports may be accessed via the Internet at [www.berkeleypubliclibrary.org/about/board-library-trustees](http://www.berkeleypubliclibrary.org/about/board-library-trustees) and may be read at reference desks at the following locations:

- Central Library - 2090 Kittredge Street
- Claremont Branch – 2940 Benvenue
- West Branch – 1125 University
- North Branch – 1170 The Alameda
- South Branch – 1901 Russell

II Consent Calendar, Item A

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, March 9, 2016, 6:30 PM**

TAREA HALL PITTMAN SOUTH BRANCH – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Julie Holcomb	Winston Burton
Vice Chair Jim Novosel	Abigail Franklin
	Darryl Moore

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>*

**A. Call to Order: 6:32 PM**

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

Absent: None.

Also Present: Beth Pollard, Interim Director of Library Services; Sarah Dentan, Acting Deputy Director; Lucy Xie, Senior Management Analyst; Eve Franklin, Administrative Secretary.

**B. Public Comments: 5 speakers.**

**C. Report from Library employees and unions, discussion of staff issues**

1. **Andrea Mullarkey** - spoke regarding library operations.
2. **Debbie Carton** – spoke regarding call #'s on new books.

**D. Report from Board of Library Trustees**

1. **Trustee Burton** – spoke regarding interior memorial feature for Tarea Hall Pittman South Branch. Looking to doing something similar to Frances Albrier Community Center. Asking Community Members to provide any pictures or information they have on Tarea Hall Pittman.

**II. CONSENT CALENDAR**

Action: M/S/C Trustee Franklin / Trustee Moore to adopt Resolution # R16-008 to approve Consent Calendar items with corrections to the minutes of February 10, 2016 as provided.

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

Abstentions: None.

**A. Approve minutes of February 10, 2016 Regular Meeting**

Corrected version provided.

From: Interim Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the February 10, 2016 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Beth Pollard, Interim of Library Services

Action: Adopted Resolution # R16-009

**B. Accept and Appropriate Grant and Gift Funds in Support of Berkeley Public Library Programs**

From: Accounting Office Specialist III

Recommendation: Adopt a resolution to accept and appropriate grant funds from Pacific Library Partnership (PLP) in the amount of \$15,000 and a gift from community member Nicol Addison in the amount of \$700

Financial Implications: see report.

Contact: Raymond Westphal, Accounting Office Specialist III

Action: Adopted Resolution # R16-010

**III. ACTION CALENDAR**

**A. Measure FF Funds**

From: Senior Management Analyst

Recommendation: Adopt a resolution to transfer unused balance of Measure FF Branch Renovation Bond proceeds from Capital Project Fund 308 to Debt service Fund 714 upon completion of remaining projects.

Contact: Lucy Xie, Senior Management Analyst

Action: M/S/C Trustee Moore / Trustee Franklin to adopt Resolution # R16-011.

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

Abstentions: None.

**B. Central Library Improvement Project**

From: Interim Director of Library Services

Recommendation: Adopt a resolution approving an amendment to Fiscal Year 2017 Budget to authorize the expenditure of \$1.8 million from Fund 301 for construction of the Central Library Project.

Contact: Beth Pollard, Interim Director of Library Services

Action: M/S/C Trustee Novosel / Trustee Burton to adopt Resolution # R16-012.

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

Abstentions: None.

**C. All-Staff Development Day**

From: Interim Director of Library Services

Recommendation: Adopt a resolution to authorize the closure of the Central Library and all branch libraries on Friday, June 3, 2016 to allow adequate time for an All-Staff Development Day.

Action: M/S/C Trustee Franklin / Trustee Burton to adopt Resolution # R16-013.

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

Abstentions: None.

**IV. INFORMATION REPORTS**

**A. FY16 – 1st Half Budget Report -**

From: Senior Management Analyst

Contact: Lucy Xie, Senior Management Analyst

Action: Received.

**B. Library Operations**

Sarah Dentan provided a presentation (Attachment 1).

From: Acting Deputy Director of Library Services

Contact: Sarah Dentan, Acting Deputy Director of Library Services

Action: Received

**C. March 2015 Monthly Report from Library Director**

Beth Pollard reported a contract with a search firm for the Director of Library Services recruitment is imminent. Gift Funds have been allocated for the Tarea Hall Pittman exterior memorial feature. Friends

of the Berkeley Public Library will provide funding for related programs and the Berkeley Library Foundation will fund a celebration event.

From: Interim Director of Library Services

Contact: Beth Pollard, Interim Director of Library Services

Action: Received.

**D. Library Events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>**

From: Interim Director of Library Services

Contact: Beth Pollard, Interim Director of Library Services

Action: Received.

**V. AGENDA BUILDING**

- Strategic Plan Update (May 2016)

**VI. ADJOURNMENT**

**Adjourned at 7:40 PM.**

**COMMUNICATIONS:** none

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Library Operations Presentation - Sarah Dentan, Acting Deputy Director

# OPERATIONS REPORT FEBRUARY 2016

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BERKELEY PUBLIC LIBRARY BOARD OF TRUSTEES

MARCH 9, 2016

BY THE NUMBERS

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## FEBRUARY 2015 & 2016

	February 2015		February 2016	
Circulation	134,498		111,385	
Computer Usage	13,860		13,984	
Wireless Users	6,258		7,072	
Gate Count	88,514		128,904	
Information Requests	18,913		18,838	
	<b>Events</b>	<b>Attendees</b>	<b>Events</b>	<b>Attendees</b>
Library Programs	135	4,121	236	8,092
Outreach	22	401	143	4,931

## HIGHEST CIRCULATORS ADULT FICTION

1. **The Girl on the Train**, Paula Hawkins
2. **My Name is Lucy Barton**, Elizabeth Strout
3. **All the Light we Cannot See**, Anthony Doerr
4. **Go Set a Watchman**, Harper Lee
5. **X**, Sue Grafton
6. **The Girl in the Spider's Web**, David Lagercrantz
7. **Rogue Lawyer**, John Grisham
8. **The Goldfinch**, Donna Tartt
9. **A God in Ruins**, Kate Atkinson
10. **Career of Evil**, Robert Galbraith

## HIGHEST CIRCULATORS ADULT NONFICTION

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1. **When Breath Becomes Air**, Paul Kalanithi
2. **Being Mortal: Medicine and what Matters in the End**, Atul Gawande
3. **H is for Hawk**, Helen Macdonald
4. **Between the World and Me**, Ta-Nehisi Coates
5. **M Train**, Patti Smith
6. **The Life-Changing Magic of Tidying Up**, MarieKondō
7. **Modern Romance**, Aziz Ansari
8. **SPQR: A History of Ancient Rome**, Mary Beard
9. **On the Move**, Oliver Sacks
10. **My Life on the Road**, Gloria Steinem

## HIGHEST CIRCULATORS CHILDREN'S MATERIALS

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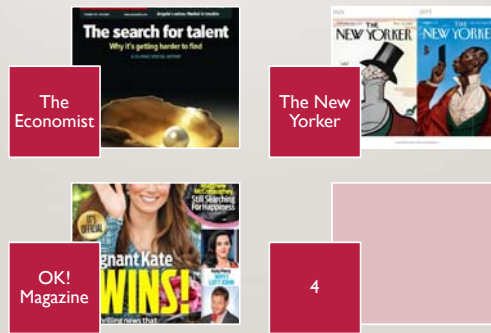
1. **Diary of a Wimpy Kid: Old School**, Jeff Kinney
2. **Harry Potter & the Sorcerer's Stone**, JK Rowling
3. **Kristy's Great Idea**, Raina Telgemeier *graphic novel*
4. **Waiting is not Easy!** Mo Willems *reader*
5. **Freight Train**, Donald Crews *picture book*
6. **I Broke my Trunk!** Mo Willems *reader*
7. **Secret Coders**, Gene Yang *graphic novel*
8. **Bear is Not Tired**, Ciara Gavin *picture book*
9. **Diary of a Wimpy Kid: The Long Haul**, Jeff Kinney
10. **The Sword of Summer**, Rick Riordan





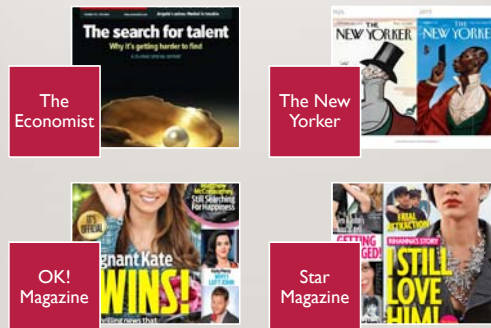
## HIGHEST CIRCULATORS E-MAGAZINES (ZINIO)

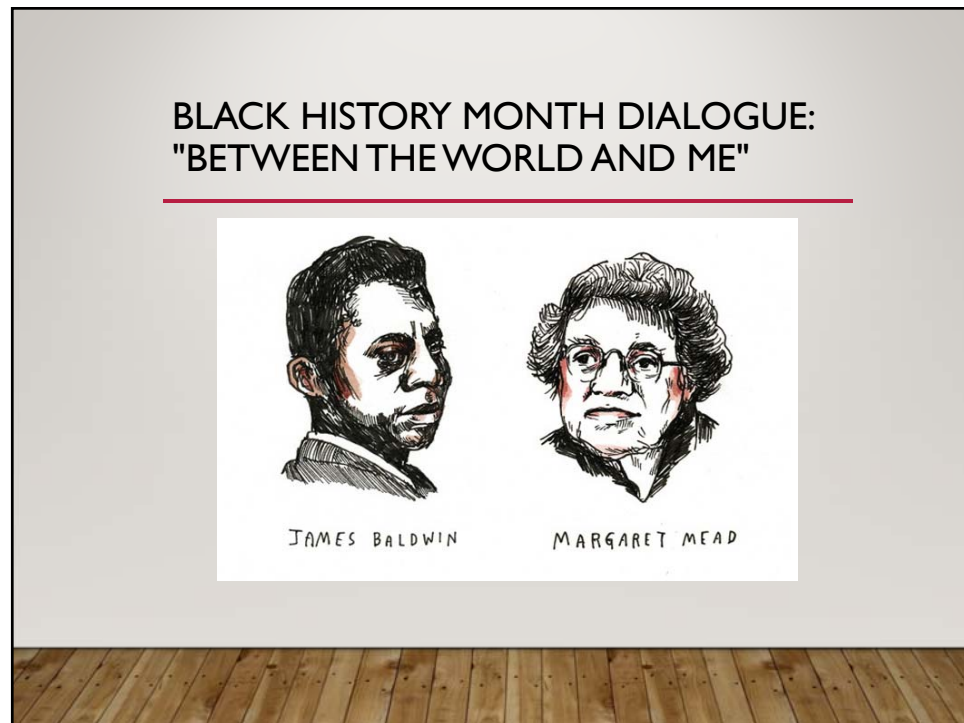
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## HIGHEST CIRCULATORS E-MAGAZINES (ZINIO)

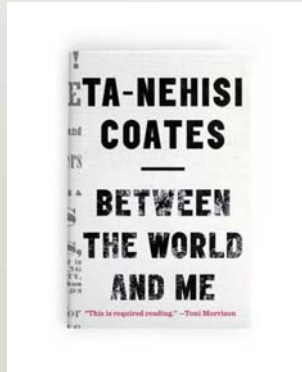
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## BLACK HISTORY MONTH DIALOGUE: "BETWEEN THE WORLD AND ME"

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## BLACK HISTORY MONTH PROGRAMMING

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- JazzArt @ North
- African Queens West African Dance Workshop @ Claremont
- Destiny Arts Hip Hop Dance Workshop @ South
- The Evolution of African-American Classical Music – Jazz @ Central
- Autris Paige in concert @ Central



## PROGRAMMING

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- New session of tutor training @ Berkeley READS
- Literature Circles @ King Middle School
- Maker Spaces & Craft Programs (all locations)
- What's Happening at Berkeley Rep? @ Central
- ESL Conversation Club @ West
- Poet Judy Bebeaar @ Claremont
- High-speed internet project completed

THANK YOU!

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**ACTION CALENDAR**

May 11, 2016

To: Board of Library Trustees  
From: Beth Pollard, Interim Director of Library Services  
Subject: Contract Amendment: Janitorial Services for Berkeley Public Library

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to execute a contract amendment with Universal Building Services (UBS) for janitorial services at all Berkeley Public Library locations effective July 1, 2016 through June 30, 2018 for another two years at an amount not to exceed \$225,000 annually and a total not to exceed of \$450,000 during the two years.

**FISCAL IMPACTS OF RECOMMENDATION**

The annual cost for janitorial services has been included in the proposed FY 2017 and FY 2018 budgets at \$200,000 and \$205,000, respectively in the budget code 301-9103-450-6020. What is more, the added new services for the janitorial service three hours a day, five days a week costs about \$20,000 a year. Library tax fund 301 will cover these costs.

**CURRENT SITUATION AND ITS EFFECTS**

Universal Building Services has been providing janitorial services to the Central Library and all branch locations since July 1, 2013 under the terms of a three-year contract (contract #9341) that provided for two consecutive 12-month option periods. With the expiration of this contract on June 30, 2016, a contract amendment is needed.

At the January 29, 2016 all-staff meeting, Library employees were asked for their ideas on improving safety and security. A popular suggestion that emerged was to add daytime janitorial hours that would help improve the condition of the patron restrooms and be available to provide other assistance as needed. Library management has identified funds in Fund 301 that can be allocated for this expansion of janitorial service and recommends it be added as part of exercising the option to renew the contract for two more years. The expansion of hours will allow mid-day janitorial service at Central Library Monday – Friday, and at the branches on the days they are open longer hours, which are Tuesdays and Wednesdays.

**BACKGROUND**

The Library partnered with the City to prepare the March 26, 2013 Request for Proposal release Specification No. 13-10735-C (Citywide Janitorial Services). Prior to 2008, the Library independently procured janitorial services, issuing its own RFP, selecting a vendor, and awarding a contract. However, in 2008 beginning with the search for a new janitorial vendor the Library and City decided to join efforts to better align the delivery of like services with a common vendor. The goal was to better rationalize the list of active service providers and to gain non-realized economies of scale. Nonetheless, the Library retains control of its vendor agreements as it continues to execute contracts separate from those of the City; thus, fully preserving the Board of Library Trustees' existing oversight responsibilities.

Request for Proposal release Specification No. 13-10735-C closed for bids on Tuesday, April 23, 2013. Seven bids were tendered and all were deemed qualified. The vendors soliciting bids were ABM Services, Allan

Bermudez Janitorial Service, First Building Maintenance, IMPEC Group, Pride Industries, Universal Building Maintenance, and Universal Building Services. An evaluating committee composed of City and Library staff reviewed each bid with Cost weighted at 40%, as well as scoring for Responsiveness, Experience and References, Quality Assurance, and Training and Safety. An initial cut based on Cost only was applied filtering out the four lowest respondents for further evaluation. The team considered each remaining bid based on the totality of the stated criteria, followed by each team member individually ranking the bid packages. Ranking scores were added up and divided by the number of team members to come up with a single final ranking order. Based upon a determination of the weighting of the comprehensiveness of services to scope and value provided, Universal Building Services was ranked first.

ENVIRONMENTAL SUSTAINABILITY

Effective with the new contract that commenced on July 1, 2013 the Library's Scope of Services section includes a Green Cleaning Policy that recognizes prior City environmental initiatives, as well as incorporates aspects of LEED Prerequisite 3, IEQ Credit 3.3, IEQ Credit 3.4, and IEQ Credit 3.5.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered. A contract amendment to exercise the option to extend the current contract is required based on the full expiration of the existing contract.

CONTACT PERSON

Beth Pollard, Interim Director of Library Services, Contact phone 510-981-6108

Attachments:

1: Resolution



**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R16-\_\_\_**

**CONTRACT AMENDMENT: JANITORIAL SERVICES FOR BERKELEY PUBLIC LIBRARY**

WHEREAS, Universal Building Services has been providing janitorial services to the Central Library and all branch locations since July 1, 2013 pursuant to Contract No. 9341 in the amount of \$630,000 that is set to expire on June 30, 2016 with an option to review for another two years; and

WHEREAS, The annual cost for janitorial services has been included in the proposed FY 2017 and FY 2018 budgets at \$200,000 and \$205,000, respectively in the budget code 301-9103-450-6020. What is more, the added new services for janitorial porter service 3 hours a day, five days a week costs approximately \$20,000 a year. Library tax fund 301 will cover these costs; and

WHEREAS, the janitorial services provided by Universal Building Services have been very responsive and timely; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to exercise the option to extend the contract with Universal Building Services for janitorial services effective July 1, 2016 through June 30, 2018 for an amount not to exceed \$225,000 annually and a total amount not to exceed \$450,000 during the two years and a total contract amount not to exceed \$1,080,000 for contract 9341.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 11, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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Beth Pollard, Interim Director of Library Services  
Serving as Secretary to the Board of Library Trustee



**ACTION CALENDAR**

May 11, 2016

To: Board of Library Trustees  
From: Julie Holcomb, Chairperson  
Subject: Approval of Board of Library Trustees Meeting Policy

**RECOMMENDATION**

Adopt a Resolution to approve the attached Board of Library Trustees Meetings Policy.

**FISCAL IMPACTS OF RECOMMENDATION**

There are no fiscal impacts.

**BACKGROUND**

The Brown Act, at Government Code Section 54950, et seq, specifies the rules under which public agencies hold open deliberations and takes open actions.

In compliance with the Brown Act, local boards must set aside time to hear from the public before or during consideration of an item. Section 54954.3(a) specifies the type of public comment provided for at regular and special meetings, with regular meetings allowing comment on matters within the subject matter jurisdiction of the body, and for special meeting on items on the agenda.

“Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body’s consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. ... Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.” (Govt Code Section 54954.3(a).)

In order to carry out the public comment process, the Brown Act allows local bodies to adopt “reasonable regulations”, which may include time limits for speakers or particular issues.

“The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. (Government Code Section 54954.3(b).)

The Board of Library Trustees (BOLT) does not currently utilize regulations to guide the public comment process. The proposed regulation draws from provisions in the City of Berkeley Commissioners’ Manual (Resolution No. 65,570-N.S.) and the Berkeley City Council Rules of Procedure and Order (Resolution No. 67,178- N.S.). The proposed Meeting Policy governs the public comment process and general issues of procedure and decorum at BOLT meetings.

Key provisions of the proposed Board of Library Trustees Meetings Policy include the following:

- Process for speaker cards

- Time limits on public comment
- Comments from union representatives
- Comments from Trustees
- Protocol and Decorum

**RATIONALE FOR RECOMMENDATION**

Adoption of the proposed Board of Library Trustees Meeting Policy will provide BOLT with rules to consistently and efficiently carry out the public comment process and to ensure that the meetings are run with a level of decorum that aids the Board of Library Trustees in carrying out its required business.

**CONTACT PERSON**

Julie Holcomb, Chairperson, Board of Library Trustees, 510-981-6195.

**Attachments:**

- 1: Resolution
- 2: Berkeley Board of Library Trustees Meeting Policy

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R16-\_\_\_**

WHEREAS, the Brown Act, at Government Code Section 54950, et seq, specifies the rules under which public agency holds open deliberations and takes open actions; and

WHEREAS, in compliance with the Brown Act, local boards must set aside time to hear from the public before or during consideration of an item. Government Code Section 54954.3(a) specifies the public comment process at regular and special meetings, with regular meetings allowing comment on matters within the subject matter jurisdiction of the body, and special meetings on items on the agenda; and

WHEREAS, in order to carry out the public comment process, the Brown Act allows local bodies to adopt “reasonable regulations”, which may include time limits for speakers or particular issues; and

WHEREAS, the Board of Library Trustees (BOLT) does not currently utilize rules of procedure to help carry out the public comment process and aid the BOLT in carrying out its required business; and

WHEREAS, key provisions of the proposed Rules include the following: process for speaker cards, time limits on public comment, comments from union representatives, comments from Trustees, and protocol and decorum.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a resolution to approve the attached Board of Library Trustees Meeting Policy.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, May 11, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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Beth Pollard, Interim Director of Library Services  
Serving as Secretary to the Board of Library Trustee

**BERKELEY PUBLIC LIBRARY  
POLICIES**

ORIGINAL DATE:	05/11/2016
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

**SUBJECT: Board of Library Trustees (BOLT)  
Meeting Policy**

**A. Public Comment**

Any member of the public or Library staff may address BOLT during the period set aside on the meeting agenda for “Public Comment”. At a regular BOLT meeting, any topic pertaining to Library business may be addressed; however at a Special Meeting of BOLT, public comment is limited to items listed on the agenda.

BOLT may not discuss or take action on an issue raised during public comment. However, any BOLT member may ask a brief clarifying question or may refer a matter raised in public comment to the BOLT Secretary for follow-up or reporting back at a future date.

**1. Speaker Cards**

Persons wishing to speak need to submit a speaker card. Persons submitting speaker cards are not required to list their name, however they must list some identifying information or alternate name in order to be called to speak. Speaker cards will not be accepted after Public Comment has begun.

**2. Time Allotment for Public Comment**

Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker’s cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.

**3. Ceding Time during Public Comment**

When up to 10 people wish to speak, and therefore the time limit per speaker is 3 minutes, one person may cede time to another for a total of 6 minutes of speaking time for that individual. When the time limit is 2 minutes, up to 2 people may cede their time to a third individual, for a total of 6 minutes for that speaker. When the time limit is 1 minute, up to three people may cede their time to a fourth person, giving that speaker a total of 4 minutes.

When an individual is called to speak, that person may cede their time to another person who has filled out a speaker’s card, but has not yet been called to speak. An individual whose name has not yet been called may cede time to an individual whose name has just been called to speak. Time may not be ceded to an unspecified individual, an individual who has not filled out a speaker’s card, an individual who has already spoken, or an individual who has already received the maximum amount of ceded time.

**B. Comment from Library Unions**

For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a time limit of 5 minutes per union. The order in which representatives of the three unions will speak will be listed on the agenda and rotated at consecutive meetings. The time allotment for union comment will not be diminished in the event of large numbers of speakers present for public comment, and cannot be ceded from one union to another.

**C. Comment from Board Trustees**

Time will be set aside on the agenda for brief comments and announcements from BOLT Trustees. BOLT Trustees may not engage in discussion of items raised during the Trustee Comment period but may make a referral to the BOLT Secretary of an item for follow up or for reporting back at a future date.

**D. Order and Decorum**

**1. Presiding Officer**

The Presiding Officer has the affirmative duty to maintain order. The BOLT will honor the role of the Presiding Officer in maintaining order.

**2. Trustee Conduct.**

While the BOLT is in session, the Trustees will practice civility and decorum in their discussions and debate. BOLT Trustees will value each other’s time and will preserve order and decorum. A Trustee shall not delay or interrupt the proceedings of the BOLT, use personal, impertinent or slanderous remarks, or disturb any other member while that member is speaking, or refuse to obey the orders of the Presiding Officer or the BOLT.

All Trustees have the opportunity to speak and agree to disagree but no Trustee shall speak twice on any given subject unless all other Trustees have been given the opportunity to speak. All Trustee remarks shall be addressed to the BOLT as a body and not to any member thereof. No question shall be asked of or by a BOLT Trustee except through the Presiding Officer.

**3. Conduct of Public in Attendance**

Persons attending the meeting shall observe the rules and procedures of the BOLT and shall not disrupt Trustee business, for example: by shouting, making disruptive noises, such as boos or hisses; creating or participating in a physical disturbance; speaking out of turn or in violation of the BOLT’s procedures or rules; preventing or attempting to prevent others who have the floor from speaking; preventing others from observing the meeting; entering into or remaining in an area of the meeting room that is not open to the public; or approaching the BOLT table without consent. Any message to or contact with any member of the BOLT while it is in session shall be through the Board Secretary.

Members of the public who do not follow the rules for decorum may be asked to leave the meeting. If a member of the public creates a significant physical disruption to the conduct of the meeting or acts in a threatening manner toward another member of the public, staff, or BOLT Trustee, law enforcement personnel may be called to remove the individual from the premises.

<b>Reviewed by:</b>	_____	_____
	Interim Director of Library Services	Date
<b>Approved by:</b>	_____	_____
	Chair, Board of Library Trustees	Date



**Information Reports**

May 11, 2016

**TO:** Board of Library Trustees  
**FROM:** Beth Pollard, Interim Library Director  
**SUBJECT:** BERKELEY PUBLIC LIBRARY FY 16-18 STRATEGIC PLAN – MAY 2016 UPDATE

**RECOMMENDATION**

Receive informational presentation on progress of the fiscal years 2106-18 Strategic Plan.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

On May 28, 2015, the Board of Library Trustees approved a three-year Strategic Plan covering the fiscal years 2015-16 through 2017-18. Approval of the plan was the culmination of two years of extensive outreach into the community by a wide range of Library staff members to identify key community challenges and key library opportunities. An overarching vision and goal for the Library over the next three years emerged as “Building Community through Collaboration and Conversations.” Key strategies were identified to inform the Library’s direction in realizing its vision and meeting its goals over the next three years, with focus on literacy, operational efficiencies, marketing, partnerships, and technology. A number of activities were named as potential means of furthering the strategies towards meeting the plan’s vision and goals.

**CURRENT SITUATION AND ITS EFFECTS**

This is the second progress update to the Board on the status of the Library activities in line with the Strategic Plan and its vision, goals, and strategies. The first update was presented to the Board at its meeting of January 13, 2016. This update encompasses those activities set forth in the plan to move forward in the period of time up to May, 2016.

The plan was ambitious in its projected timelines; nevertheless, staff has made strides in and/or fully accomplished the expectations as outlined. The attached presentation notes the activity projected in the plan, progress to date, and work going forward.

**FURTHER ACTION**

None.

Attachments:

1. Berkeley Public Library FY 16-18 Strategic Plan – May 2016 Update
2. Berkeley Public Library FY 16-18 Strategic Plan approved May 28, 2105



# STRATEGIC PLAN

Community-Collaboration-Conversations

May 2016 Update

## Literacy

Bolster LITERACY in all its forms to bridge the achievement gap

### Strategies:

- Develop dynamic services, programs and collections that meet individuals' and community needs and interests
- Develop strategies and services to support curriculum, educational preparedness and literacies for all generations

## How are we doing?

Provide Tutor.com to our community to support City of Berkeley's 20/20 Vision	Completed 3 months ahead of schedule. Not user-friendly, low usage, staff recommend discontinue and rely on programming, staff & electronic resources.
Update Collection Development Policy and library practice to reflect library's goal of responsive collections	Policy updated in FY15, operational changes effective FY16, Collection Advisory Team started Feb 2016 with review of magazines and databases. Collection Services manual is being created.
Support City of Berkeley's 20/20 Vision by providing college and career readiness	Relevant information included in monthly Teen newsletter, staff provides trainings for teachers. Teen Librarians providing SAT training & career exploration with teachers
Support City of Berkeley's 20/20 Vision by having Teen Advisory Groups in place at each library location	Completed
Develop trained volunteer program to enhance early literacy skills at local preschools and daycares	Grant funding received through Berkeley Public Library Foundation for Berkeley Builds Readers. Training materials finalized Spring 2016. Partnering with Builds for adult literacy

## How are we doing?

Pilot a book vending machine at a Berkeley preschool	Will review feasibility of project for FY2018
Together with local schools, create curated book lists	Actively participating with local schools
Develop and focus digital and streaming collections for youth	Created Teen and Children's Reading Rooms on Overdrive, created Children's emagazine collection, revised eLibrary to highlight Teen and Children's materials, increased materials in Overdrive for youth. Adding Global World Warrior, and Hoopla for e-books & streaming
Expand Books by Mail	Exploring avenues to increase reach of program
Expand shelf ready processing and Lucky Day offerings	Updating shelf ready and in-house processing for increased efficiency for print and media
Develop a series of inter-generational STEM programs in partnership with local organizations	Partnering with <i>Cornerstones of Science</i> via the Berkeley Public Library Foundation to develop programs supporting STEM literacy for all ages. Initial meetings began spring 2016, development plan completed Fall 2016.

## Operational Efficiencies

Foster a culture of flexibility by optimizing OPERATIONAL EFFICIENCIES

Strategies:

- Be progressive, responsible, responsive and welcoming
- Be a central hub for congregation, shared experiences and innovation

## How are we doing?

Evaluate systems, processes and service models in all divisions with goals of streamlining workflow, improving services and increasing responsiveness to community needs

Revised project teams in Children's Services, Collection Development and creation of Collection Advisory Team in January 2016

Facilitate communication at all organizational levels

State-of-the-art Intranet that is participatory and interactive will launch in June 2016 -will expand & enhance communication; Adopted communications standards recommended by task force for monthly branch/dept meetings, minutes, daily email access for all employees, etc.

## How are we doing?

Develop and implement staff improvement plan, inclusive of All Staff Day	Each employee is scheduled to receive annual performance review which includes development plan. All Staff Day proposed for June 3, 2016. Library, City of Berkeley & external trainings are offered weekly
Create Human Resources Corner on Intranet	Will launch with Intranet, June 2016
Identify and prioritize capital improvements: Central Teen Room and internal improvements	Construction drawings underway for Central Teen Room, Reference Room, and other improvements; estimated construction start in first quarter 2017. Ergonomic & workflow furniture and space updates in IT and Tech Services in Summer 2016

Develop and train staff on customer service standards Staff required to attend four trainings annually	BPL and COB trainings are regularly promoted in Library News and staff meetings. Staff are actively enrolling
Implement recommendations of the Safety Audit report	Audit complete, BOLT approved updated Behavior Guidelines. Active shooter training conducted; safety & security ideas from all-staff meeting prioritized for training and implementation. More training in summer 2016
Develop annual system-wide programming to reflect City's cultural diversity	Calendar completed, programming implemented. Marketing, collection tie-in and promotions in progress

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Maintain balanced biennial budget, reserves, and illustrate stakeholders' rate of return (ROI)

Budget in balance, with reserves. ROI project to be considered in 2017 or 2018

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Explore ways to increase energy savings & sustainability and educate public on Library's "green" practices

As a NetZeroEnergy building that in April was awarded LEED Platinum status and national American Architects Association COTE award, West Branch is an active education model for the public. Library system recognized by EBMUD for water savings

## Marketing

Raise awareness of the Library through MARKETING

Strategies:

- Promote the Library's value to our community
- Promote Library programs, services and collections to raise the Library's profile

## How are we doing?

Develop outcome measures and evaluation tools to assess programs	Systemwide statistical reporting structure in place, also moving towards implementing PLA's Project Outcome tool
Develop a comprehensive marketing plan	Three monthly library newsletters in place, regular social media posts by staff. All-staff marketing brainstorming conducted April 29. Comprehensive plan awaiting new Library Director
Brand and market programs on an annual schedule	Annual calendar now in place, have completed some coordinated promotions
Promote Library's free meeting spaces for community groups,	Currently promoted on Library website, very well used by community – little capacity for additional growth
Develop Early Literacy webpage for community	Exploring options for implementation

## Partnerships

Leverage resources through PARTNERSHIPS

### Strategies:

- Construct partnerships to offer inspired services, programs and collections of interest to all generations of users
- Construct partnerships to connect people to services and information

## How are we doing?

Establish annual outreach schedule for City events	Library programming is scheduled monthly, outreach events are calendar. Library On Wheels and storytimes are popular and requested for outreach events
Reestablish Berkeley History Room hours	Currently examining options for staffing within budget
Work with Berkeley history partners to create systemwide programming	Library is reaching out to local organizations to develop leads for programming.
Provide tools for local organizations to network	Library actively participates in COB Homeless Task Force. Relaunched Berkeley Information Network. Social services providers to begin hours for patrons at Central in Summer 2016.
Develop Tool Lending Library workshops and classes together with local organizations and businesses	Outreach programming occurring

## How are we doing?

Develop Chromebook pilot program with BHS	Explore options to implement during 2016-17 school year
Encourage staff to actively participate in local organizations and civic groups	Explore options for membership-based groups in 2017, after hire of Library Director
Create History Room Development plan to include preservation, curation and digitization plans	BHS yearbook digitization project near completion; History Room plan under development.
Develop a plan together with local language service providers to provide needed services	Explore for implementation in FY17; English conversation group implemented at West Branch; online ESL learning options highlighted; promote use of AT&T language translation services

## Technology

Use TECHNOLOGY to strengthen digital presence and bridge digital divide

Strategies:

- Connect people and services creatively through free access to information and resources
- Connect people to services and information through technology as a social equalizer

## How are we doing?

Develop internal and public tech-related trainings	Internal trainings offered by Library and COB, to be included also in Tech Plan. External training & conferences also offered
Increase bandwidth for staff and patrons	CENIC 1GB adoption effective November 2015, branches adopted CENIC effective March 2016
Conduct technology needs assessment to draft 3 year technology plan	Review by staff and managers Summer 2016, tentative date for Tech Plan submittal to BOLT by Fall 2016
Establish monthly computer classes at branches	Will explore after approval of Tech Plan and establishing plan for staffing classes
Revamp access to digital content and mobile devices	All locations circulating laptops in-house, Central is also circulating ipads in-house; exploring sharing digital content on mobile devices



## Conclusion

How did we do?

- Progress in all strategic areas
- Work ongoing

Community

Collaboration

Conversation



Thank you



**INFORMATION REPORTS**

May 11, 2016

To: Board of Library Trustees  
From: July Cole, Associate Human Resources Analyst  
Subject: Director of Library Services Recruitment Update

**INTRODUCTION**

The search for a new Director of Library Services is officially underway. The Hawkins Company has been selected as the Library's search firm to assist in the nationwide recruitment for the new Library Director. The Hawkins Company is a full-service executive search firm with offices in Northern California and Southern California. Established in 1984, the firm has conducted over 700 executive searches for public and private sector clients. The Hawkins Company has a core expertise in library recruitments. The firm has completed library director and other key administrative recruitments for major urban librarians including: Alameda County, Oakland, Sacramento, Inglewood, Los Angeles, and most recently the Deputy City Librarian for San Francisco Public Library to name a few. Brett Byers is the Managing Director with the Hawkins Company and she will serve as the principal recruiter for this project.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

The Director of Library Services position has been vacant since September 8, 2015. The position is being filled on an interim basis by Beth Pollard, pending hiring by BOLT of a permanent director. The Library is using the services of a recruitment firm to help publicize the vacancy, recruit potential candidates, and provide professional assistance for the selection process.

**CURRENT SITUATION AND ITS EFFECTS**

Brett Byers met with a variety of stakeholders the week of April 25, 2016. Ms. Byers had conversations with Trustees, community leaders, retired librarians, staff, management, union representatives as well as the Berkeley Public Library Foundation and Friends of the Library to hear their input and perspective regarding the director search. In the upcoming week, an online survey will be made available for staff to submit their input. The information gathered from these conversations and the survey will be used to develop the recruitment materials and shape the focus of the search process. It is anticipated that the nationwide search will open in the first part of June 2016. The application period for perspective applicants will be a minimum of six weeks. The interview and selection phase of the recruitment process will likely occur late July 2016/early August 2016.

FURTHER ACTION

No action required.

CONTACT PERSON

July Cole, Associate Human Resources Analyst, Library, (510) 981-6105



**INFORMATION CALENDAR**  
May 11, 2016

**TO:** BOARD OF LIBRARY TRUSTEES  
**FROM:** BETH POLLARD, INTERIM DIRECTOR OF LIBRARY SERVICES  
**SUBJECT:** MAY 2016 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

**INTRODUCTION**

Every month the Director of Library Services gives the Board a report on Library activities and updates from the previous month.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**WEST BRANCH ENVIRONMENTAL LEADERSHIP & RECOGNITION**

The West Branch of the Berkeley Public Library has been awarded LEED Platinum status. It is the first City of Berkeley-owned building to be designated this highest status in sustainable building. Also this past month the West Branch was awarded the American Institute for Architects' COTE award, one of only ten nationally, for its environmentally sustainable design. Plaques informing the community about these awards will be placed at the branch. These awards are in addition to its recognition as a ZeroNet Energy building – meaning it produces more energy than it uses. West Branch has been receiving visitors interested in its design and operation elements, and consequently serves as an educational vehicle for sustainable approaches not just for libraries but other buildings as well.

**ELECTRIC VEHICLE CHARGING STATION – WEST BRANCH**

West Branch and facilities staff are working with City of Berkeley staff to establish Berkeley's first on-street electric vehicle charging station in front of the branch on University Avenue. A grant from California Energy Commission to support the Bay Area Charge Ahead Program will cover some of the costs, with the remainder to be allocated out of the Library's Measure FF. It will be several months before installation takes place, once the details and permits have been resolved.

**OTHER UPDATES**

Other items that would be covered in the Director's report are contained in the agenda item on the Strategic Plan update.

## COLLECTION DEVELOPMENT

At the last Board meeting, Trustees asked for an information report on collection development to be incorporated into the next Library Director's report.

Collection Development Policy:

Selection of all materials is guided by the BOLT approved Collection Development Policy. ([Read it in its entirety here](#)) . The policy states support for the Library's mission through a collection that is:

- Relevant
- Engaging
- Appealing

Under Responsibility for Selection and Maintenance of the Collection, the policy states: "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."

Procedure:

Rather than each location ordering materials, and rather than purchasing orders taking place by multiple Librarians, the Library has set up a system through which ordering takes place by designated Librarians. Any and all staff may suggest materials for purchase and the vast majority are acquired unless they are not available, are out of date, or are prohibitively expensive. Some materials are not available to the Library unless or until they have cleared City of Berkeley purchasing requirements; staff members can propose a vendor be added. Librarians with special interests or areas of knowledge can suggest acquisition or replacement of materials.

Channels for all Librarians and other staff input into the collection include:

- All staff have access to the *Staff Suggestions and Replacements* web form. Through this form, staff can specify new titles, replacement titles, or subjects that generally need more materials. Here they can also view what materials have been requested by other staff members. Materials are ordered monthly, with special lists to meet immediate demands weekly. In addition to those ordered by the selectors described below and those on standing orders lists (e.g. specific authors, series, etc.), staff suggestions by the numbers in the month of March yielded this data:

260 items were suggested by staff, in the following material types:

- 107 Adult – 41%
- 16 Graphic Novels – 6%
- 134 Juvenile – 52%
- 3 Teen – 1%

Of the 260 suggestions:

150 (58%) were for replacement of materials

110 (42%) were for new items:

- Books: 215
- CD's: 24
- DVD's: 9
- Board books: 8
- Audiobooks: 3

A close-up look at Adult materials yielded the following approximate breakdown:

- 85% were purchased
- 5% were out of print or not available to purchase
- 3% were already in the collection
- 3% were already set to be purchased
- 2% were available in Link+
- 1% were sent to the Library's specific language selector
- 1% were not specific titles, but a general topic

A new channel is being developed with an eye towards improving communication between and among Librarians and Collection Services. Together with selectors, the Collection team is formalizing a process in which staff are encouraged to add their replacement and suggestions for purchase directly into a Baker & Taylor cart. This service should be effective at the beginning of FY17.

Other channels for Librarian and other staff input into the collection include:

- Staff have access to reviews and book availability information through Library book vendor "Baker & Taylor's online portal, and via the variety of library, publishing and professional journals that the library provides to staff.
- Staff from various classifications and locations participate on the Collection Advisory Team to support and market the larger collection. The Team is starting with review of the magazine collection.
- Collection services staff are available in person, phone or via email and/or to attend staff/unit meetings to address questions and provide support to public service staff.
- Staff are invited to:
  - receive support for programming and content needs from Collection Services
  - review databases and provide feedback
  - share feedback and make suggestions about collection development processes
  - access regular in-person and web-based trainings on services and products
  - access professional reviews and other journals

A full time MLIS accredited librarian oversees and manages adult materials collections and selection, with heavy input from staff. This selector position monitors and evaluates usage and trends, orders high-demand print, 'e', music and film materials.

A full time MLIS accredited librarian allocates 50% of their work week (20hrs) to the selections of children's print, 'e', and media materials with input from staff. This selector position

monitors and evaluates usage and trends, responsively selects accordingly. The monthly meeting of children's librarians includes time to discuss books, provide collection feedback and make collection suggestions.

A full time MLIS accredited librarian allocates 50% of their work week (20hrs) to the selections of teen print, 'e', and media materials. Together with another full time MLIS accredited librarian, this selector position also selects graphic novels for all ages. There is a monthly meeting of teen librarians that presents another opportunity for teen librarians to make and discuss collection suggestions.

Foreign language materials are selected and ordered by adult and children's services librarians. Collection Development is working on creating an additional and more streamlined means for staff to request materials by creating "carts" on the Baker & Taylor access portal in which any Librarian could place a requested material and through which they could also view other requested materials. There would be distinct carts for adult, teen, and children.

Berkeley Public Library Librarians generally are assigned to spend about one half of their time at the public service desk, and one half of their time involved in other activities; these other activities may include story time, interactive programs, outreach, email, Library committee work and other meetings, as well as reading reviews and/or perusing potential and current Library materials.

Members of the public can suggest acquisition of materials either online or via paper form available in each of the libraries.

Selection criteria:

In addition to materials and resources identified by staff as well as patrons, Collection Development librarians, using available collection tools and knowledge of community trends, select and evaluate materials and resources for the collection in accordance with the collection development policy. Special consideration is given for materials that are uniquely popular to Berkeley residents, such as local history or authors. Gifts, purchases and e-resources also are selected for the collection using the same criteria:

- Popular demand
- Currency of material
- Condition of material (format)
- Relationship to existing material in collection
- Accuracy and depth of content
- Cost and availability
- Reputation and authority of author, artist, producer or publisher
- Material's contribution to a diversity of viewpoints

Collection Maintenance:

Branch Librarians continue to review their collections on an ongoing basis. At Central, Adult Services Librarians just completed reviewing the adult materials in the 900 (non-fiction) range by the following method: Collection Services provided titles of materials that have not circulated in three years, Circulation Services pulled the books for manual review by Adult Services Librarians, and Adult Services Librarians reviewed the pulled books for retention relevance according to the evaluation criteria in BOLT's collection development policy, and selected books to remain in the collection. With the completion of the 900's in Central, new areas will be identified and undergo a similar procedure.