



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
June 8, 2016

AGENDA
5:00 PM

Tarea Hall Pittman
South Branch
1901 RUSSELL STREET

I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments (limited to agenda items)

II. CLOSED CALENDAR

- A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957
Title: Acting Director of Library Services

III. ACTION CALENDAR

- A. Public Reports of actions taken pursuant to Government Code Section 54957.1.
- B. Resolution setting the salary for Acting Director of Library Services
Recommendation: Approve resolution setting the salary for Acting Director of Library Services within the salary range for Director of Library Services

I. ADJOURNMENT



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 June 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, 3rd Floor Admin Wing, Berkeley, CA 94704.

Agendas and agenda reports may be accessed via the Internet at 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



ACTION CALENDAR

June 8, 2016

TO: Board of Library Trustees
FROM: Beth Pollard, Interim Director of Library Services
SUBJECT: RESOLUTION ESTABLISHING A SALARY FOR ACTING DIRECTOR OF LIBRARY SERVICES

RECOMMENDATION

Adopt a resolution setting the salary for Acting Director of Library Services.

FISCAL IMPACT

The salary and benefits for the Director of Library Services are included in the Fiscal Year 2017 Library budget. The position is paid from the following account: General Fund 301-9101-450-1101.

BACKGROUND

Effective November 9, 2015, the Board of Library Trustees appointed me as Interim Director of Library Services to serve while the Library developed its recruitment for a permanent Director. The anticipated time period for the interim appointment was approximately six months.

The recruitment for the Director is currently underway, with appointment to the position anticipated to take place this summer. As the interim period has now approached seven months, my time commitment for interim director services is coming to a close. My last official day will be June 18, 2016.

CURRENT SITUATION AND ITS EFFECTS

A special meeting of the Board of Trustees to consider the public employee appointment of Acting Director of Library Services is scheduled for June 8, 2016 at 5:00 p.m. Following the opportunity for public comment, the Board will convene in closed session. Following the closed session, the Board will announce any action taken regarding such appointment. If the Board has made an appointment to the position of Acting Director of Library Services, the Board would then take action to set a salary for the Acting Director by resolution.

The appropriate salary range within which to set the salary for the Acting Director is the current salary range for Director of Library Services, which is between \$11,887 and \$16,341 monthly.

Provisional, promotional, temporary to career and transfer appointments are placed in the appropriate salary step consistent with the Personnel Rules and Regulations.

The attached resolution places the monthly salary for Acting Director at \$12,481, which is five percent above the bottom of the salary range for Director of Library Services. The Board may set the salary anywhere within the above stated range for Director of Library Services.

FURTHER ACTION

None.

Attachments:

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

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R16-___

SETTING THE SALARY FOR ACTING DIRECTOR OF LIBRARY SERVICES

WHEREAS, Beth Pollard was appointed Interim Director of the Berkeley Public Library by the Board of Library Trustees, effective November 9, 2015; and

WHEREAS, Ms. Pollard will be leaving the interim Director position effective June 18, 2016; and

WHEREAS, the Board of Library Trustees held a duly noticed special meeting to consider appointment of an Acting Director of Library Services; and

WHEREAS, provisional, promotional, temporary to career and transfer appointments are placed in the appropriate salary step consistent with City of Berkeley Personnel Rules and Regulations; and

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

\$11,887 to \$16,341 monthly

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that \$12,481 be set as the salary for the Acting Director of Library Services, effective June 19, 2016.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on June 8, 2016 the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

Beth Pollard, Interim 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

SALARY RANGE

\$68.58 - \$94.28 Hourly
 \$5,486.31 - \$7,542.00 Biweekly
 \$11,887.00 - \$16,341.00 Monthly
 \$142,644.00 - \$196,092.00 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.