



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
July 20, 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. Public Employees Union, LOCAL 1
 - ii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
 - iii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- 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 June 8, 2016 Special Meeting**
Recommendation: Approve the minutes of the June 8, 2016 Special Meeting of the Board of Library Trustees.
- B. **Approve minutes of June 8, 2016 Regular Meeting**
Recommendation: Approve the minutes of the June 8, 2016 Regular Meeting of the Board of Library Trustees.
- C. **FY 2016 Annual Gift Report** – Dennis Dang, Administrative and Fiscal Services Manager
Recommendation: Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2016 as mandated by CC Resolution No. 65,444-N.S.
- D. **Designation of Director of Human Resources as Alternate Discipline Appeal Officer** – Sarah Dentan
Recommendation: Adopt a Resolution designating the Director of Human Resources as alternate Discipline Appeal Officer when the Director of Library Services is unable to serve.

III. INFORMATION REPORTS

- A. **Hiring Update** – July Cole
- B. **Monthly Library Operations Report** – Acting Director Sarah Dentan
- C. **Monthly Library Director's Report** – Acting Director Sarah Dentan
- D. **Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

IV. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 14, 2016 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

V. 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 July 15, 2016.

//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.

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.

New Books?

1. Wendy Koran

BOLT Transparency and protection against retaliations

1. Andrea Segall

Form Letters

1. Sarah Dentan
2. Julie Holcomb
3. Julie Holcomb
4. Julie Holcomb

Librarian

1. Wen-Chin Chen

Private Information for BOLT

1. Tom Dufour

Save Our Berkeley Library

1. Laura K. Fujii

Question about disabilities information and resources

1. Jasmine Parker

Library Staff - Berkeley Public Library

1. dssmith3@att.net

Harassment of Library Workers

1. Sheila Goldmacher

Berkeley Public Library employee policy and various matters

1. Cecile Pineda

DVDs

1. Thomas Lynch

Attacking Librarians

1. Thomas Lynch

New post on addiction and suicide, please share

1. Paul

June Events & Minimum Wage Compromise

1. Worthington, Kriss
- Library Whistleblowers: COMMEND them don't condemn them
1. Nathan Dahl
 2. Nathanie Rugh
 3. Daniel Baptista
 4. Jianye He
 5. Carol Kelly
 6. Sonmez Sahutoglu
 7. John Guo
 8. Cheryl Davila
 9. Joe Como
 10. Carol Ginsburg
 11. Elena Como
 12. David Hill
 13. Anna Yeung
 14. Yingssu Tsai
 15. Nancy Bartell
 16. Steve Gilmartin
 17. Doris Tseng
 18. Mindy Stone
 19. Keith Barton
 20. Natasha Robinson
 21. Sarah Goldstein
 22. Dorothy Boylan
 23. Roger Herried
 24. Liana Kornfield
 25. Ilyana Landes
 26. Ying Lee
 27. Wendy Koran
 28. Elizabeth Wharton
 29. Thomas Lord
 30. Betsy Levine
 31. Laura Betts

- | | | | |
|-----|--------------------------|------|---------------------|
| 32. | Josephine | 86. | David Segall |
| 33. | Omara | 87. | Pat Mullan |
| 34. | Keith | 88. | Lucy Medrich |
| 35. | Hanna Kim | 89. | Mary Flanagan |
| 36. | Lenore Sheridan | 90. | June Sheffield |
| 37. | Jar Li | 91. | Nick Mastick |
| 38. | Michael Torres | 92. | Claire Schoen |
| 39. | Kimberly | 93. | Vanessa Hardy |
| 40. | Shih-Yin | 94. | Claire Carsman |
| 41. | Jason Wu | 95. | Robert Howard |
| 42. | Eric Svahn | 96. | Sarah Nelson |
| 43. | M. Nakamura | 97. | Jared Wood |
| 44. | Eleanor Walden | 98. | Barbara Bent |
| 45. | Shirley Brower | 99. | Barbara Bibel |
| 46. | Edith Hallberg | 100. | Barbara Hadenfeldt |
| 47. | Pete Goodeve | 101. | Tree Gelb Stuber |
| 48. | Vici Casana | 102. | Philip Scott |
| 49. | Dale Allen Boland | 103. | Michael Katz |
| 50. | Andrea V. Grimes | 104. | Evelyn Gahtan |
| 51. | Nick Mastick | 105. | Marge Sussman |
| 52. | Sarah Nelson | 106. | Margaret Wotkins |
| 53. | Deanne Stone | 107. | Helen R. Wheeler |
| 54. | Cynthia Hegedus | 108. | Claire Murphy |
| 55. | Charlene Woodcock | 109. | Claire Murphy |
| 56. | Sarah Kotzamani | 110. | Anat Silvera |
| 57. | Barbara Hamze | 111. | Cindy Shamban |
| 58. | Joan Sextro | 112. | Kristen Svetik |
| 59. | Tina Juarez | 113. | Cecile Pineda |
| 60. | Janet Perlman | 114. | Margaret Wilkinsohn |
| 61. | Dorothea Dorenz | 115. | Charlotte Shoemaker |
| 62. | Bonnie Hughes | 116. | Lucy Jane Bledsoe |
| 63. | Helen Wheeler | 117. | Carol Sawdey |
| 64. | Stephanie Thomas | 118. | Carol Sawdey |
| 65. | Nancy Gendel | 119. | Guy Wohlford |
| 66. | Pete Najarian | 120. | Janet Perlman |
| 67. | Karen Eisenstadt | 121. | Jane Scantlebury |
| 68. | Marilyn Simons | 122. | Peter Landsberger |
| 69. | Cathy Kuo | 123. | Ben Rosenthal |
| 70. | Sherry Wang | 124. | Isabella Radsma |
| 71. | Ruth Amernick | 125. | Bob Derbin |
| 72. | Bridget Boylan | 126. | Shirley Stuart |
| 73. | Cecile Pineda | 127. | Lois Yuen |
| 74. | Ned Bresnahan | 128. | Margaret Goodman |
| 75. | Mutsuo Kasai | 129. | Alia Mckean |
| 76. | Matsako Kasai | 130. | John Van Eyck |
| 77. | Jo Trotter | 131. | Deanne Stone |
| 78. | David Peattie | 132. | Dorothea Dorenz |
| 79. | Tanya Grove | 133. | Julie Silber |
| 80. | Laura Goodman | 134. | Phoebe Sorgen |
| 81. | Betsy and Harlley Mckean | 135. | Judith Perlin |
| 82. | Linh Nguyen | 136. | Gregory Scharpen |
| 83. | Elizabeth Vega | 137. | Katie Newman |
| 84. | Norman Johnson | 138. | Anne-Marie Miller |
| 85. | Carol Lashof | 139. | Roya Arasteh |

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



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, June 8, 2016, 5:00 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: 5:01 PM

Present: Trustees, Franklin, Holcomb, and Novosel.

Absent: Trustees Burton and Moore.

Also Present: Beth Pollard, Interim Director of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments: 0 speakers.

Adjourned to closed session at 5:03pm.

II. CLOSED SESSION

A. PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957

Title: Acting Director of Library Services

Called to Order at 5:10pm.

III. ACTION CALENDAR

A. Public Reports of actions taken pursuant to Government Code Section 54957.1.

Julie Holcomb reported the Board of Library Trustees had approved the appointment of Sarah Dentan as Acting Library Director starting June 19, 2016.

B. Approval of Board of Library Trustees Meeting Policy

From: Interim 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.

Financial Implications: See report.

Contact: Interim Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Novosel to adopt Resolution # R16-018.

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

Abstentions: None.

Action: Received.

Action: Received.

IV. ADJOURNMENT

Adjourned at 5:12 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of June 8, 2016 as approved by the Board of Library Trustees

//s// _____

Beth Pollard, Interim Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None.



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, June 8, 2016, 6:30 PM

TAREA HALL PITTMAN SOUTH BRANCH – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Julie Holcomb

Vice Chair Jim Novosel

Winston Burton

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: 6:30 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; Jay Dickinson, Circulation Services Manager; Eve Franklin, Administrative Secretary.

B. Public Comments: 9 speakers.

C. Comments from Library Unions:

1. **SEIU, LOCAL 1021 (Community Services and PTRLA Units)** - 2 speakers
2. **Public Employees Union, LOCAL 1** - 0 speakers
3. **SEIU, LOCAL 1021 (Maintenance and Clerical Units)** - 0 speakers

D. Comments from Board of Library Trustees

1. **Trustee Burton** – Asked people to stay to hear reports.
2. **Trustee Novosel** – Invited people to attend the upcoming Friends of the Library Annual Luncheon..
3. **Trustee Franklin** – Reported attending the ALA Annual Conference.
4. **Trustee Moore** – Reported the League of Women Voters of Berkeley Emeryville and Albany honored Charles Austin for his efforts to rename the South Branch in honor of Tarea Hall Pittman.
5. **Trustee Holcomb**: Thanked Beth Pollard for her service as Interim Library Director.

II. CONSENT CALENDAR

Action: M/S/C Trustee Franklin / Trustee Moore to approve Consent Calendar items as presented.

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

A. Approve minutes of May 11, 2016 Regular Meeting

From: Interim Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 11, 2016 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Beth Pollard, Interim Director of Library Services

Action: Adopted Resolution # R16-018

B. Amend Contract: Innovative Interfaces, Inc.

From: Information Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9354 with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services and products for the Library's integrated library system in an incremental amount of \$450,000 for a contracted value not-to-exceed \$1,050,000; and to amend the Contract's date of expiration to June 30, 2019 from June 30, 2016.

Financial Implications: See report.

Contact: Alicia Abramson ,Information Services Manager

Action: Adopted Resolution # R16-019.

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

C. Contract Amendment: No. 8658 Security Engineers, Inc.

From: Senior Management Analyst

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8658 with Security Engineers, Inc. to add fire service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental amount of \$20,000.00 for a contracted value not-to-exceed \$110,000.00; and to extend one more year for the contract, amending the Contract's date of expiration to June 30, 2017 from June 30, 2016.

Financial Implications: See report.

Contact: Lucy Xie, Senior Management Analyst

Action: Adopted Resolution # R16-020.

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

III. ACTION CALENDAR

A. Biennial Budget Update Fiscal Year 2017 – Senior Management Analyst Lucy Xie

From: Senior Management Analyst

Recommendation: Adopt a Resolution to approve the Biennial Budget update for FY 2017 for revenues of \$18,531,335 and expenditures of \$20,142,606.

Financial Implications: See report.

Contact: Lucy Xie, Senior Management Analyst

Action: M/S/C Trustee Franklin / Trustee Moore to adopt Resolution # R16-021.

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

B. Inventory of Library Materials – Interim Library Director Beth Pollard

From: Interim Library Director

Recommendation: Authorize staff to explore methods, timing, and costs to conduct an inventory of Berkeley Public Library materials.

Financial Implications: None.

Contact: Beth Pollard, Interim Library Director

Action: M/S/C Trustee Moore / Trustee Franklin to adopt Resolution # R16-022.

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

IV. INFORMATION REPORTS

A. 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

B. June 2016 Monthly Report from Library Director

From: Interim Director of Library Services

Contact: Beth Pollard, Interim Director of Library Services

Action: Received.

C. 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

VI. ADJOURNMENT

Adjourned at 8:04 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of June 8, 2016 as approved by the Board of Library Trustees

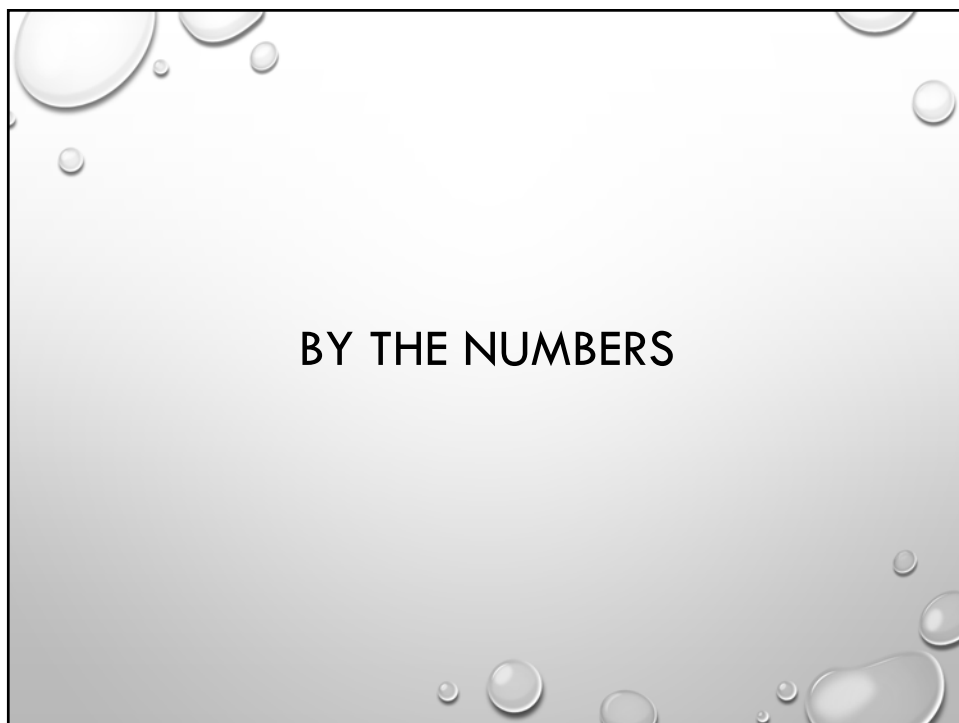
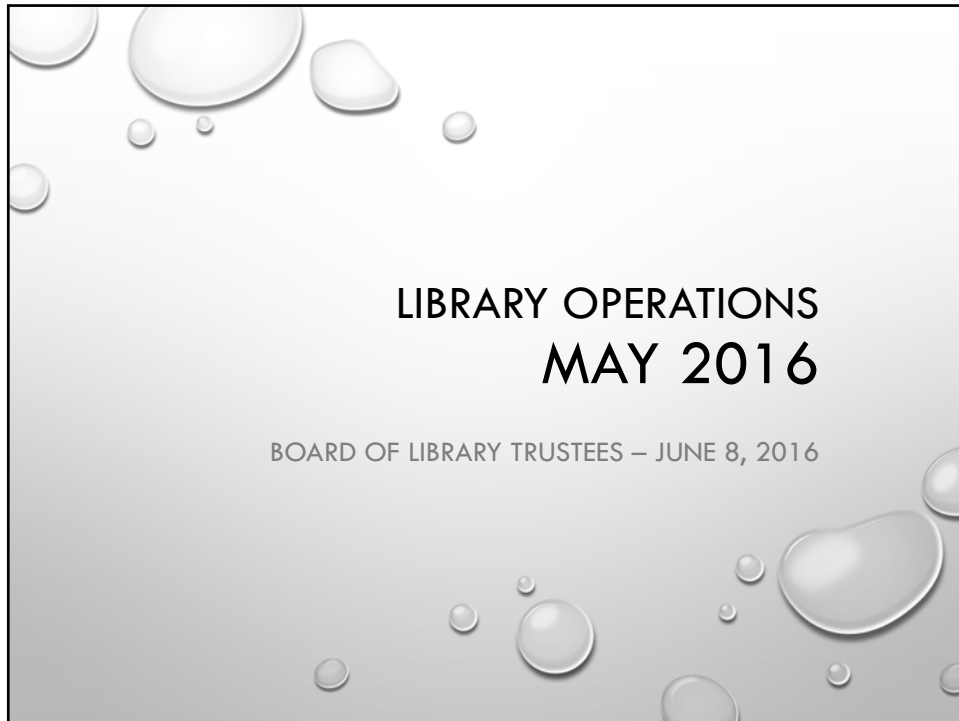
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Beth Pollard, Interim Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

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



	May 2015		May 2016	
Circulation	119,506		121,310	
Computer Usage	26,373		14,586	
Wireless Users	6,449		7,393	
Gate Count	61,762		123,231	
Information Requests	15,916		19,432	
	Events	Attendees	Events	Attendees
Library Programs	153	4,885	174	4,593
Outreach	48	1,613	74	1,854

HIGHEST CIRCULATORS ADULT FICTION - MAY

1. **ALL THE LIGHT WE CANNOT SEE**, ANTHONY DOERR
2. **THE GIRL ON THE TRAIN**, PAULA HAWKINS
3. **MY NAME IS LUCY BARTON**, ELIZABETH STOUT
4. **JOURNEY TO MUNICH**, JACQUELINE WINSPEAR
5. **FATES AND FURIES**, LAUREN GROFF
6. **THE CROSSING**, MICHAEL CONNELLY
7. **ROGUE LAWYER**, JOHN GRISHAM
8. **THE NEST**, CYNTHIA D'APRIX SWEENEY
9. **MY BRILLIANT FRIEND**, ELENA FERRANTE
10. **THE WATERS OF ETERNAL YOUTH**, DONNA LEON

HIGHEST CIRCULATORS ADULT NON-FICTION - MAY

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. **THE LIFE-CHANGING MAGIC OF TIDYING UP**, MARIE KONDO
6. **M TRAIN**, PATTI SMITH
7. **ON THE MOVE: A LIFE**, OLIVER SACKS
8. **MY LIFE ON THE ROAD**, GLORIA STEINEM
9. **MODERN ROMANCE**, AZIZ ANSARI
10. **GRATITUDE**, OLIVER SACKS

HIGHEST CIRCULATORS CHILDREN'S MATERIALS - MARCH

1. **I REALLY LIKE SLOP!** MO WILLEMS (READER)
2. **FIRELIGHT**, KAZU KIBUSHI (GRAPHIC NOVEL)
3. **HARRY POTTER AND THE SORCERER'S STONE**, JK ROWLING
4. **PIGS MAKE ME SNEEZE!** MO WILLEMS (READER)
5. **DIARY OF A WIMPY KID: OLD SCHOOL**, JEFF KINNEY
6. **ARE YOU READY TO PLAY OUTSIDE?** MO WILLEMS (READER)
7. **LISTEN TO MY TRUMPET!** MO WILLEMS (READER)
8. **WAITING IS NOT EASY!** MO WILLEMS (READER)
9. **WE ARE IN A BOOK!** MO WILLEMS (READER)
10. **THE STONEKEEPER**, KAZU KIBUSHI (GRAPHIC NOVEL)

TOOLS: RETURN ON INVESTMENT

- COST OF A HAND SNAKE \$70
- LIFETIME OF A HAND SNAKE 400 CIRCULATIONS
- SUCCESS RATE 70%
- ESTIMATED SUCCESSFUL USES 280
 - EST COST OF A PLUMBER VISIT \$1.50
- TOTAL AMOUNT SAVED OVER A HAND SNAKE LIFETIME?

TOOLS: RETURN ON INVESTMENT

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- LIFETIME OF A HAND SNAKE 400 CIRCULATIONS
- SUCCESS RATE 70%
- ESTIMATED SUCCESSFUL USES 280
 - EST COST OF A PLUMBER VISIT \$1.50
- TOTAL AMOUNT SAVED OVER A HAND SNAKE LIFETIME?

\$42,000



PROGRAMS

MAY, 2016



AUTHOR & LITERARY EVENTS

- ADAM HOCHSCHILD AND DREW DILLINGER, A CONVERSATION WITH SUSAN GRIFFIN (WORKS IN PROGRESS)
- RICK & WENDY WALLEIGH, *FROM SILICON VALLEY TO SWAZILAND*
- AYELET WALDMAN, *LOVE & TREASURE*
- KWAME ALEXANDER, *CROSSOVER; BOOKED*
- FREE COMIC BOOK DAY

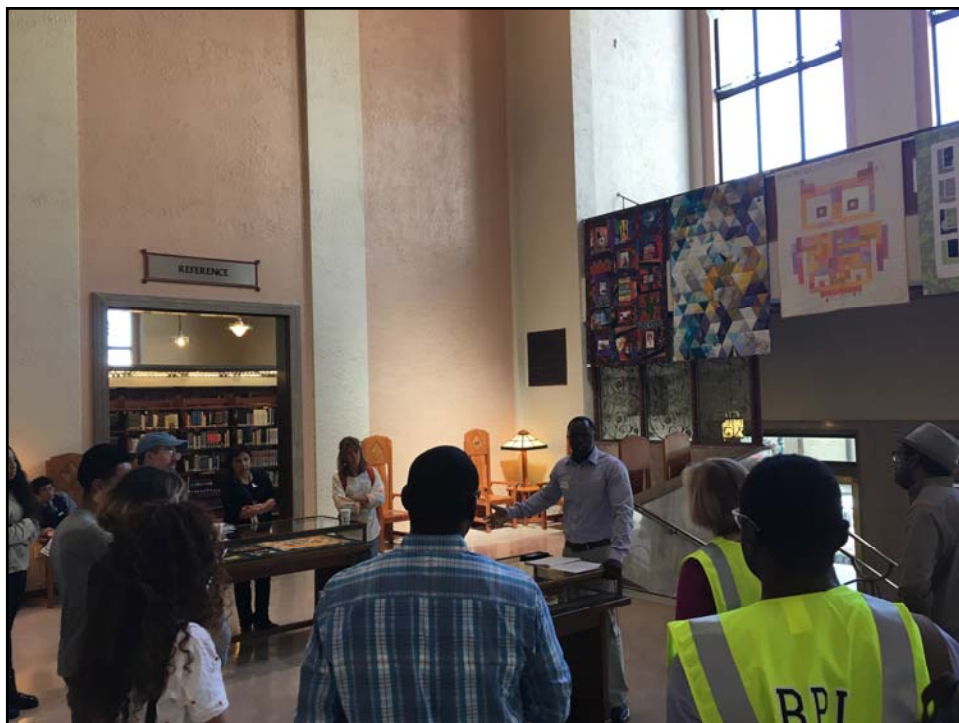
PROGRAMS

- DRAGON PUPPETS – *TAREA HALL PITTMAN SOUTH BRANCH*
- FAMILY PLACE EARLY CHILDHOOD SERIES – *CENTRAL LIBRARY*
- ETH-NOH-TEC STORYTELLERS – *NORTH BRANCH*
- HISTORY OF THE EAST BAY REGIONAL PARKS DISTRICT – *CENTRAL LIBRARY*
- HANDMADE FELTED FLOWER PINS – *WEST BRANCH*
- THAI CULTURAL COUNCIL DANCERS – *CLAREMONT BRANCH*
- 35TH ANNUAL QUILT SHOW – *CENTRAL LIBRARY*

BPL YOU

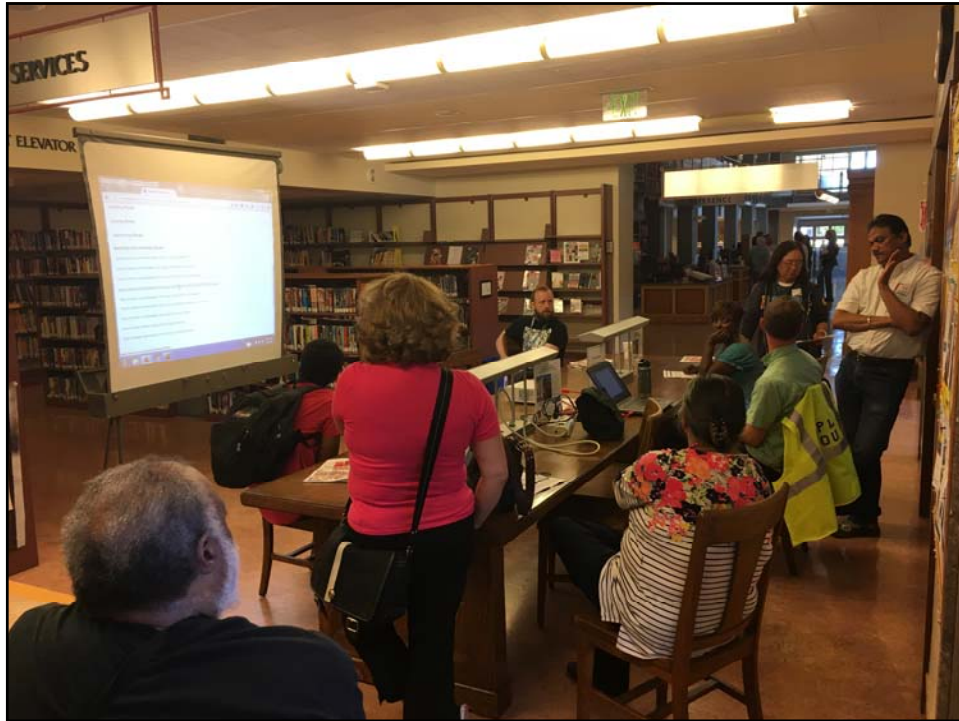
STAFF TRAINING DAY

JUNE 3, 2016











BPL-YOU TEAM

- DAN BERINGHELE
- DEIRDRE CERKANOWICZ
- RORY DEAN-EVANS
- TOM DUFOUR
- BILL KOLB
- SHANI LEONARDS
- SHEILA LEW
- JAMES MOORE
- YVETTE PLEASANT
- EVE FRANKLIN

SUMMER READING STARTS
JUNE 17, 2016



THANK YOU!



CONSENT CALENDAR

[July 20, 2016]

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative and Fiscal Services Manager

SUBJECT: FY 2016 ANNUAL GIFT REPORT

RECOMMENDATION

Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2016 as mandated by CC Resolution No. 65,444-N.S.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Open Government Ordinance (Ord. 7,166-N.S.) approved by the City Council in 2011 includes a section on the acceptance of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the board, Resolution R11-051 was adopted, requesting City Council delegate to the Board of Library Trustees the authority to accept on behalf of the Library any gifts of funds, goods, or services up to \$200,000. On September 20, 2011 the Council considered the item and approved it on consent by Resolution No. 65,444-N.S.

The approved Council resolution includes a stipulation, "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to this report has been prepared by staff for board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from July 1, 2015 through June 30, 2016.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2015 through June 30, 2016 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts and will be reported to the City Council: the Berkeley Public Library Foundation for \$36,000, the Friends of the Berkeley Public Library for \$97,628, and Califa for \$2,000.

FY 2016 Gift Receipts

Report to CC	Donor	Value	Fund	Purpose
No	Private Donor (Addison)	900	306	West Branch
No	Private Donor (Beatty)	200	306	Unrestricted
No	Private Donor (Chan Mock)	100	306	Unrestricted
No	Private Donor (Kolenda Estate)	109.81	306	Electronic Media
No	Private Donor (Solomon)	50	306	Unrestricted
No	Private Donor (Kimmerer/Weaver)	60	306	Unrestricted
No	BALIT	565.58	306	BerkeleyREADS
Yes	Califa	2,000	306	Teens
Yes	BPL Foundation: Pass-through	3,500	307	Raymond Family Foundation for BerkeleyREADS
Yes	BPL Foundation	10,000	307	Program: Berkeley Builds Readers
Yes	BPL Foundation: Pass-through	22,500	307	Purchase: Chromebooks for Teens
Yes	Friends of BPL	97,628	306	Gift for FY 2016 Library Programs
BPL	Total	\$137,613.39		

As indicated in the *Library's Gift / Donation Policy A.R. Number 10.11* (Attachment 2) donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process.

FURTHER ACTION

None.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R16-___

FY 2016 ANNUAL LIBRARY GIFT REPORT TO THE CITY COUNCIL

WHEREAS, the Berkeley Public Library regularly accepts and receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as individuals and groups; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S. , which included a requirement that the Board of Library Trustees report annually to Council gifts in excess of \$1,000 in aggregate; and

WHEREAS, this year's report covers the fiscal year period from July 1, 2015 through June 30, 2016; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Berkeley Public Library Foundation for \$36,000, the Friends of the Berkeley Public Library for \$97,628, and Califa for \$2,000; and

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the submission of the Library's annual gift report to the Berkeley City Council.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on July 20, 2016 by the following vote:

AYES:	Trustees Burton, Franklin, Holcomb, Moore & Novosel.
NOES:	none.
ABSENT:	none.
ABSTENTIONS:	none.

Julie Holcomb, Chairperson

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



CONSENT CALENDAR

[July 20, 2016]

To: Board of Library Trustees

From: Sarah Dentan, Acting Director of Library Services

Subject: Designation of Director of Human Resources as Alternate Discipline Appeal Officer

RECOMMENDATION

Adopt a Resolution designating the Director of Human Resources as alternate Discipline Appeal Officer when the Director¹ of Library Services is unable to serve as Discipline Appeal Officer.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact to this recommendation.

CURRENT SITUATION AND ITS EFFECTS

The majority of Berkeley Public Library employees are represented by Service Employees International Union, Local 1021 (Community Services and Part-Time Recreation Activity Leaders Units) and their employment is governed by a Memorandum of Understanding² (MOU) which sets forth the agreement between the City and Union on all matters relating to employer–employee relations, including disciplinary matters. The MOU includes a detailed process for reviewing disciplinary matters, generally referred to as the “Skelly process”. Through the Skelly process, represented employees are given the right to a conference as well as an appeal meeting, both with union representation, to assure that an employee subject to disciplinary action is given an opportunity to present his or her side of the story. Having a disciplinary action go through a second independent appeal review serves to ensure that employees’ due process rights are honored. If the union does not agree with the outcome of the appeal meeting, it can request a third opportunity to be heard through a post-Skelly process of binding arbitration before a neutral arbitrator.

For disciplinary matters arising at the Library, the Deputy Director of Library Services and the Director of Library Services have separate roles in the Skelly process. The key internal steps of the Skelly process, as set forth in the MOU, are as follow:

“39.8.3 Disciplinary Process: STEP 1 – Department Director

39.8.3.1 Skelly Conference: The Department Director (or his or her designee) or **for Library employees, the Deputy Director of Library Services** (or his or her designee), shall meet with the employee and his or her Union representative, or the affected employee may choose to make an appeal in written form.

The Skelly conference is the employee’s opportunity to present his or her side of the story. The Department Director or his or her designee shall issue a Skelly decision sustaining, modifying or

¹ References to Director and Deputy Director of Library Services are understood to include those serving in an Acting or Interim capacity.

² The Board of Library Trustee approved the current MOU, which was executed May 25, 2016 and which covers the period of June 21, 2015 through October 20, 2018.

rejecting the discipline within ten (10) working days after the completion of the Skelly conference with the affected employee, or if the employee chose to make an appeal in written form, receipt of the written appeal. This shall conclude Step 1 of the Disciplinary Appeal Procedure.

39.8.4 Disciplinary Process: STEP 2 – Appeal of the Decision

39.8.4.1 Appeals Filed With: If the employee or his or her Union is not satisfied with the Skelly decision in the case of suspensions of three (3) days or less, or Skelly recommendation in the case of suspension of more than three (3) days, of the Department Director or his or her designee resulting from Step 1, the employee or the Union may appeal the Skelly action rendered by the department head to the City Manager. The City Manager or his or her designee shall hear the appeal. **In the Library, the Board of Library Trustees may designate the Director of Library Services or other designee as the Discipline Appeal Officer.”** (*emphasis added*)

Consistent with the MOU, the Deputy Director (or his or her designee) serves as the “Skelly Officer” in Step One of the disciplinary process. As for Step Two, the BOLT has designated the Director of Library Services as the “Discipline Appeal Officer” for all Library disciplinary matters. This designation is part of a long-standing delegation by the BOLT to the Director for the day to day management of Library operations, including hiring, discipline and termination of library employees.

There are circumstances in which the Director is unable to serve as Discipline Appeal Officer. An example of such as circumstance is occurring currently. The Acting Deputy Director is serving as the Acting Director of Library Services; however, she has already participated at STEP 1 for an ongoing Skelly process. Clearly, for many reasons it would not be appropriate for the same person to serve as the Skelly Officer at Step 1 and the Discipline Appeal Officer at Step 2 of the disciplinary process.

Staff recommends that BOLT designate the Director of Human Resources as the alternative Discipline Appeal Officer to serve where the Library Director is unable, unavailable, or it would be otherwise inappropriate for him or her to serve as the Discipline Appeal Officer at STEP 2. In such situations, the Director of Human Resources is well suited for this designation because this position currently serves as the Discipline Appeal Officer for other City employees (as the City Manager’s Designee), and therefore will be able to provide a consistent review of disciplinary matters on appeal. The Director of Human Resources is well informed on the various rights and duties under the MOU. Additionally, as the Library has its own Manager of Human Resources, the Director of Human Resources is not involved in the initial disciplinary recommendation and is outside of the Library reporting structure. The designation of the Director of Human Resources as alternate Discipline Appeal Officer will ensure that the due process rights of Library employee are honored.

BACKGROUND

See current situation above.

ENVIRONMENTAL SUSTAINABILITY

There are no Environmental impacts to this recommendation.

RATIONALE FOR RECOMMENDATION

The delegation of Director of Human Resources as alternate Discipline Appeal Officer will ensure that the employee disciplinary appeal rights for an independent appeal under the MOU are followed.

ALTERNATIVE ACTIONS CONSIDERED

Staff rejected the alternative of the Acting Director serving as the Disciplinary Appeal Officer for matters in which she has had a role in the underlying disciplinary process as to do so would be inconsistent with the MOU and provide inadequate protection for the due process rights of Library employees.

CONTACT PERSON

Sarah Dentan, Acting Director of Library Services 510-981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R16-____

WHEREAS, the current Memorandum of Understanding with SEIU, Local 1021 (Community Services and Part-Time Recreation Activity Leaders Units), specifies a two-step process for disciplinary matters; and

WHEREAS, the MOU provides that the Deputy Director of Library Services (or his or her designee) takes or recommends disciplinary action in in the first step of the disciplinary process; and

WHEREAS, the MOU specifically authorizes the Board of Library Trustees (BOLT) to designate the “Director of Library Services *or other designee* as the Discipline Appeal Officer” to hear any appeals in the second step of the disciplinary process; and

WHEREAS, the BOLT has had a long-standing designation of the Director of Library Services to serve as the Discipline Appeal Officer and last adopted a resolution on January 17, 2007 re-affirming the designation of the Director of Library Services for handling all of the day-to-day administration of Library operations, inclusive of ongoing workplace disciplinary issues; and

WHEREAS, on June 8, 2016, the BOLT approved the Acting Deputy Director of Library Services to serve as Acting Director of Library Services while the Library completes its search for a new Director of Library Services; and

WHEREAS, to ensure that the two-step process set forth in the MOU is followed and the due process rights of Library employees are honored, it is in the Berkeley Public Library’s best interest to designate an alternate Discipline Appeal Officer to hear appeals when the Director of Library Services is unable to serve as the Discipline Appeal Officer; and

WHEREAS, the Director of Human Services is well-suited to serve as the alternate Discipline Appeal Officer.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Human Resources shall be designated as alternate Discipline Appeal Officer to hear appeals when the Director of Library Services (or Acting/Interim Director) is unable to serve as the Discipline Appeal Officer.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on July 20, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

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



INFORMATION REPORTS

July 20, 2016

To: Board of Library Trustees
From: Sarah Dentan, Acting Director of Library Services
Subject: July 2016 Monthly Report for 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..

TAREA HALL PITTMAN SOUTH BRANCH

Construction drawings have been received for the Tarea Hall Pittman Memorial, to be installed on the west side of the library. [Attachment 1] Once these drawings are approved, we will begin the permitting process with the City and schedule installation. I will keep BOLT apprised of the timeline.

The Berkeley Public Library has been selected as one of ten libraries to participate in the "California Listens" project, creating oral histories of California communities. This two-day workshop will be happening this Friday and Saturday, July 22 & 23, 2016. The created video stories, incorporating video, still photos, music, and voiceover, will be archived at the State Library as well as the Berkeley Public Library.

DISCIPLINARY ACTIONS AND INVESTIGATIONS

There have been a number of statements made recently that incorrectly characterize personnel actions happening at the library. Under California law, individual employees have a right to privacy. Employers, therefore, are required to protect the privacy of all employees; this limits the Library's ability to respond directly to questions regarding personnel issues. However, I can report the following:

- There is currently one disciplinary action pending. An additional action referenced previously has been resolved by mutual agreement between the Union, the employee and the Library.
- There is currently one Union Grievance in process; that grievance does not involve any aspect of employee discipline.
- The Library has engaged the service of an outside investigator to conduct an investigation. The decision to hire an outside investigator was done out of an abundance of caution, in order to guarantee due process for all subject employees. The investigation naturally includes interviews of subject employees, and during the investigation those employees have been afforded every right due them under the law and the MOU (including adequate notice of the allegations and the right to Union representation). It must be noted that because the investigation is being conducted by an

outside investigator, it is the outside investigator that is making the determinations of which employees will be interviewed.

- A confidential written report regarding this investigation will be submitted after completion of all interviews. We anticipate we will receive the report in late August.
- No disciplinary action related to this investigation has been taken, or even proposed, for any employee.

The City of Berkeley and the Berkeley Public Library take seriously the legal and contractual rights of our employees. Our MOUs with Unions include negotiated disciplinary procedures that protect the rights of employees. The MOU requires the Library to provide adequate notice of proposed discipline and allows employees the right to representation throughout the process. The MOU also provides a clear process for employees to appeal disciplinary actions at several levels. Discipline appeal procedures are built into the process, including a final appeal to a neutral arbitrator, who issues a binding decision after a full evidentiary hearing where the employee is represented by the Union and Union counsel.

While the laws that protect employee privacy prohibit me from discussing any specifics of any particular action, I believe we are in full compliance with the MOU, and that due process is being respected in all these cases.

CORNERSTONES OF SCIENCE

From July 11-15, I participated in a series of meetings with Cornerstones of Science Executive Director Cindy Randall and Berkeley Public Foundation representative Suzanne Calpestri. Over the course of five days, we met with six groups of staff and external stakeholders about the Cornerstones of Science Project at Berkeley Public Library.

Cornerstones of Science (CoS) links public libraries with science and science-based organizations to bring science in to libraries. We are partnering with CoS to develop a scalable, replicable model for developing and implementing a STEM plan for libraries, with a focus on making science literacy, like digital and financial literacy, a regular part of our work. We are the first library in California to partner with CoS, and response from state and regional organizations indicates a lot of outside interest in the project. A more comprehensive report will be delivered to BOLT in the fall of 2016. This project is funded by the Stephen M. Silberstein Foundation.

CONTACT PERSON

Sarah Dentan, Acting Director of Library Services, Library, 510-981-6195

Attachments:

1: Tarea Hall Pittman Memorial Construction Drawings



Vomar Products, Inc. • 7800 Deering Ave • Canoga Park, Ca. 91304 • Tel 818 610-5115 • Fax 818 610-5123

Architectural Signing and Graphics • www.VomarProducts.com • e-mail: info@vomarproducts.com

Transmittal

VOMAR Products, Inc.

Date: July 8, 2016

Order No: 51140

Ship to: Sarah Dentan
City of Berkeley
510-981-6195

From: Katrina Mosqueda
VOMAR Products, Inc.
Planning Department
(818) 610-5115
(818) 610-5123 Fax

Job Name:	South Berkeley Public Library	Order Number:
	City of Berkeley	51140

No of items:	<input type="checkbox"/>	
	<input checked="" type="checkbox"/> Shop Drawing	<input checked="" type="checkbox"/> For Approval
	<input type="checkbox"/> Samples	<input type="checkbox"/> For your files
	<input type="checkbox"/> Other	SENT: Email
Hi Sarah,		
Enclosed is your signage submittal package for review / approval.		
Thank You,		
Katrina Mosqueda		
Planning Department		

**NOTE: Your prompt processing of the above is extremely important to the progress of the overall project.
Your immediate attention will be greatly appreciated**

South Berkeley Library

51140

Customer - City of Berkeley

Designer - RSM Design

Fabrication - Vomar Products, Inc.

PROJECT TYPEFACES

News Gothic Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

Century Schoolbook Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

PROJECT ARTWORK

Attachment #1
Invoice Number: 51140

Fabrication Drawing

Project
South Berkeley Public Library

Customer
City of Berkeley
Attn: Sarah Dentan
South Berkeley Public Library
Berkeley, CA
P: (510) 981-6195
E-Mail: sdentan@ci.berkeley.ca.us

Designers
RSM Design

Order Item:

Sign Type:

Revision No.:

Drawn By: LTaylor



Vomar Products, Inc.
7800 Deering Avenue
Canoga Park, CA 91304-5005
Tel.: 818-610-5115
Fax: 818-610-5123
E-mail: info@vomarproducts.com

Sheet Date: 06/10/16

Sheet Number G-2

PROJECT COLORS & GENERAL NOTES

Attachment #1
Invoice Number: 51140

Fabrication Drawing

Project
South Berkeley Public Library

Customer
City of Berkeley
Attn: Sarah Dentan
South Berkeley Public Library
Berkeley, CA
P: (510) 981-6195
E-Mail: sdentan@ci.berkeley.ca.us

Designers
RSM Design

Order Item:

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7800 Deering Avenue
Canoga Park, CA 91304-5005
Tel.: 818-610-5115
Fax: 818-610-5123
E-mail: info@vomarproducts.com


Sheet Date: 01/01/14

Sheet Number G-3

COLORS

MATERIAL COLORS

 **P1** BROWN
Matthews MP 20153

 **M6** DEEP MAHOGANY BROWN
3M Scotchcal 7725-19

 **P2** LIGHT GREY
Matthews MP 18074

 **P3** GLOSS YELLOW
Matthews MP 07238
“Corn Husk”

Fabrication Drawing

Project
South Berkeley Public Library

Customer
City of Berkeley
Attn: Sarah Dentan
South Berkeley Public Library
Berkeley, CA
P: (510) 981-6195
E-Mail: sdentan@ci.berkeley.ca.us

Designers
RSM Design

ITEM NO.: 1
SIGN TYPE: Letters

QTY: 1 Set
(16) Fabricated
(11) Die Cut Vinyl

SIGN MATERIALS:
17" h x 6" thk can w/ 14 3/4" h x 2" thk channel letter mounted inside. Post mounted to 4" w x 1/2" thk aluminum bar. 5" h vinyl die cut letters.

MOUNTING:
Fab. letters post mounted. Wall surface applied vinyl

COLOR/FINISH:
Refer Elevations

FONT:
News Gothic Bold
Century Schoolbook Reg

Order Item: 1

Sign Type: Letters

Revision No.:

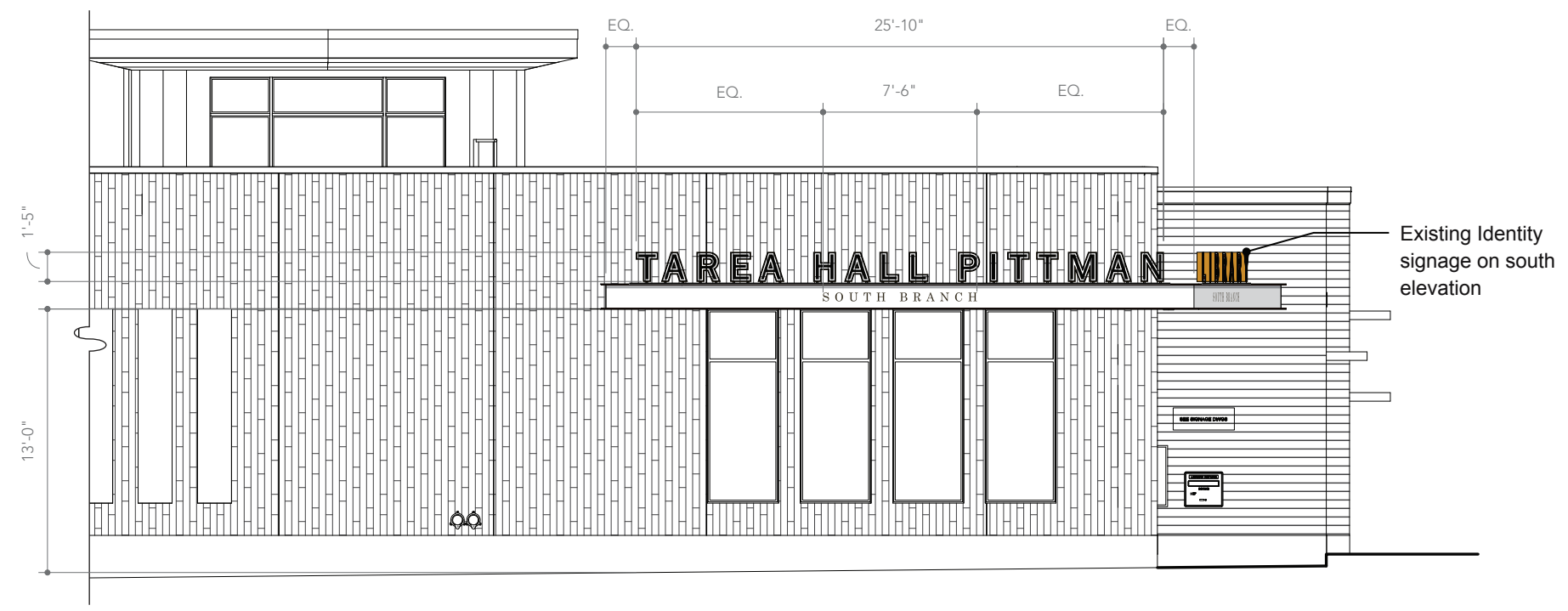
Drawn By: LTaylor



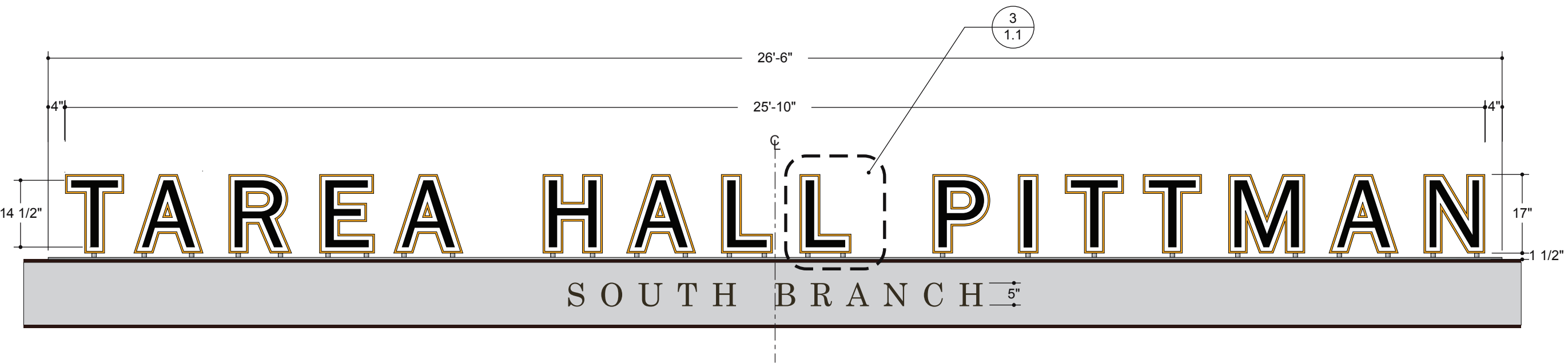
Vomar Products, Inc.
7800 Deering Avenue
Canoga Park, CA 91304-5005
Tel.: 818-610-5115
Fax: 818-610-5123
E-mail: info@vomarproducts.com

Sheet Date: 06/10/16

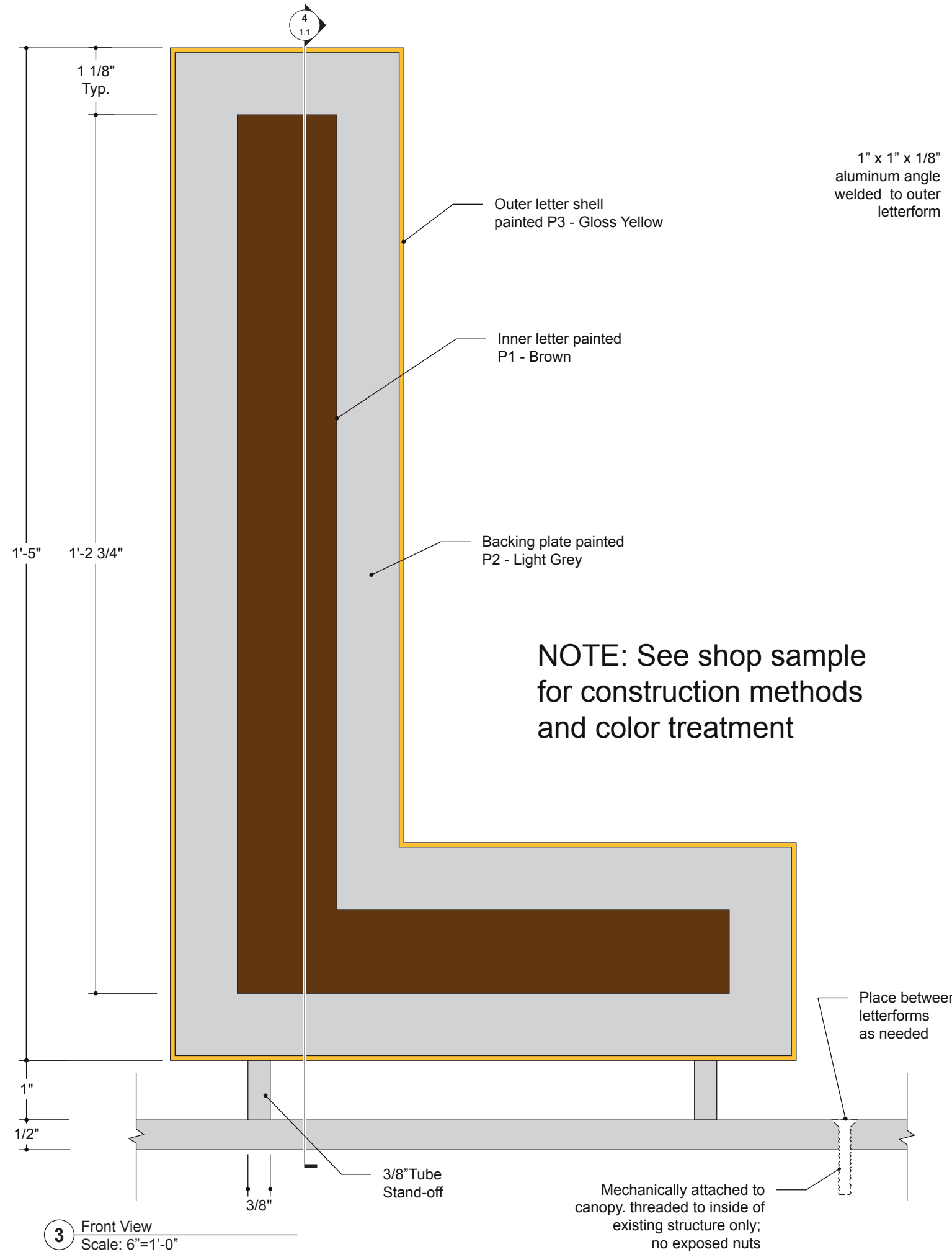
Sheet Number 1.0



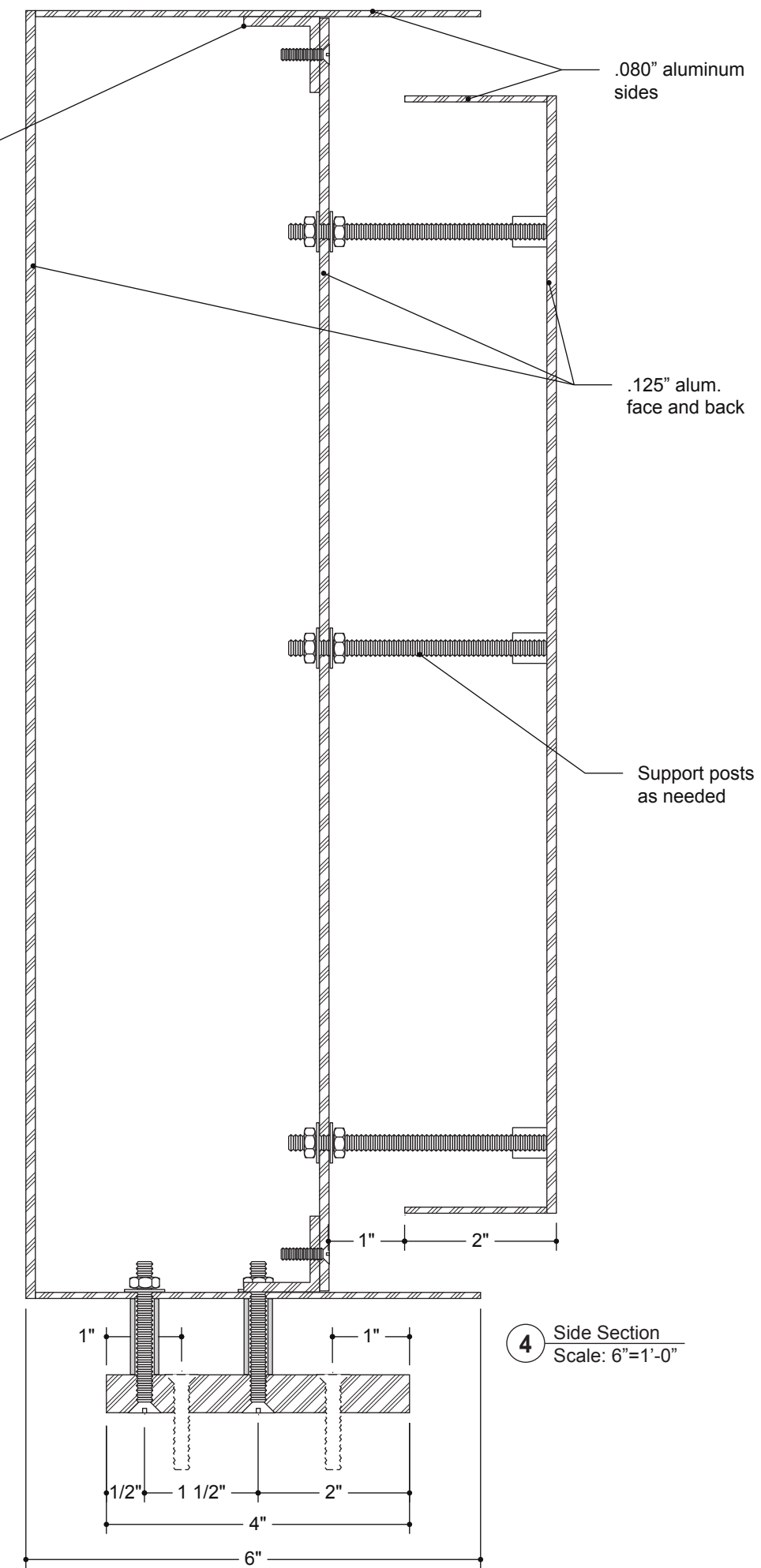
2 Location Elevation
Scale: 1/8"=1'-0"



1 Front View
Scale: 1/2"=1'-0"



1" x 1" x 1/8" aluminum angle welded to outer letterform



Attachment #1
Invoice Number: 51140

Fabrication Drawing

Project
South Berkeley Public Library

Customer
City of Berkeley
Attn: Sarah Dentan
South Berkeley Public Library
Berkeley, CA
P: (510) 981-6195
E-Mail: sdentan@ci.berkeley.ca.us

Designers
RSM Design

Order Item: 1

Sign Type: Letters

Revision No.:

Drawn By: LTaylor



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Sheet Date: 06/10/16

Sheet Number 1.1

Fabrication
Drawing

Project
South Berkeley Public Library

Customer
City of Berkeley
Attn: Sarah Dentan
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Designers
RSM Design

Order Item: 1

Sign Type: Letters

Revision No.:

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E-mail: info@vomarproducts.com

Sheet Date: 06/10/16

Sheet Number 1.2

7'-6"

S O U T H B R A N C H

6 Front View
Scale: 1 1/2"=1'-0"

Applied to
canopy soffit

5"

H

Vinyl die cut
M6 - DEEP MAHOGANY BROWN
3M Scotchcal 7725-19

5 Front View - Vinyl Letter
Scale: Full Size