



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
October 19, 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 May 19, 2016 Special Meeting**
Recommendation: Approve the minutes of the May 19, 2016 Special Meeting of the Board of Library Trustees.
- B. **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.
- C. **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.
- D. **Approve minutes of July 20, 2016 Special Meeting**
Recommendation: Approve the minutes of the July 20, 2016 Special Meeting of the Board of Library Trustees.
- E. **Approve minutes of August 19, 2016 Special Meeting**
Recommendation: Approve the minutes of the August 19, 2016 Special Meeting of the Board of Library Trustees.
- F. **Approve minutes of September 7, 2016 Special Meeting**
Recommendation: Approve the minutes of the September 7, 2016 Special Meeting of the Board of Library Trustees.
- G. **2017 Holiday Schedule for the Berkeley Public Library**
Recommendation: Adopt the resolution approving the 2017 calendar of holidays for the Berkeley Public Library.
- H. **2017 Regular Meeting Schedule for the Board of Library Trustees**
Recommendation: Adopt a resolution approving dates, times and locations for the 2017 regular meeting schedule for the Board of Library Trustees.
- I. **Authorization to Open the Central Library and all Branches one Hour Late to Allow Adequate Time for All-Staff Meetings**
Recommendation: Adopt a resolution to open the Central Library and all branch libraries one hour later on March 31, June 30, September 29 and December 29, 2017 to allow adequate time for the all-staff meeting.

J. Resolution Honoring the Bill and Melinda Gates Foundation

Recommendation: Adopt a resolution to honor the Bill and Melinda Gates Foundation and its contribution to building the capacity of public libraries

I. INFORMATION REPORTS

A. Monthly Library Director’s Report – Director Heidi Dolamore

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

II. 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 October 14, 2016.

//s//

Heidi Dolamore, 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 records. **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.

Library Whistleblowers
Nanci Armstrong-Temple
Nancy J Weber
Tim Burgess
Mike Hall

Letter to COB Library Trustees
Nicole Marti

Cease and Desist Violations
Jose Martinez

Remarks at the Board of Library Trustees Meeting of 09/07/2016
Margaret Goodman

Response to Martinez Letter
Sarah Dentan

Catamaran Literary Reader: Our Newest Issue Has Arrived
Catamaran Literary Reader

Grant Training in Oakland
Janet Darling

Meet New Library Director Heidi Dolamore
Eve Franklin forwarding for Berkeley Public Library Foundation

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, May 19, 2016, 9:00AM

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: 9:40 AM

Present: Trustees Franklin, Holcomb, Moore and Novosel.

Absent: Trustee Burton.

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

B. Public Comments: 0 speakers.

C. Comments from Board of Library Trustees: none.

II. ACTION CALENDAR

A. Recommendation To City Council On FY 2017 Library Tax Rate

From: Interim Director of Library Services

Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2017 tax rate for the Library Services Tax at \$0.2030 (20.30 cents) per square foot for dwelling units and \$0.3069 (30.69 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth factor in California of 5.37%.

Financial Implications: See report.

Contact: Beth Pollard, Interim Director of Library Services

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

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

III. ADJOURNMENT

Adjourned at 9:46 AM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 19, 2016 as approved by the Board of Library Trustees

//s// _____

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



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 & Moore.

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

B. Public Comments: 0 speakers.

Adjourned to Closed Session at 5:03 PM.

II. CLOSED SESSION

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.

Trustee Franklin reported the Board had voted to approve the appointment of Sarah Dentan as Acting Director of Library Services effective June 19, 2016.

B. Resolution setting the Salary for Acting Director of Library Services

From: Interim Director of Library Services

Recommendation: Adopt a resolution setting the salary for Acting Director of Library Services at \$12,481 monthly, effective June 19, 2016.

Financial Implications: See report.

Contact: Beth Pollard, Interim Director of Library Services

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

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

Abstentions: None.

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

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



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	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: 6:31 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 of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments: 9 speakers.

C. Comments from Library Unions:

1. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
 - i. Andrea Mullarkey spoke regarding leadership.
 - ii. Nathan Dahl spoke regarding grievances.
2. Public Employees Union, LOCAL 1 – none
3. SEIU, LOCAL 1021 (Maintenance and Clerical Units)

D. Comments from Board of Library Trustees

1. Trustee Burton – Asked attendees to stay to hear reports.
2. Trustee Novosel – Invited attendees to the upcoming Friends of the Library Luncheon.
3. Trustee Franklin – reported she is looking forward to attending the ALA Annual Conference.
4. Trustee Moore – Reported the League of Women Voters honored Charles Austin for his efforts to rename South Branch to Tarea Hall Pittman South Branch.
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 adopt Resolution # R16-017 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. – Information Services Manager Alicia Abramson

From: Manager, Information Technology

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: None.

Contact: Alicia Abramson, Manager, Information Technology

Action: Adopted Resolution # R16-019

C. Contract Amendment: No. 8658 Security Engineers, Inc. – Senior Management Analyst Lucy Xie

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

III. ACTION CALENDAR

A. Biennial Budget Update Fiscal Year 2017

Corrected attachment #7 provided. Lucy Xie provided a report.

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 # R16-21

Vote: Ayes: Trustee 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

Action: M/S/C Trustee Moore / Trustee Franklin to adopt Resolution # R16-22

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

Abstentions: None.

IV. 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



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, July 20, 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: 6:34 PM

Present: Trustees Burton, Holcomb, and Novosel.

Absent: Trustees Franklin and Moore.

Also Present: Sarah Dentan, Acting Director of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments: 12 speakers.

C. Comments from Library Unions:

1. Public Employees Union, LOCAL 1 - none
2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) - none
3. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
 - a) Andrea Mullarkey, shop steward for Local 1021 Community Services Unit - Talked regarding designation of Director of Human Resources as an alternate appeal officer, grievances, ongoing disciplinary cases and investigations.

D. Comments from Board of Library Trustees

1. **Trustee Novosel** – Asked attendees to stay to hear report from Interim Library Director which includes a statement about what we can say where we with disciplinary issue. Feels Trustees do not have the expertise to handle personnel issues. Waiting for investigation to conclude.
2. **Trustee Burton** – Notes that Trustees have received many emails. Questioned the number of books that were weeded. Reminded attendees that the Library is requesting help form community members in collecting information and photos of Tarea Hall Pittman for memorial.

II. CONSENT CALENDAR

Action: M/S/C Trustee Novosel / Trustee Burton to approve Consent Calendar items as presented.

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

A. Approve minutes of June 8, 2016 Special Meeting

Correction noted.

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 8, 2016 Special Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Novosel to adopt Resolution # R16-024.

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

Abstentions: None.

B. Approve minutes of June 8, 2016 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 8, 2016 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Sarah Dentan, Acting Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Novosel to adopt Resolution # R16-025

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

Abstentions: None.

C. FY 2016 Annual Gift Report

From: 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.

Financial Implications: See Report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Franklin / Trustee Novosel to adopt Resolution # R16-026

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

Abstentions: None.

D. Designation of Director of Human Resources as Alternate Discipline Appeal Officer

This item was moved to the Action Calendar.

III. ACTION CALENDAR

A. Designation of Director of Human Resources as Alternate Discipline Appeal Officer

This item was moved from the Consent Calendar.

From: Acting Director of Library Services

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.

Financial Implications: See Report.

Contact: Sarah Dentan, Acting Director of Library Services

Action: M/S/C Trustee Novosel / Trustee Holcomb to adopt Resolution # R16-027.

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

Abstentions: None.

IV. INFORMATION REPORTS

A. Hiring Updates

July Cole, Associate Human Resources Analyst provided an update on the search for Director of Library Services (Attachment 1).

From: Associate Human Resources Analyst

Contact: July Cole, Associate Human Resources Analyst

Action: Received

B. Library Operations

Sarah Dentan provided a presentation (Attachment 2).

From: Acting Deputy Director of Library Services

Contact: Sarah Dentan, Acting Deputy Director of Library Services

Action: Received

C. July 2016 Monthly Report from Library Director

From: Acting Director of Library Services

Contact: Sarah Dentan, Acting Director of Library Services

Action: Received.

V. ADJOURNMENT

Adjourned at 7:55 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of July 20, 2016 as approved by the Board of Library Trustees

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Sarah Dentan, Acting Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS:

1. Margaret Goodman - Collection Development
2. Emily Foster – Reduction in magazines
3. Debbie Carton – Arts & Music materials statistics
4. Andrea Mullarkey – Designation of Director of Human Resources as an alternate appeal officer, grievances, ongoing disciplinary cases and investigations

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Hiring Update
2. Library Operations Presentation

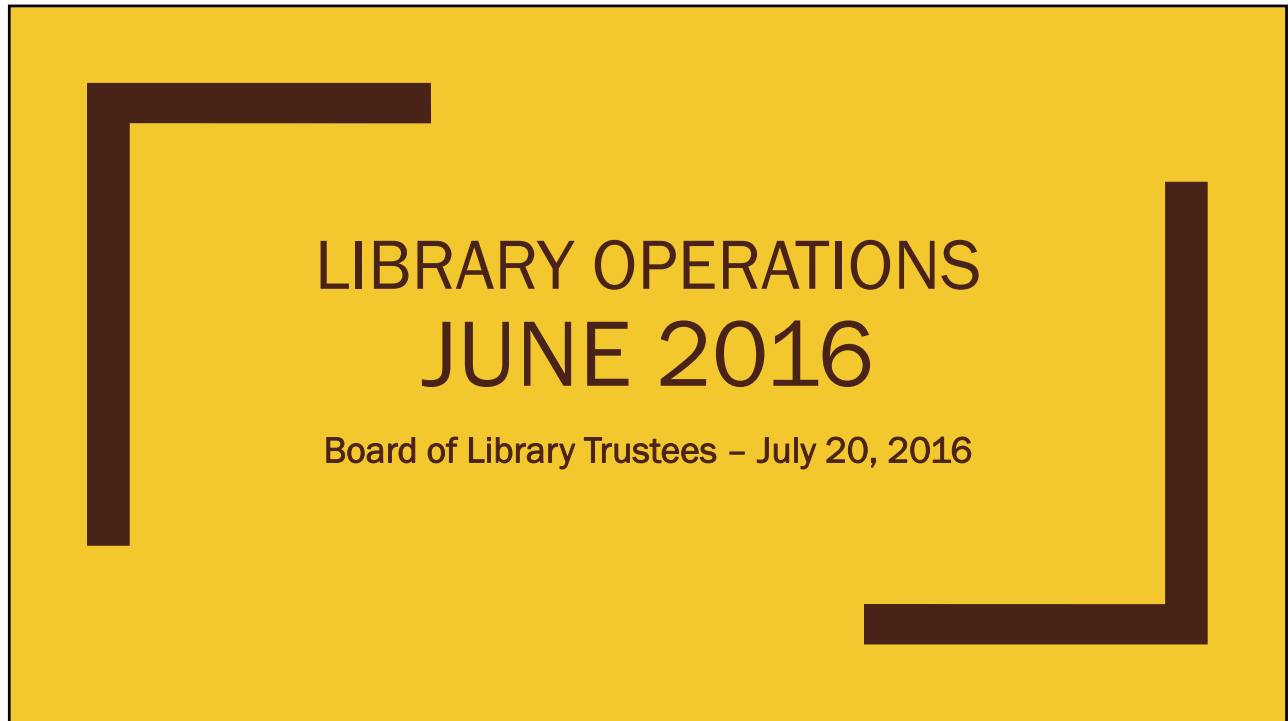
BOLT – Informational Report

July 20, 2016

Director of Library Services Search

- The position was advertised online with the following publications: American Library Association, Library Journal, California Library Association, City of Berkeley, BPL and The Hawkins Company websites.
- The Hawkins Company made a total of 70 calls to thought leaders, referral sources and potential candidates.
- There is a lot of talent competition in California with open library director positions in: Alameda County, San Francisco, Contra Costa County and Pasadena. Despite this we are confident that there are candidates that want to come to Berkeley.
- The Hawkins Company received and reviewed a total of 19 applications of which 13 appear to be viable candidates.
- Next steps in the recruitment process will be to:
 - a. Semi-final candidates will be recommended by the Hawkins Company to the search team to advance to the interview phase with a professional panel. Recommendations to interview are based upon review and assessment of application materials. Each candidate must meet the minimum qualifications as outlined in the job announcement.
 - b. Semi-final candidates will be invited to interview with a professional panel and BOLT in mid-August 2016. BOLT will interview top finalists and make a selection. The professional panel will be comprised of community stakeholders including those in executive leadership positions such as current and/or former Library Directors, city government officials, and those that will have a direct working relationship with BPL. No BPL staff including library managers will be a part of the interview and selection process.
 - c. Upon acceptance of a contingent employment offer, Library HR Analyst will begin the background check process on the selected candidate.
 - d. BOLT will make announcement of selection, negotiate compensation package and start date. A formal announcement of selection will be made sometime August or September 2016.

To maintain integrity, confidentiality and consistency throughout the recruitment process candidates' names, nor any other identifiable information will not be provided. This is a standard practice for all City of Berkeley recruitments including Berkeley Public Library. Additionally, the names of the professional interview panel members will not be provided for the same reasons as stated above.



	June 2015		June 2016	
Circulation	114,224		133,989	
Computer Usage	11,625		14,851	
Wireless Users	6,116		6,958	
Gate Count	94,460		93,296 *	
Information Requests	14,106		18,880	
	Events	Attendees	Events	Attendees
Library Programs	143	4,853	117	3,098
Outreach	126	3,215	161	5,995

* Gates at Central were not working properly in June

Highest Circulators Adult Fiction - June

1. **The Girl on the Train**, Paula Hawkins
2. **My name is Lucy Barton**, Elizabeth Stout
3. **All the Light We Cannot See**, Anthony Doerr
4. **The Crossing**, Michael Connelly
5. **Fates and Furies**, Lauren Groff
6. **The Sympathizer**, Viet Thanh Nguyen *
7. **The Waters of Eternal Youth**, Donna Leon
8. **A Manual for Cleaning Women: Selected Stories**, Lucia Berlin *
9. **Go Set a Watchman**, Harper Lee **
10. **X**, Sue Grafton **

* New this month

** Returning this month

Highest Circulators Adult Non-Fiction - June

1. **When Breath Becomes Air**, Paul Kalanithi
2. **H is for Hawk**, Helen Macdonald
3. **Between the World and Me**, Ta-Nehisi Coates
4. **Being Mortal: Medicine and What Matters in the End**, Atul Gawande
5. **The Life-changing Magic of Tidying Up**, Marie Kondō
6. **SPQR: a History of Ancient Rome**, Mary Beard *
7. **Spain in Our Hearts: Americans in the Spanish Civil War**, Adam Hochschild *
8. **M Train**, Patti Smith
9. **Dark Money: the Hidden History of the Billionaires Behind the Rise of the Radical Right**, Jane Mayer *
10. **On the Move: a Life**, Oliver Sacks **

* New this month

** Returning this month

Highest Circulators Children's Materials - June

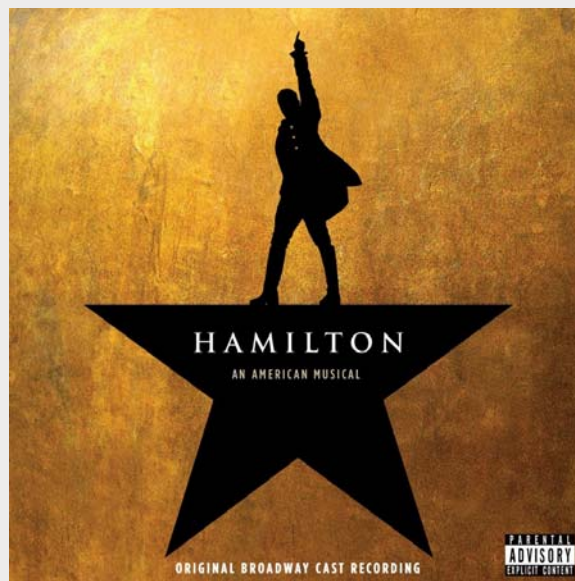
1. **Harry Potter and the Sorcerer's Stone**, JK Rowling
2. **Diary of a Wimpy Kid: Old School**, Jeff Kinney
3. **The Stonekeeper**, Kazu Kibuishi (*graphic novel*)
4. **We are in a Book!** Mo Willems (*reader*)
5. **The Sea of Monsters**, Rick Riordan **
6. **I Really Like Slop!** Mo Willems (*reader*)
7. **Claudia and Mean Janine**, Martin & Telgemeier (*graphic novel*) *
8. **Happy Pig Day!** Mo Willems (*reader*) **
9. **Hilo: Saving the Whole Wide World**, Judd Winick (*graphic novel*) *
10. **Pigs Make Me Sneeze!** Mo Willems (*reader*)

* New this month

** Returning this month

hoopla digital

- In the first nineteen days:
 - 376 registered users
 - 712 items circulated
- Material types
 - Audiobooks - 33%
 - Movies - 20%
 - Music - 18%
- Item with the most circulations?



PROGRAMS

Author & Literary Events

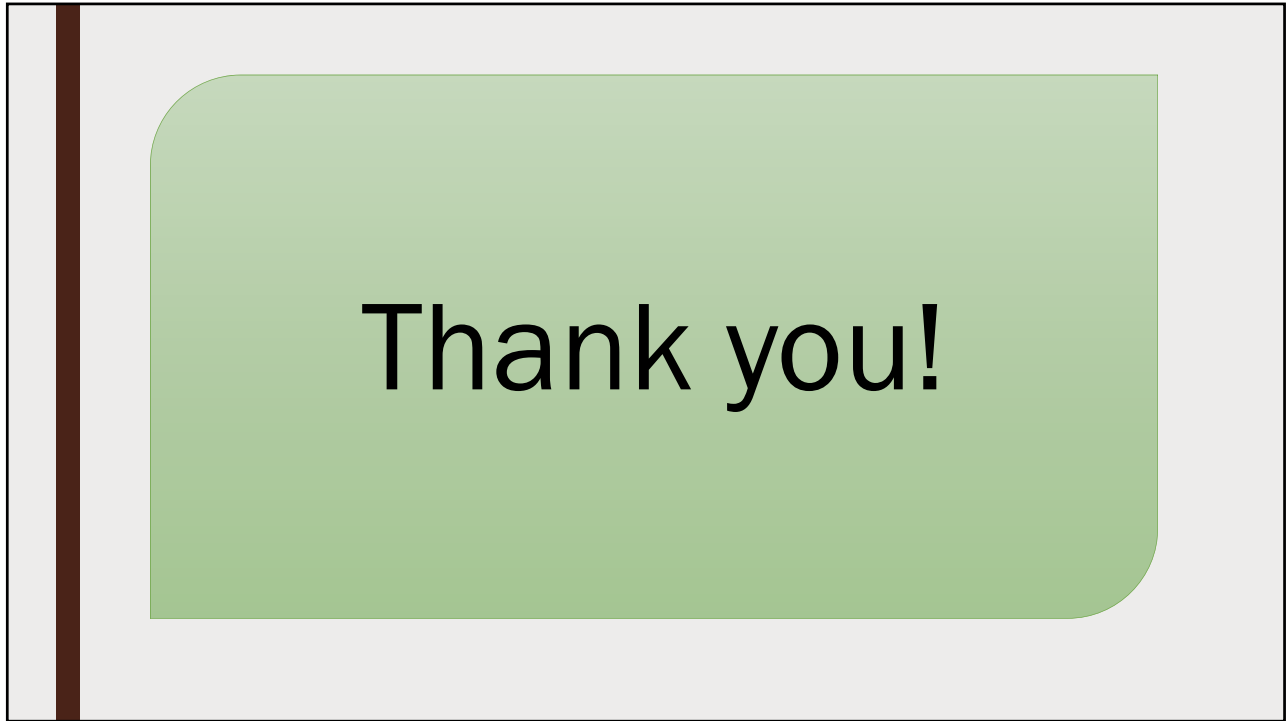
- Works in Progress: Susan Griffin in Conversation with Writers, *Interior Landscapes in Poetry and Prose*
- Mary Roach, *Grunt*
- **Circumtext**
- Joyce E. Young, Poet
- Aleta George, *Ina Coolbrith: The Bittersweet Song of California's First Poet Laureate*

Partnerships and Outreach

- Literature Circles at King Middle School
- What's Happening at Berkeley Rep? *For Peter Pan on her 70th Birthday*
- *A Rose for Emily* at Redwood Gardens
- Berkeley Builds Readers distributed 450 free children's books at eight outreach sites
- Library on Wheels made seven visits in June; at BAM checked out 200 to students at recess
- Tarea Hall Pittman South Branch Staff at CoB's Juneteenth Festival

Summer Reading







MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Friday, August 19, 2016, 8:00AM

Cypress Room, First Floor, 2180 MILVIA 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: 8:02 am

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

Trustee Novosel arrived at 8:14 am

Absent: None.

Also Present: Sarah Dentan, Acting Director of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments: 4 speakers.

Adjourned to closed session at 8:12 am.

II. CLOSED SESSION

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

Title: Director of Library Services

B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6

City Negotiators: Julie Holcomb, President, Board of Library Trustees

Unrepresented Employee: New Director of Library Services

Called to Order for open session at 12:11 pm.

III. ACTION CALENDAR

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

No action taken.

IV. ADJOURNMENT

Adjourned at 12:12 pm.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of August 19, 2016 as approved by the Board of Library Trustees

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Sarah Dentan, Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None.



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, September 7, 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: 6:29 PM

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

Absent: None.

Also Present: Sarah Dentan, Acting Director of Library Services; Jason Dickinson, Manager of Circulation Services; July Cole, Associate Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments: 11 speakers.

C. Comments from Library Unions: none.

D. Comments from Board of Library Trustees

1. Trustee Novosel – ###.

II. CONSENT CALENDAR

Action: M/S/C Moore Trustee / Trustee Franklin to adopt Resolution # R16-027 to approve Consent Calendar items as presented.

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

Abstentions: None.

A. Gann Override Measure

From: Acting Director of Library Services

Recommendation: Adopt the resolution supporting the passage of the Gann Override measure on the November 2012 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

Financial Implications: See report.

Contact: Sarah Dentan, acting Director of Library Services

Action: Adopted Resolution # R16-028

B. Contract Amendment: L.J. Kruse Company

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 with L.J. Kruse Company increasing the contracted not-to-exceed amount to \$350,000, to add to the Scope of Services repair and renovation of the HVAC system at the Central Library for exhaust fan and air distribution improvements, and to extend the contracted termination date to December 31, 2018.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R16-029

C. Contract Amendment: Konica Minolta Business Solutions USA, Inc.

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8977 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$250,000 for the continuing provision of public use copiers, printers, and related vending services at all Library locations and extending the term date to end on September 18, 2020.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R16-030.

D. FY 2016 Closing Budget Results and FY 2017 Budget Amendment (AAO1)

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution amending the FY 2017 Adopted Expenditures Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$565,237.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R16-031.

III. ACTION CALENDAR

A. Appointment of Director of Library Services

From: Chairperson, Board of Library Trustees

Recommendation: Adopt a Resolution confirming the appointment of Heidi Dolamore to be Director of Library Services for the Berkeley Public Library effective September 30, 2016 at an annual salary of \$180,000.

Financial Implications: See report.

Contact: Julie Holcomb, Chairperson, Board of Library Trustees.

Action: M/S/C Trustee Moore / Trustee Franklin to adopt Resolution # R16-32

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

IV. INFORMATION REPORT

A. Update – Disciplinary Actions and Investigations

Sarah Dentan provided an update. Library is still waiting for the report from independent investigator.

From: Acting Director of Library Services

Contact: Sarah Dentan, Acting Director of Library Services

Action: Received

B. Update - Hiring Process

July Cole, Associate Human Resources Analyst provided an update on the search for Director of Library Services (Attachment 1).

From: Associate Human Resources Analyst

Contact: July Cole, Associate Human Resources Analyst

Action: Received

V. ADJOURNMENT

Adjourned at 7:11 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of September 7, 2016 as approved by the Board of Library Trustees

//s// _____

Sarah Dentan, Acting Director of Library Services, acting as secretary to BOLT

Director of Library Services - Recruitment Search

BOLT Special Meeting

September 7, 2016

Author: July Cole, Associate Human Resources Analyst

Periodic reports regarding the Director of Library Services search were presented to the Board of Library Trustees (BOLT) during monthly meetings in February, March, May, June, and July 2016.

The Hawkins Company was selected as Berkeley Public Library's search firm to assist in the nationwide recruitment for Director of Library Services. The Hawkins Company provided a full-service search which resulted in the selection of Heidi Dolamore as Berkeley Public Library's Director of Library Services.

Brett Byers, Managing Partner with the Hawkins Company met with a variety of stakeholders over a period of several days during the week of April 25, 2016. Ms. Byers held conversations with BOLT Trustees, community leaders, retired librarians, library staff, 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. Ms. Byers also attended BPL's April 2016 all-staff meeting. She informed staff that an online survey would be made available for staff to submit their input. Library staff were given a week to submit their confidential responses directly to the Hawkins Company. Information gathered from these conversations and the online survey results were used to develop the recruitment materials and shaped the search focus. The nationwide search opened June 3, 2016 and closed July 15, 2016. The recruitment was advertised online and in a number of professional publications such as the American Library Association, Library Journal, and California Library Association to name a few.

During the July 2016, BOLT monthly meeting, it was announced that recruitment had closed. The Hawkins Company completed their pre-screening process and made recommendations to the search team regarding which candidates should advance to the semi-finalist interview phase.

Semi-finalists were invited to interview with a professional panel on August 18, 2016. This phase of the process is known as Qualifications Appraisal Board (QAB). The QAB process is used by the City of Berkeley Human Resources Department in the examination and hiring process. QAB is an interview panel consisting of internal and/or external subject matter experts who are given the task of evaluating candidates based on specific dimension through an oral interview process. QAB's are structured in that all questions are pre-determined, each candidate is asked the same questions, and rated based on the most important job dimensions. Ms. Brett Byers served as proctor in the QAB to ensure that consistency was maintained throughout the process. The ratings given by the professional panel determined which semi-finalists advanced to the selection interview with the Board of Library Trustees (BOLT).

The professional panel was comprised of the following highly regarded and well respected individuals:

- Anne Cain, retired County Librarian, Contra Costa County
- Ned Himmel, retired Assistant Library Director, San Jose Public Library
- Carmen Martinez, County Librarian, Alameda County
- Paul Buddenhagen, Director of Health, Housing and Community Services, City of Berkeley

- Cynthia Harris, retired Police Captain, City of Berkeley (former Berkeley Police Association, Union President)
- William Rodgers, President and Chief Executive Officer, SF Goodwill (former Deputy City Manager, City of Berkeley)

The Board of Library Trustees interviewed top finalists on August 19, 2016. Shortly thereafter, the background and reference check process began. A contingent employment offer was made while this process was underway. The background check process is complete and a confirmed job offer was made to Heidi Dolamore.

Each of the professional panel members expressed appreciation for being a part of this important work and provided very positive remarks regarding BOLT's selection of Heidi Dolamore. On behalf of Library staff and BOLT, I want to express gratitude to the professional panel for volunteering their time and expertise to support the Library with recruiting a new director.



CONSENT CALENDAR
October 19, 2016

To: Board of Library Trustees
From: Heidi Dolamore, Director of Library Services
Subject: 2017 Holiday Schedule for Berkeley Public Library

RECOMMENDATION

Adopt the resolution approving the 2017 calendar of holidays for Berkeley Public Library.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the preceding year. This schedule will result in the closure of all Libraries, including Branches.

CURRENT SITUATION AND ITS EFFECTS

Union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception: the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday.

The Central Library and Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a shortened schedule, closing at 6 PM. When a holiday falls on a weekend, the Library closes on both the actual holiday and the observed holiday day (e.g. New Years Day, Sunday, January 1, 2017 and Christmas Eve, December 24, 2017). In this case, eligible employees will receive a paid holiday for one of the closed days. For employees normally scheduled to work both the holiday and the observed closure, a schedule adjustment or other type of leave will be arranged in advance in coordination with their supervisor.

In 2017, Christmas Eve, December 24th, falls on a Sunday, and Christmas Day, December 25th falls on a Monday. If the Library observed the Christmas Eve holiday on Tuesday, December 26, 2017; it would result in a Library closure of three consecutive days. Such a closure presents an undesirably lengthy pause in library service to the community, in addition to creating heavy workloads for Library employees tasked with emptying book drops, checking in material, shelving books, and scheduling. Because of this, it is recommended that the Library observe the Lincoln's Birthday holiday on Friday Feb. 13, 2017 in lieu of the Christmas Eve holiday observance in 2017 and close all locations at 5:00pm on Saturday Dec. 24, 2017.

The draft 2017 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

FUTURE ACTION

No future action is required.

CONTACT PERSON

Heidi Dolamore, Director of Library Services, Library Administration, 510-981-6195

Attachments:

1. Resolution
2. 2017 Berkeley Public Library Proposed Schedule of Holidays and Closings
3. 2016 Berkeley Public Library Schedule of Holidays and Closings
4. City of Berkeley 2017 Holiday Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R16-___

APPROVAL OF THE 2017 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

WHEREAS, union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2017 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on October 19, 2016.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustees

Berkeley Public Library 2017 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2017 (Sunday) *	New Year's Day	X	
2. January 2, 2017 (Monday) *	New Year's Day Observed	X	
3. January 16, 2017 (Monday)	Martin Luther King Jr. Day	X	
4. February 13, 2017 (Monday) **	Lincoln's Birthday		
5. February 20, 2017 (Monday)	President's Day	X	
6. May 19, 2017 (Friday)	Malcolm X Day	X	
7. May 29, 2017 (Monday)	Memorial Day	X	
8. July 4, 2017 (Tuesday)	Independence Day	X	
9. September 4, 2017 (Monday)	Labor Day	X	
10. October 9, 2017 (Monday)	Indigenous People's Day	X	
11. November 10, 2017 (Friday)	Veterans' Day	X	
12. November 22, 2017 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
13. November 23, 2017 (Thursday)	Thanksgiving Holiday	X	
14. November 24, 2017 (Friday)	Thanksgiving Holiday	X	
15. December 25, 2017 (Monday)	Christmas Day	X	

* When a holiday falls on a weekend day the Library closes on both the actual holiday and the observed holiday day. In this case, eligible employees will receive a paid holiday for one of the closed days. On the other day, for those employees normally scheduled to work both days, a schedule adjustment or other type of leave will be arranged in advance.

** Library will observe Lincoln's Birthday (2/13/2017) in lieu of Christmas Eve (12/24/2017) because closure of the Library on three consecutive days (12/24/2017, 12/25/2017, 12/26/2017) presents an undesirably lengthy lack of library service to the community, in addition to creating heavy workloads for Library staff.

Berkeley Public Library
2016 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2016 (Friday)	New Year's Day	X	
2. January 18, 2016 (Monday)	Martin Luther King Jr. Day	X	
3. February 12, 2016 (Friday)	Lincoln's Birthday	X	
4. February 15, 2016 (Monday)	President's Day	X	
5. May 20, 2016 (Friday)	Malcolm X Day	X	
6. May 30, 2016 (Monday)	Memorial Day	X	
7. July 4, 2016 (Monday)	Independence Day	X	
8. September 5, 2016 (Monday)	Labor Day	X	
9. October 10, 2016 (Monday)	Indigenous People's Day	X	
10. November 11, 2016 (Friday)	Veterans' Day	X	
11. November 23, 2016 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
12. November 24, 2016 (Thursday)	Thanksgiving Holiday	X	
13. November 25, 2016 (Friday)	Thanksgiving Holiday	X	
14. December 24, 2016 (Saturday)	Christmas Eve		All Library locations to close at 5:00pm
15. December 25, 2016 (Sunday)	Christmas Day	X	
16. December 26, 2016 (Monday)	Christmas Day Observed	X	

City of Berkeley 2017 Holiday Schedule

1. January 2, 2017 (Monday) – New Year’s Day
2. January 16, 2017 (Monday) - Martin Luther King Jr. Birthday Observed
3. February 13, 2017 (Monday) - Abraham Lincoln Birthday Observed
4. February 20, 2017 (Monday) - George Washington Birthday Observed
5. May 19, 2017 (Friday) - Malcolm X Birthday
6. May 29, 2017 (Monday) - Memorial Day
7. July 4, 2017 (Tuesday) - Independence Day
8. September 4, 2017 (Monday) - Labor Day
9. October 9, 2017 (Monday) - Indigenous People’s Day
10. November 10, 2017 (Friday) - Veterans’ Day
11. November 23, 2017 (Thursday) – Thanksgiving Day
12. November 24, 2017 (Friday) –Day After Thanksgiving
13. December 25, 2017 (Monday) – Christmas Day Observed



CONSENT OR ACTION] CALENDAR
October 19, 2016

To: Board of Library Trustees
From: Heidi Dolamore, Director of Library Services
Subject: 2017 Regular Meeting Schedule for the Board of Library Trustees

RECOMMENDATION

Adopt a resolution approving dates, times and locations for the 2017 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its meetings toward the end of each year.

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees have been held on the second Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street. Starting in January 2017, the regular meetings of the Board of Library Trustees will be moved to the first Wednesday of each month at 6:30 p.m. in order to better minimize scheduling conflicts. Regular meeting will continue to be held at the Tarea Hall Pittman South Branch Library.

The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

Winter Recess – December 14, 2016 – January 23, 2017
January 24 and January 31, 2017
February 14 and February 28, 2017
March 14 and March 28, 2017
April 4 and April 25, 2017
Spring Recess – April 5 – April 24, 2017
May 2, May 16 and May 30, 2017
June 13 and June 27, 2017
July 11 and July 25, 2017
Summer Recess – July 26 – September 11, 2017
September 12 and September 26, 2017
October 3, October 17 and October 31, 2017
November 14 and November 28, 2017
December 5 and December 12, 2017
Winter Recess – December 13, 2017 – January 22, 2018

The proposed *2017 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION:

No further action is required.

CONTACT PERSON

Heidi Dolamore, Director of Library Services, Library, 510-981-6195

Attachments:

- 1: Resolution
- 2: Proposed 2017 Board of Library Trustee Meeting Schedule

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: YY-###

APPROVAL OF THE REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the second Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street;

WHEREAS, starting in January 2017, the regular meetings of the Board of Library Trustees will be moved to the first Wednesday of each month at 6:30 p.m. in order to better minimize scheduling conflicts;

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2017 regular meeting schedule for the Board of Library Trustees as once per month on the first Wednesday at 6:30 P.M. to be held at the Tarea Hall Pittman South Branch Library except for August when there is a meeting recess.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on October 19, 2016.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee

Berkeley Public Library
Board of Library Trustees
2017 Regular Meeting Schedule
1st Wednesday Dates

Regular Meeting Dates	Location
January 4, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
February 1, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
March 1, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
April 5, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
May 3, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
June 7, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
July 5, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
{No meeting in August}	
September 6, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
October 4, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
November 1, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)
December 6, 2017	Tarea Hall Pittman South Branch Library (1901 Russell St.)



CONSENT CALENDAR

October 19, 2016

To: Board of Library Trustees
From: Heidi Dolamore, Director of Library Services
Subject: AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL-STAFF MEETINGS

RECOMMENDATION

Adopt a resolution to open the Central Library and all Branch Libraries one hour later on March 31, June 30, September 29 and December 15, 2017 to allow adequate time for the all-staff meeting.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

In the past, all-staff meetings were held from 8:30-9:30am at the Central Library, prior to regular open hours, allowing 30 minutes following the meeting to prepare to open the Branches and Central Library at 10:00am. With the addition of travel time to Branches, Branch staff had a reduced amount of time to prepare for opening, or they had to leave the meeting early, or miss it entirely. With only an hour available, the presentations and announcements were sometimes of necessity shortened to the point that full, detailed communication with the staff at large was not possible.

All Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings. These practices would continue.

Standing items currently on the all-staff meeting agenda include:

- Introduction of new staff.
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, upcoming projects, budget update, recognition of staff achievements, etc.)
- Presentations by staff or guest on topic relevant to all (e.g. privacy policy training, demonstrations of new ADA-related equipment, workplace safety issues, committee reports, new policy introductions, strategic plan updates)

While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak with each other about special projects, services and other relevant issues. These all-staff meetings allow the Director and managers the opportunity to distribute staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to Library staff having the ability to hear important information directly from their managers. By delaying the Library's opening by one hour on

these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on four Fridays throughout the course of the 2009 calendar year to allow additional time for more productive meetings and provide ample time for staff to prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation (for example, privacy policy training) and important planning information related to projects and initiatives. Library staff propose continuing this practice, with the goal of using this time to improve communication regarding policies and other topics of professional value to employees.

FUTURE ACTION

No future action is required.

CONTACT PERSON

Heidi Dolamore, Director of Library Services, Library, 510-981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R16-___

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2016

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, the Library began this practice in 2008, with the Library opening late at 11:00 a.m. with no detrimental effect on operation; and

WHEREAS, by delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on March 31, June 30, September 29 and December 15, 2017 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 19, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: YY-___

**RESOLUTION HONORING THE BILL AND MELINDA GATES FOUNDATION
AND ITS CONTRIBUTION TO BUILDING THE CAPACITY OF PUBLIC LIBRARIES**

WHEREAS, the Gates Foundation was a pioneer in understanding the risks of the digital divide and the importance of digital inclusion; and

WHEREAS, the Gates Foundation challenged public libraries to become technology leaders and provided millions of dollars to help libraries become go-to resources and trusted guides in an increasingly digital world; and

WHEREAS, in 2000, Berkeley Public Library was able to double the number of computers available to the public and was able to connect branch computers to the internet with a Bill and Melinda Gates Foundation Public Access Grant in the amount of \$130,000; and

WHEREAS, in 2006, the Library was able to replace those computers with a Bill and Melinda Gates Foundation Public Access Computer Hardware Upgrade Grant in the amount of \$73,000; and

WHEREAS, with its commitment to ensuring that all people have access to the opportunities they need to succeed in school and life, the Gates Foundation has had a profound impact in Berkeley and communities across the country; and

WHEREAS, the work of the Gates Foundation has enhanced the capacity, value, and power of public libraries as vital community assets; and

WHEREAS, Berkeley Public Library and the residents of Berkeley have benefitted from the vision, commitment, and support of the Bill and Melinda Gates Foundation;

NOW THEREFORE BE IT RESOLVED that the Board of Library Trustees thanks the Bill and Melinda Gates Foundation for its groundbreaking work in support of public libraries

BE IT FURTHER RESOLVED, that the Board of Library Trustees recognizes and appreciates the importance of Berkeley Public Library as an essential community resource to support community goals, meet the diverse education needs of our residents from birth through senior years, and ensure equal access to the opportunities of the 21st century.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on October 19, 2016.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee



INFORMATION CALENDAR

October 19, 2016

TO: BOARD OF LIBRARY TRUSTEES
FROM: HEIDI DOLAMORE, DIRECTOR OF LIBRARY SERVICES
SUBJECT: OCTOBER 2016 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

ONBOARDING

Day 1: participated in all staff meeting

Week 1: visited all locations/units; participated in management team meeting, Library Council meeting (managers and unit/functional supervisors); met with Friends, Foundation; Weininger Lecture

Week 2: attended human centered design workshop; 1:1 meetings with managers and supervisors (ongoing); Library on Wheels at Sunday Streets

ALL STAFF MEETING: VALUES EXERCISE

- adapted from ALA Midwinter workshop conducted by Jessamyn West
- tool for prioritizing and identifying shared values
- staff asked to select top 3 personal values from a list of 20 library values (see attachment)
- all results tallied, top shared values
 - 1st: service
 - 2nd: diversity
 - 3rd: teamwork, confidentiality/privacy, public good
- breadth of values: all were represented as top values by at least one person
- strength in breadth, strength in commonly shared values
- can be used as a tool for reflective practice and personal accountability (how might we embed our values in day to day decision making? In our service model?)
- could be helpful in shaping future iterations of mission/vision/strategic planning

LIBRARY COUNCIL MEETING: ASPIRATIONS EXERCISE

- Library Council comprised of managers and unit/functional supervisors

- Exercise drawn from ALA initiative Libraries Transforming Communities
<http://www.ala.org/transforminglibraries/libraries-transforming-communities>
- tool for identifying steps to create change
- typically used as a community engagement tool, adapted here as a staff engagement tool
- focus initially on internal assessment (organizational culture) in preparation for later outward facing focus (community engagement)
- for this exercise, community defined as Berkeley Public Library (BPL)
- Composed of three questions that culminate in a brief story summarizing your community's aspirations and challenges (see attachments)
 1. ASPIRATIONS: what are your aspirations for BPL?
 2. CHALLENGES: what challenges do we face in reaching these aspirations?
 3. NEW CONDITIONS: changes needed at BPL to reach our aspirations
- further work needed to synthesize responses
- exercise can be replicated within teams/units across BPL

TAREA HALL PITTMAN SOUTH BRANCH SIGN

- Russell St signage will be installed by Friday, 10/21. Lettering on beam reading "South Branch" will be changed to "Tarea Hall Pittman South Branch"

HUMAN CENTERED DESIGN (HCD) WORKSHOP

- HCD methods aid in observing human experience, analyzing problems and opportunities, and envisioning future possibilities
- Director attended an HCD workshop on Oct 11-12
- HCD provides methods to accelerate innovation by training individuals and teams to apply people-focused design methods in their daily practice
- next steps: explore human centered design training for BPL staff

LIBRARY OPERATIONS REPORTS

- transition to new format
- prior format: monthly snapshot, broad overview
- proposed format: in-depth report on focused service area (e.g. summer reading, electronic resources, STEM programming, etc)
- facilitates contextual understanding and trends over time (instead of isolated data points for a single month)
- enables a variety of staff to participate in preparing/delivering reports
- 1-2 month transition to implement

APPOINTMENT OF TRUSTEE

- Trustee Burton's term will end on March 23, 2017
- Appointment process typically takes 3-4 months
- Proposed timeline
 - November: solicitation of applicants
 - December: review and selection by BOLT
 - January-February: approval by City Council

TECHNOLOGY PLAN UPDATE

- postponed until November to allow for input from Director

INVENTORY UPDATE

- postponed until November to allow for input from Director

Twenty Library Values

Access: All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users.

Collaboration and Partnering: We meet and encourage collaboration, communication, and partnerships within the information industry and the business community.

Confidentiality/Privacy: Protecting user privacy, digital and personal, and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship.

Curation: We strive to provide professionally selected quality resources that help our patrons satisfy their own information needs at a time and style of their choosing.

Democracy: A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free and equal access to information for all people of the community the library serves.

Diversity: We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to all of the communities we serve.

Education: We promote the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all.

Intellectual Freedom: We uphold the principles of intellectual freedom for children and adults, and resist all efforts to censor or restrict access to library resources.

Inclusion: We take steps to ensure that frequently-marginalized groups within our communities are made to feel welcome. We endeavor to remove or reduce barriers to their participation in our events and their interactions with our facilities.

Innovation: We pursue innovation and solve complex research problems for our users by mobilizing the analytical and creative talents of our organization.

Leadership: We believe in strengthening our roles as information leaders in our organizations and in our communities, including shaping information policy. We aim for a seat at the table in policy discussions concerning libraries and library related topics.

Lifelong Learning: Our programs, services and resources are for people at every stage of life. We encourage an environment where people can learn and share what they have learned in a spirit of mutual discovery.

Outreach: We believe in expanding our reach beyond our buildings to make the library a genuine option for everyone in our service area or population.

Preservation: We support the preservation of information published in all media and formats; the preservation of information resources is central to libraries and librarianship.

Professionalism: It is of vital importance that there be professional education available to meet the social needs and goals of library services. We support the provision of library services by professionally qualified personnel who have been educated in graduate programs within institutions of higher education.

Public Good: Libraries are an essential public good and are fundamental institutions in democratic societies. They are a necessity for communities large and small.

Service: We provide the highest level of service to all library users. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Social Responsibility: Librarianship has broad social responsibilities. Librarianship can make contributions in ameliorating or solving the critical problems of society by supporting efforts to help inform and educate the people of the United States on these problems and encouraging them to examine the facts and the many views regarding each problem.

Teamwork: Within our institution as well as with our patrons and funders, we aim for a collaborative environment where everyone feels like a valued member of the library community working towards a set of common shared goals.

Transparency: We engage in open and honest communication at all levels. We recognize the importance of Library-wide participation. We share information and solicit opinions about decisions that affect the success of the library.



ASPIRATIONS FACILITATOR'S GUIDE

Instructions for leading a conversation about aspirations

Take a moment to focus on your community aspirations and to identify next steps you want in creating change. Add your aspirations, challenges, and the new conditions to create in the spaces provided below. Use this on your own and then try it in a group setting—check out the Aspirations Facilitator's Guide to help in leading an aspirations conversation: ala.org/LTC

- For this exercise you'll be asking the three questions shown below and helping to identify patterns or themes from the answers given.
- Make sure everyone has a copy of the Aspirations questions.
- Give your participants ten minutes to read and write down their answers to these three questions.
- Go through the questions in order and for each, record their answers on a flip chart and identify any patterns or themes that emerge from their answers.

WHAT ARE YOUR ASPIRATIONS YOUR COMMUNITY?

Record your participant's answers on the flip chart. Capture the key words they use. Ask the group:

- What patterns do you see?
- Are there any themes emerging? Name some of these themes.

Make sure that you've captured the essence of their thoughts and responses.

WHAT CHALLENGES DO WE FACE IN REACHING THESE ASPIRATIONS?

Record your participant's answers on the flip chart. Capture the key words they use. Ask the group:

- What patterns do you see?
- Are there any themes emerging? Name some of these themes.

Make sure that you've captured the essence of their thoughts and responses.





ASPIRATIONS FACILITATOR'S GUIDE

WHAT NEEDS TO CHANGE IN THE COMMUNITY TO REACH OUR ASPIRATIONS?

Record your participant's answers on the flip chart. Capture the key words they use. Ask the group:

- What patterns do you see?
- Are there any themes emerging? Name some of these themes.

Make sure that you've captured the essence of their thoughts and responses.

HOW TO SUMMARIZE:

Once the three questions have been answered and the responses recorded, summarize what your participants have said by telling a story.

We began by saying that we wanted a community where _____ (aspirations) but we face _____ (challenges). So if we want to reach our aspirations, we need to create _____ (new conditions/change)

HOW TO MAKE IT WORK

- 1 Record the themes and post them where people will frequently see them. Ask: If this story about our shared aspirations is true, then what does that mean for our work together?
- 2 Share this exercise with others—with your co-workers, at your place of worship, with friends, your PTA, your board, etc. Ask: What are the implications for our work? What other groups could use this exercise for their own work?

Next Step? Look for another "Turning Outward to Lead Change in Your Community" session in the PLA conference scheduler to add to learn additional community engagement skills, or visit the Libraries Transforming Communities (LTC) website www.ala.org/LTC for initiative updates and access to resources that support the work of librarians as community innovators.





ASPIRATIONS

Talk about aspirations and find common ground for working with others:

Take a moment to focus on your community aspirations and to identify next steps you want in creating change. Add your aspirations, challenges, and the new conditions to create in the spaces provided below. Use this on your own and then try it in a group setting—check out the Aspirations Facilitator’s Guide to help in leading an aspirations conversation: ala.org/LTC

ASPIRATIONS

My aspirations for my community are:

CHALLENGES

The challenges we face in reaching these aspirations are:

NEW CONDITIONS

The changes needed in my community to reach our aspirations are:

(continued on the back)





ASPIRATIONS

Create a story for your community. Describe the key insights from the first page as a single word or phrase. Write down that word or phrase in the corresponding sentence below to create your story. Use this story as a reminder of your goals and share it with others.

My community aspirations.

My hope is to live in a community where (aspirations).

However, right now we face (challenges).

In order to get there as a community, we need to
(new conditions, change).

HOW TO MAKE IT WORK

- 1 Post this at work or at home. Remind yourself to refer back to it.
Ask yourself: Am I focused on my aspirations?
- 2 Share this exercise with others to find common ground—with your co-workers, at your place of worship, with friends, your PTA, your board, etc.
Ask: How can our efforts reflect these shared aspirations?
- 3 Use these questions with others to begin finding shared community aspirations. Check out the Aspirations Facilitator’s Guide for instructions on how to lead the conversation at ala.org/LTC

Next Step? Look for another “Turning Outward to Lead Change in Your Community” session in the PLA conference scheduler to add to learn additional community engagement skills, or visit the Libraries Transforming Communities (LTC) website www.ala.org/LTC for initiative updates and access to resources that support the work of librarians as community innovators.

