MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, May 31, 2017 6:30 PM
TAREA HALL PITTMAN SOUTH BRANCH – 1901 RUSSELL STREET

Board of Library Trustees:
Diane Davenport
Abigail Franklin
Sophie Hahn
Judy Hunt

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 Davenport, Franklin, Hahn, Hunt, and Selawsky.

Absent: None.

Also Present: Heidi Dolamore, Director of Library Services; Elliot Warren, Deputy Director; Dennis Dang, Fiscal Services Manager; Sarah Dentan, Library Services Manager; Alicia Abramson, Information Technology Manager; Jay Dickinson, Circulation Services Manager; July Cole, Associate Human Resources Analyst; Amanda Myers, Acting Library Services Manager; Eve Franklin, Administrative Secretary

B. Public Comments: 4 speakers.

C. Comments from Library Unions:

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

D. Comments from Board of Library Trustees

1. Trustee Hahn – Welcome to Trustee Selawsky.
2. Trustee Selawsky – It’s a pleasure to be here. I look forward to working with all of you to make our libraries more effective better for our community and better for our workers. Thank you all for participating and doing the work necessary to move us along.
3. Trustee Franklin – Welcome to Trustee Selawsky. I appreciated all the comments from the speakers; it’s time to look outward, at the community and let’s continue to make this library a great place. We need to do a little inward looking and make sure we’re working together on the same page and keep in mind our fiduciary responsibilities.
4. Trustee Davenport – Attended the quilt show. Caught the end of Erica doing a family story time with Mom’s and 18 month olds. One more time my heart just swelled with the public programming work that we do in the library. Thank you to staff and administration.
5. Trustee Hunt – Expressed gratitude to staff for hanging in there in tough times and looking forward and having a spirit of cooperation and a spirit of recognizing that we all don’t have to agree; see the same things the same way from the same lens. It’s okay to disagree. That doesn’t mean we have to be enemies. As the Board, it is our fiduciary responsibility to make policy decisions that are best for the library and the community. Sometimes staff may not always agree but we need to be respectful of each other and our rules and responsibilities. Thank you
to Eve Franklin and executive staff. Thank you to Ms. Huff for her comments and for our community being here. We need to hear from you. Don’t be afraid to share the tough stuff.

II. CONSENT CALENDAR
Action: M/S/C Trustee Hunt / Trustee Selawsky to approve the consent calendar minus item A.

A. Approve minutes of the April 19, 2017 Special Meeting
From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the April 19, 2017 Special Meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Heidi Dolamore, Director of Library Services
Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution # R17-027 to approve the minutes of the April 19, 2017 Special Meeting with correction to Action Calendar, Item C. Library Ethics. Change “Recommendation: That the Board of Library Trustees rescind its action from February 10, 2016, and determine whether to reinstate the Signage Subcommittee.” to “Recommendation: Affirm the American Library Association (ALA) Code of Ethics and adopt an Ethical Conduct Policy.”

B. Signing Authority
From: Director of Library Services
Recommendation: Adopt a Resolution to authorize and ratify signing authority for Abigail Franklin for resolutions approved after the office of President was vacated on April 5, 2017 and until a new President is elected.
Financial Implications: None.
Contact: Heidi Dolamore, Director of Library Services
Action: Adopted resolution # R17-028.

A. Contract Amendment: ITG, LLC
From: Information Technology Manager
Recommendation: Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC to increase the contracted not-to-exceed amount to $1,097,703 for maintenance of the Library’s Automated Material Handling (AMH), Self-Check and Materials Security Equipment, and the purchase of additional security gates and patron counting software, and to extend the term of the Contract to June 30, 2020.
Financial Implications: See Report.
Contact: Alicia Abramson, Information Technology Manager.
Action: Adopted resolution # R17-029.

III. ACTION CALENDAR
A. Officer Elections
From: Director of Library Services
Recommendation: Adopt a Resolution to elect officers to serve through the time of the next election in October 2017.
Financial Implications: None.
Contact: Heidi Dolamore, Director of Library Services.
Action: Trustee Hunt nominated, Trustee Franklin seconded to elect Trustee Franklin as President through the time of the next election in October 2017. Vote: Ayes: Trustees Franklin & Hunt. Noes: Trustees Davenport, Hahn & Selawsky. Absent: None. Abstentions: None. Motion failed.

Action: Trustee Selawsky nominated, Trustee Hahn seconded to elect Trustee Davenport as President through the time of the next election in October 2017. Vote: Ayes: Trustees Davenport, Hahn & Selawsky. Noes: Trustees Franklin & Hunt  Absent: None. Abstentions: none.

Action: Trustee Hahn nominated, Trustee Davenport seconded to elect Trustee Selawsky as Vice President through the time of the next election in October 2017. Vote: Ayes: Trustees Davenport, Hahn & Selawsky. Noes: Trustees Franklin & Hunt  Absent: None. Abstentions: none.

Action: Adopted resolution # R17-030.

B. Recommendation to City Council on FY 2018 Library Tax Rate
From: Administrative and Fiscal Services Manager
Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2018 tax rate for the Library Services Tax at $0.2107 (21.07 cents) per square foot for dwelling units and $0.3186 (31.86 cents) per square foot for industrial, commercial, and institutional buildings, based on the April 2017 Consumer Price Index in the immediate San Francisco Bay Area of 3.789%.
Financial Implications: None.
Contact: Dennis Dang, Administrative and Fiscal Services Manager.
Action: M/S Trustee Franklin  / Trustee Hahn  to adopt resolution # R17-031 to recommend that the Berkeley City Council set the FY 2018 tax rate for the Library Services Tax at $0.2107 (21.07 cents) per square foot for dwelling units and $0.3186 (31.86 cents) per square foot for industrial, commercial, and institutional buildings, based on the April 2017 Consumer Price Index in the immediate San Francisco Bay Area of 3.789%.

Information Calendar, Item B, Peer Benchmarking for Library Programs was moved to Action Calendar.
From: Director of Library Services
Contact: Heidi Dolamore, Director of Library Services
Action: Received

Presentations Calendar, Item A Proposed Biennial Budget FY2018 and FY 2019 was moved to Action Calendar
Dennis Dang, Administrative and Fiscal Services Manager provided a presentation. (Attachment #1)

C. Proposed Biennial Budget FY 2018 and FY 2019 – All Library Funds
From: Administrative and Fiscal Services Manager
Recommendation: approve the Biennial Budgets for FY 2018 of revenue of $19,383,437 and expenditures of $21,065,346; and for FY 2019 of revenue of $19,548,171 and expenditures of $19,964,444.
Financial Implications: None.
Contact: Heidi Dolamore, Director of Library Services.
Action: M/S/C Trustee Hunt / Trustee Hahn to adopt resolution # R17-032 to approve the Biennial Budgets for FY 2018 of revenue of $19,383,437 and expenditures of $21,065,346; and for FY 2019 of revenue of $19,548,171 and expenditures of $19,964,444 with a change to reserve amount ### and directed staff to come back to BOLT with details of Service Design division by end of September.

IV. PRESENTATIONPS
V. INFORMATION CALENDAR

A. Board Training: Trustees Roles and Responsibilities
   From: Director of Library Services
   Contact: Heidi Dolamore, Director of Library Services
   Action: Postponed to next meeting.

B. Peer Benchmarking for Library Programs – moved to Action Calendar.

C. FY17 – 3rd Quarter Budget Report
   From: Administrative and Fiscal Services Manager
   Contact: Dennis Dang, Administrative and Fiscal Services Manager
   Action: Received

D. Monthly Library Director’s Report
   From: Director of Library Services
   Contact: Heidi Dolamore, Director of Library Services
   Action: Received

E. Library Events
   From: Director of Library Services
   Contact: Heidi Dolamore, Director of Library Services
   Action: Received

VI. AGENDA BUILDING

• Future Meetings: June 21, 2017, No July Meeting, August 2, 2017
• Trustee Training (June 21)
• Recruitment, Retention & Diversity
• Union Comments Allocation
• Employee Engagement Survey Report
• Public Comment on Significant Agenda items
• THP Signage Update at every meeting until completion
• Director to share proposed agenda items
• Protocol including for public comments, communications to BOLT, letter in the public record.
• What do the public want from libraries? Survey?
• Star Libraries – what are criteria?
• Earlier BOLT Agenda packet release
• Library Policies
• Board Priorities
• Closed session to discuss Director expectations

VII. ADJOURNMENT

Adjourned at 9:48 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 31, 2017 as approved by the Board of Library Trustees

//s// ________________________________
Heidi Dolamore, Director of Library Services, acting as secretary to BOLT

Attachments:

1) Proposed Biennial Budget FY2018 and FY 2019