



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, June 21, 2017 6:30 PM

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Diane Davenport, President	Abigail Franklin
John Selawsky, Vice President	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>

1. Call to Order: 6:32 PM

Present: Trustees Davenport, Franklin, Hahn, Hunt, and Selawsky (arrived 6:56 PM).

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; Eve Franklin, Administrative Secretary

President Davenport offered Suggested Trustee Guidelines for Conduct during Public Meetings (attachment 1)

2. Public Comments: 1 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

1. Trustee Franklin – Spoke regarding 4x2 Meeting.
2. Trustee Hunt – Spoke regarding trustee training, holding BOLT meetings at one of the branches and agenda setting process.
Director Dolamore responded location move was due to scheduling conflicts. We reserve meetings rooms in advance for regular meetings but this is a special meeting and other locations were already booked.
3. Trustee Hahn – Spoke regarding getting agenda packet out earlier, feeling optimistic and committed to the success of the libraries and to moving on and repairing so that the libraries can really thrive, appreciative of union and public comment, communication issues to address, working positively to heal and repair and move on.
4. Trustee Hunt – Spoke regarding Friends Luncheon.
5. Trustee Davenport – Spoke regarding Friends Luncheon and Heidi's talk about national library trends.

II. CONSENT CALENDAR

Action: M/S/C Trustee Franklin / Trustee Hunt to approve the consent calendar.

Vote: Ayes: Trustees Davenport, Franklin, Hahn and Hunt. Noes: None. Absent: Trustee Selawsky. Abstentions: None.

A. Approve minutes of the May 31, 2017 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 31, 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 # R17-031 to approve the minutes of the May 31, 2017 Special Meeting.

B. Contract: New Image Landscaping Company

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into an agreement with New Image Landscape Company for the provision of landscape maintenance services at all Berkeley Public Library facilities for the anticipated period from July 1, 2017 through June 30, 2020 in a total amount not to exceed \$25,000 annually with options for two sequential one-year extensions at the sole discretion of the City at \$25,000 per period.

Financial Implications: See Report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager.

Action: Adopted resolution #R17-032.

III. ACTION CALENDAR

A. BOLT Meeting Schedule

From: Director of Library Services

Recommendation: Review the Board of Library Trustees meeting schedule and adopt a new meeting schedule if necessary.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services.

Action: No change was made to the meeting schedule.

Discussion about staff scheduling conflicts for November 1 2017 meeting due to California Library Association Annual Conference. Trustees to hold November 8, 2017 as a tentative date.

Board discussion regarding the possibility of holding meetings at different locations occasionally, going to each neighborhood once per year. Staff to develop a schedule of once a quarter at different locations.

Admin staff to schedule agenda planning meetings for Trustees Davenport and Selawsky and Director of Library Services.

IV. INFORMATION CALENDAR

A. Trustee Training: What it Means to Be a Trustee

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Postponed to next meeting.

United for Libraries Short Takes for Trustees video: *What It Means to Be a Trustee* was shown, highlighting key roles and responsibilities of Trustees: responsibility to act in good faith; Trustees govern and directors manage; Boards should be looking outward to the community; Directors function as the Library's CEO. Board discussion followed.

B. Monthly Library Director's Report

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

C. Library Events

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

V. AGENDA BUILDING

- Tarea Hall Pittman South Signage Updates
- Process for Public Comment on specific Agenda Items
- Protocol for communications to BOLT,
- Union Comment Process
- Employee Engagement Survey Report
- Strategic Plan
- STAR Libraries
- BOLT Expectations of the Library Director.
- What are BOLT's Priorities via-a-vis City Councils' priorities for BOLT
- Process to fill upcoming vacancy Trustee vacancy
- 4x2 Committee attendee process
- United for Libraries Short Takes for Trustees video
- Group Norms
- Process for developing Bylaws for Trustees; including suggested Trustee guidelines for conduct during public meetings

VI. ADJOURNMENT

Adjourned at 8:22 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of June 21, 2017 as approved by the Board of Library Trustees

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

Attachments:

1. Suggested Trustee Guidelines for Conduct during Public Meetings