



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
August 2, 2017

AGENDA
6:30 PM

Tarea Hall Pittman South Branch
1901 Russell Street

I. PRELIMINARY MATTERS

- A. Call to Order**
- B. Public Comments** - Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.
- C. Comments from Library Unions** - For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a time limit of 5 minutes per union. The order in which representatives of the three unions will speak will be listed on the agenda and rotated at consecutive meetings. The time allotment for union comment will not be diminished in the event of large numbers of speakers present for public comment, and cannot be ceded from one union to another.
- 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 the June 21, 2017 Special Meeting**
Recommendation: Approve the minutes of the June 21, 2017 Special Meeting of the Board of Library Trustees.
- B. Fiscal Year 2018 Purchase Authorization in Excess of Director of Library Services' Granted Authority**
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2018 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.
- C. Fiscal Year 2017 Annual Gift Report**
Recommendation: Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2017 as mandated by CC Resolution No. 65,444-N.S.
- D. Integrated Library Systems (ILS) – Heidi Dolamore, Director of Library Services**
Recommendation: Adopt a resolution to recommend City Council authorize the Library to issue a Request for Proposals for an Integrated Library System.

III. ACTION CALENDAR

- A. Bylaws Subcommittee**
Recommendation: Adopt a resolution appointing two Trustees to a BOLT subcommittee to develop bylaws for the Board of Library Trustees.

IV. INFORMATION REPORTS

- A. Employee Engagement** – Dan Beringhele, Acting Supervising Librarian, and Shani Leonards, Supervising Librarian
- B. Human Resources** – July Cole, Associate Human Resources Analyst
- C. Monthly Library Director's Report** – Heidi Dolamore, Director of Library Services
- D. Trustee Training: Board Meetings** – Heidi Dolamore, Director of Library Services
- E. Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 6, 2017 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VI. 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 contact the Disability Services specialist at 981-6418 (V) or 981-6347 (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 26, 2017.

//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.

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 21, 2017 6:30 PM

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Diane Davenport, President	Abigail Franklin
Joh 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

//s// _____

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

Attachments:

1. Suggested Trustee Guidelines for Conduct during Public Meetings

Suggested Trustee Guidelines for Conduct during Public Meetings

1. Raise a hand to be recognized before speaking.
2. The President will call on BOLT members in order.
3. Try not to speak twice on an issue until everyone who wants to speak has spoken once.
4. Think ahead before speaking: be clear and to the point.
5. Don't interrupt.
6. Attack the problem, not the person.
7. We're a team to act in the best interests of our library and our community.
8. When consensus is reached and decisions are made, all members will support those decisions.

6/21/2017



CONSENT CALENDAR

August 2, 2017

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: Fiscal Year 2018 Purchase Authorization in Excess of Director of Library Services' Granted Authority

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2018 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

FISCAL IMPACT

No additional appropriation is necessary.

The projected costs of these expenditures for these vendors are provisioned for in the fiscal year 2018 budget adopted by the Board of Library Trustees on May 31, 2017 by BOLT Resolution No.: R17-032.

BACKGROUND

With passage of BOLT Resolution No.: 08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94, the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000.

On May 31, 2017, the board approved BOLT Resolution No.: R17-032 adopting the FY 2018 and FY 2019 Biennial Budget, which included funds for services, goods, materials and equipment.

CURRENT SITUATION

Commencing July 1, 2017, the Library will begin processing fiscal year 2018 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2017 expenditure levels as a guide, purchases with several vendors are expected to exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. See Attachment 2 to this report for purchase expenses recorded up to June 19, 2017 in excess \$20,000: vendors associated with a contract number were individually brought before BOLT for authorization; items in bold with no associated contract number were authorized as a group as per the resolution currently before you for consideration.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR**

Fiscal Year 2018 Purchase Authorization in Excess of Director of Library Services' Granted Authority **Page 2**

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2 designated in **bold** – during FY 2018. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager, 981-6118

Attachments

1. Resolution
2. FY18 Authorization for Purchase of Services, Materials and Supplies from Specified Vendors

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2018 PER ATTACHMENT 2**

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution No.: 08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution No.: 09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on May 31, 2017 passed Resolution No.: R17-032 adopting the Biennial Budget for revenues and expenditures for fiscal years 2018 and 2019; and

WHEREAS, the Berkeley Public Library purchases services, goods, materials and equipment in accordance with the adopted budget and in conformance with purchasing policies and practices of the City of Berkeley.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2018 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 designated in **bold** for services, materials, and supplies in excess of the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on August 2, 2017 by the following vote:

AYES: .
NOES: .
ABSENT: .
ABSTENTIONS: .

Diane Davenport, Chairperson

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

BERKELEY PUBLIC LIBRARY							20-Jun-17
FY 2017: PURCHASES TO 19JUN17							
G:\FINANCE\BUDGETS\FY17\Expenditures Vendor_19JUN17.xlsx>50K							
Vendor Name	Contract No.	301 Lib Tax	302 TBR	304 Grants	306 Gifts	307 Fndtn	Total BPL
BAKER & TAYLOR, INC.		497,490			133	281	497,903
UNIVERSAL BUILDING SERVICE	9341	244,265					244,265
PACIFIC GAS & ELECTRIC CO		224,024				17,127	241,152
OVERDRIVE, INC		229,810					229,810
INNOVATIVE INTERFACES INC	9354	227,950					227,950
MIDWEST TAPE		203,397					203,397
DELL MARKETING LP		167,259					167,259
FIRST SECURITY SERVICES*	9822	117,110					117,110
ONE WORKPLACE	9200	94,232					94,232
CALIFA GROUP	9883	91,912					91,912
L.J. KRUSE CO.	9004	85,939					85,939
STATE BOARD OF EQUALIZATIO		72,354		678	811	141	73,984
NOLL & TAM ARCHITECTS	9563	55,122					55,122
EBSCO INFORMATION SERVICES		53,228					53,228
AMAZON.COM-LIBRARY		35,342		3,354	4,632	467	43,794
BIBLIOTHECA	8500	40,378					40,378
AT&T		35,842					35,842
EBMUD		26,216				4,137	30,353
MISC. VENDOR-PROPERTY TAX		34,209					34,209
VALLEY POWER SYSTEMS NORTH	10467	34,000					34,000
LIBRARY IDEAS LLC		32,136					32,136
CALIFA GROUP		31,773					31,773
RECORDED BOOKS, LLC.		31,325					31,325
KONICA MINOLTA PREMIER FIN	8977		28,545				28,545
CDW-GOVERNMENT		28,154					28,154
PACIFIC LIBRARY PARTNERSHI		27,981					27,981
MISC. VENDOR-REBATE		25,448					25,448
HERCULES ELECTRIC	10332	24,584					24,584
HAWKINS CO, THE	10247	22,115					22,115
BLAISDELL'S BUSINESS PRODU		20,075		118	65		20,258
>\$20,000 at 19JUN17		2,813,671	28,545	4,150	5,640	22,153	2,874,160

BOLD Subject to BOLT authorization for Director of Library Services to execute fiscal year 2018 purchase agreements and payment approvals -- no blue-back Contract Agreement.



CONSENT CALENDAR

August 2, 2017

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative and Fiscal Services Manager
SUBJECT: FY 2017 Annual Gift Report

RECOMMENDATION

Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2017 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 (Ordinance No. 7,166-N.S.) approved by the City Council on March 8, 2011 includes Section 2.06.150 addressing disclosure on acceptance of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the board, BOLT 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, 2016 through June 30, 2017 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 2017 Gift Receipts

Report to CC	Donor	Value	Fund	Purpose
No	Corporate Donor (Direct Line Tele Response)	50	306	Unrestricted
No	Private Donor (Addison)	500	306	West Branch
No	Private Donor (Common Knowledge)	150	306	BerkeleyREADS
No	Private Donor (Sheeks)	150	306	Books for children
No	Private Donor (Kimmerer/Weaver)	80	306	Unrestricted
Yes	Private Donor (Shapiro)	1,000	306	Purchase of books
Yes	BPL Foundation: Pass-through	3,500	307	Raymond Family Foundation for BerkeleyREADS
Yes	BPL Foundation	6,200	307	Program: Berkeley Builds Readers
Yes	BPL Foundation and Silberstein Foundation	17,400	307	Program: Cornerstones of Science
Yes	Friends of BPL	108,639	306	Library programs
BPL	Total	\$137,669.00		

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: R17-___

FY 2017 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, the Open Government Ordinance (Ordinance No. 7,166-N.S.) approved by the City Council on March 8, 2011 includes Section 2.06.150 addressing disclosure on acceptance of gifts of \$1,000 or more; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S. delegating to the Board of Library 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 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, 2016 through June 30, 2017; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Berkeley Public Library Foundation for \$27,100, the Friends of the Berkeley Public Library for \$108,639, and a private party gift for \$1,000; 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 August 2, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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



CONSENT CALENDAR

August 2, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: Integrated Library Systems (ILS)

RECOMMENDATION

Adopt a resolution to recommend City Council authorize the Library to issue a Request for Proposals for an Integrated Library System solution.

FISCAL IMPACT

Estimated one-time costs related to reinstallation/conversion: up to \$150,000. Estimated annual costs for ILS solution, maintenance, and support: up to \$200,000.

BACKGROUND

An Integrated Library System (ILS) is the most critical software application for any library. The term ILS refers to an automated system offering an integrated set of applications designed to perform the business and technical functions of a library, including acquisitions, cataloging, circulation, and discovery.

As stated in Administrative Regulation 3.4 Purchasing Policy, it is City policy that “all City purchases, with only specified and approved exceptions, shall be made through a competitive process.” Exceptions are appropriate when there is only one viable source for the product or service, or when competition is found to be inadequate, or in emergency situations when it is impractical to seek competitive bids. The primary means for fulfilling the requirement for a competitive process is to conduct a Request for Proposals (RFP). The RFP process is an open process to solicit proposed solutions from the marketplace. Responses are evaluated to determine whether a vendor is able to provide the Library with the required services at the best price. Unlike a simple bid, with an RFP elements such as functionality of the proposed solution, quality of customer support, and qualifications of the vendor may be weighed in addition to costs.

Conducting an RFP for ILS services affords the Library an opportunity to effectively manage costs related to ILS services and ongoing maintenance, regardless of whether a new vendor or the incumbent is selected. FY17 costs for the Sierra ILS totaled \$229,245. The Library anticipates substantial cost savings related to annual maintenance and support as a result of negotiating a new contract through the RFP process.

Libraries are increasingly opting for hosted services that reduce or eliminate the expense of maintaining local equipment, often relying on web-based interfaces that do not require installation and maintenance of desktop clients. Conducting an RFP also enables the Library to evaluate a variety of hosting solutions.

Berkeley Public Library first contracted with Innovative Interfaces for an ILS solution in 1991 and has remained with Innovative since that time without conducting a competitive process. The ILS marketplace has changed dramatically in the last three decades. As reported in *American Libraries* Library Systems Report for 2017, library technology companies continue to consolidate horizontally and vertically. At the same time, new startups are emerging to challenge established vendors. ILS vendors may specialize in a single type of library or offer services suited to an array of public, academic, and special libraries. There are more than two dozen ILS vendors serving public libraries, with the majority of the market share held by a few large companies. In recent years, open source products have emerged as an integral part of the ILS marketplace. Unlike proprietary systems

controlled by a single company, open source systems may be developed collaboratively by communities of developers.

The discovery layer is key to the patron experience of an ILS. A discovery layer is the interface that facilitates library users finding and accessing materials and resources in a library's collection. While it is customary for an ILS to offer one or more patron-facing discovery interfaces, there are also a range of discovery layers offered by independent vendors to enhance the user experience. Libraries are not restricted to using the discovery interface provided by their ILS vendor.

CURRENT SITUATION AND ITS EFFECTS

The Library anticipates releasing an RFP for an Integrated Library System solution in September following approval by City Council, followed by product demonstrations to staff in late 2017, with the contract awarded in early to mid-2018.

Through the RFP process, the Library will seek to contract for a comprehensive set of services: a turnkey ILS solution with required functionality (acquisitions, cataloging, circulation, discovery, eResource management, reporting, serials, system administration, third party integration), an efficient and effective hosting solution, a detailed implementation and training plan, and ongoing customer support.

As part of the selection process, the Library will invite vendors to present product demonstrations that will be open to all career staff, and staff feedback will be incorporated into the decision making process.

ALTERNATIVE ACTIONS

None.

FUTURE ACTION

All contracts over the Director's threshold will be returned to the Board for final approval.

CONTACT PERSON

Elliot Warren, Deputy Director of Library Services, 510-981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

**RECOMMENDATION TO CITY COUNCIL TO AUTHORIZE
REQUEST FOR PROPOSAL FOR INTEGRATED LIBRARY SYSTEM**

WHEREAS, Berkeley Public Library adopted an automated Integrated Library System in 1991; and

WHEREAS, Berkeley Public Library has contracted with Innovative Interfaces since 1991 for Integrated Library System services; and

WHEREAS, City of Berkeley administrative regulations require purchases to be made through a competitive process; and

WHEREAS, there is adequate competition among vendors offering Integrated Library System solutions.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley recommends Berkeley City Council authorize the Director of Library Services to issue a Request for Proposals for an Integrated Library System.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on August 2, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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



ACTION CALENDAR

August 2, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: Bylaws subcommittee

RECOMMENDATION

Adopt a resolution appointing two Trustees to a BOLT subcommittee to develop bylaws for the Board of Library Trustees.

FISCAL IMPACT

None.

BACKGROUND

BOLT may appoint two Trustees to serve as a temporary subcommittee. Only Trustees may become members of the subcommittee. Subcommittees must be reviewed annually by BOLT to determine if the subcommittee is to continue. All BOLT subcommittees are considered ad hoc single purpose committees.

Upon creation of the subcommittee, BOLT shall allow it to operate with the following parameters:

1. A specific charge or outline of responsibilities shall be established by BOLT.
2. A target date must be established for a report back to BOLT.
3. Maximum life of the subcommittee shall be one year, with annual review and possible extension by BOLT.

Subcommittees shall conduct their meetings in public and in accessible locations that are open to the public. Agendas for subcommittee meetings must be posted with 24-hour notice. Quorum for the subcommittee is two. The secretary is not required to attend or take minutes at meetings of subcommittees.

CURRENT SITUATION AND ITS EFFECTS

BOLT does not have bylaws and instead relies upon the City's Commissioners' Manual. While the Commissioners' Manual provides useful information regarding rules and procedures, there are unique aspects to BOLT that are not addressed in the manual.

The Complete Library Trustee Handbook developed by the American Library Association states that it is important for all Library boards to have bylaws. "This set of rules will govern how the board operates and ensure that all members of the board clearly understand their role. Bylaws ensure consistency and objectivity in carrying out the board's activities."

ALTERNATIVE ACTIONS

None.

CONTACT PERSON

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

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

**RECOMMENDATION TO CITY COUNCIL TO AUTHORIZE
REQUEST FOR PROPOSAL FOR INTEGRATED LIBRARY SYSTEM**

WHEREAS, it is important for the Board of Library Trustees to have bylaws ensure consistency and objectivity in carrying out the board's activities.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley appoints _____ and _____ to a bylaws subcommittee.

BE IT FURTHER RESOLVED that the charge of the bylaws committee is _____ and the committee will report back to the Board by _____ .

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on August 2, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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



INFORMATION REPORTS

August 2, 2017

To: Board of Library Trustees (BOLT)
From: Dan Beringhele, Acting Supervising Librarian, and Shani Leonards, Supervising Librarian
Subject: Employee Engagement

INTRODUCTION

This report provides an overview of employee engagement activities at Berkeley Public Library (BPL).

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

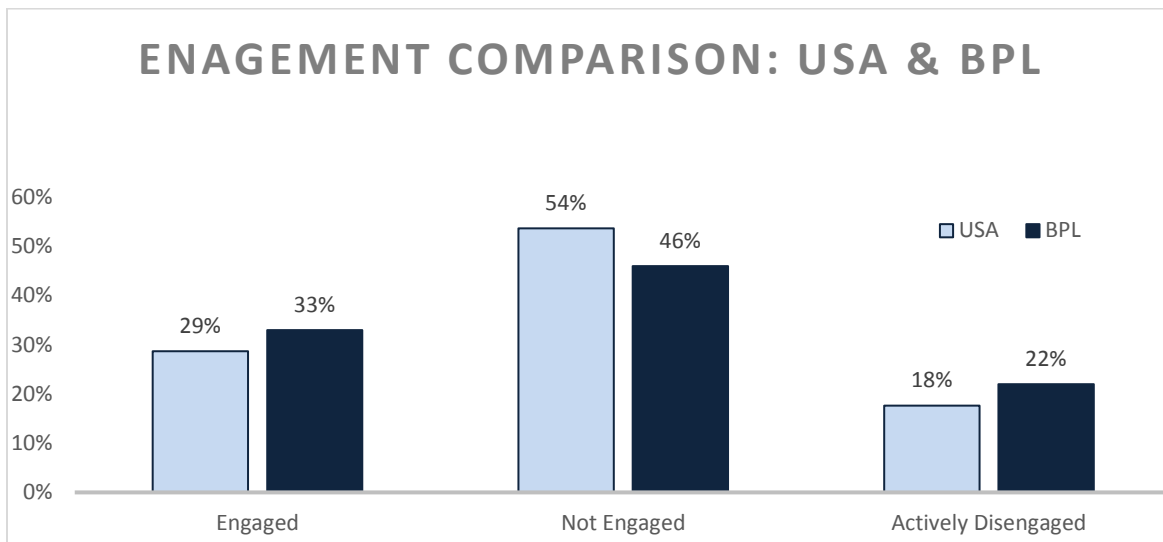
In January of 2017, the Library initiated an employee engagement process designed to strengthen the ability for the Library to provide high quality, customer-focused services. To support this effort, an Engagement Team was convened with the charge to measure current employee engagement, assess findings, and develop methods to improve the level of engagement across units. All career staff at Berkeley Public Library were invited to participate in the Gallup Q12 Survey, an anonymous twelve question survey that measures staff engagement. The Gallup Group's research shows that engaged employees go above and beyond what their job requires and are both more productive and more customer-focused. Engaged staff are involved in, enthusiastic about, and committed to their work and workplace, and contribute to their organization in a positive manner. Gallup provides literature and exercises to help teams amplify areas that are strong and develop elements that are areas of growth. The purpose of the survey is to enable an organization to identify these opportunities and help staff to effectively work together to identify solutions to service issues in such a way that builds on staff ideas and interest.

To prepare staff, the Engagement Team reached out to individual work units to communicate the value of the survey as an element of the engagement process and how that process can help the Library better understand where it is as an organization and build upon employee strengths. Each team member was available to answer questions and address concerns about how the information would be collected and used. With 78% of staff completing the survey, the Library obtained a comprehensive measurement of employee engagement in the Library. Several units achieved 100% participation.

Gallup identifies three engagement categories for staff: *Engaged*, *Not Engaged*, and *Actively Disengaged*. *Engaged* staff are those who are loyal and committed to the organization and its mission and who are particularly productive. The category of *Not Engaged* is generally the largest group of workers in any organization. These are productive staff who may not be especially committed to the organization or its mission. *Actively Disengaged* workers are defined as those who are physically present while also being psychologically absent. They are unhappy with their work situation and spend unproductive time at work sharing their dissatisfaction with their fellow team members.

Survey results show that BPL has a higher level of fully *Engaged* staff than is the norm for American workplaces. While 33% of BPL's staff is considered *Engaged*, Gallup's findings over a 13 year period (2000-2012) show an average of only 29% of the American workforce is *Engaged*. The survey also shows a higher than normal level of *Actively Disengaged* workers at BPL. Whereas the average level of *Actively Disengaged*

staff at American workplaces is 18%, BPL's staff is *Actively Disengaged* at a rate of 22%. Lastly, BPL has a significantly lower rate of *Not Engaged* staff than the norm: 46% rather than the USA average of 54%.



In general, BPL's level of staff engagement closely mirrors patterns seen in the American workforce, with somewhat higher levels at each of the margins.

CURRENT SITUATION AND ITS EFFECTS

Library staff are participating in a number of employee engagement opportunities and processes recommended by Gallup and/or developed by supervisors in tandem with the Engagement Team. The June All-Staff meeting was dedicated to staff appreciation, highlighting extraordinary and lesser known services and the staff that drive them. The Engagement Team worked with units to identify underpublicized and successful services and staff willing to talk about them at the June meeting. Nine work units shared their stories of innovation.

Supervisors were provided tools and instruction in leading a special State of the Team meeting with their work units. The Engagement Team had already gone through this exercise and helped facilitate the meetings where useful. Each State of the Team meeting followed the same format. All staff members shared a positive work experience. Then they worked together using information gathered from the survey to develop a shared goal for their unit that would strengthen a corresponding area of engagement. Activities were identified to advance the team goal. Lead staff members were selected to direct these activities and a date for completion for each task was set. For example, Central Reference is working to improve program visibility, Claremont Branch is working to reduce patron wait times, and North Branch is creating a technology support guide for staff to better respond to patron needs. All units chose a customer focused goal, which sparked the formation of a Library-wide, cross-functional Customer Service Task Team that will create a set of shared values and promulgate best customer service practices. This group has had several meetings and is on track to present those best practices to Library Council in September 2017.

Engagement Team members will report back to the Board of Library Trustees when the bulk of the projects have been completed and assessed. The team will share examples of project outcomes from the system-wide State of the Team work.

FURTHER ACTION

The Engagement Team will provide an employee engagement update in the fall.

CONTACT PERSON

Jay Dickinson, Circulation Services Manager, 510-981-6174



INFORMATION REPORTS

August 2, 2017

To: Board of Library Trustees
From: Heidi W. Dolamore, Director of Library Services
Subject: Monthly report from Director of Library Services

Programs, services, & operations

With the start of a new fiscal year in July, staff implemented two new tools in support of the Statistical Reporting and Transparency Policy, adopted by BOLT in April 2017. The first is a programming statistics collection tool, which enables staff to collect accurate data on the scheduling, attendance, and cost of individual programs. In addition to providing more accurate and transparent data for reporting, this will allow staff to analyze programming outputs to improve planning for the future. Additionally in July, we implemented a new Reference Tally Form. This form maps directly on to the data requirements for the California State Libraries guidelines for collecting data on reference and technology assistance questions.

July was a busy month for library staff in the community. Staff took the book bike and literacy activities to summer learning sites at James Kinney Community Center, Rosa Parks School, and Longfellow School, reaching more than 120 Berkeley students. Nearly 500 young children and their parents or caregivers attended Storytime in the Park at Bateman Mall Park over the course of three weekly sessions. Tweens in City of Berkeley Summer Camps have been attending “in-reach” visits to branches, and 79 young people have attended library programs as part of this camp engagement initiative.

Tarea Hall Pittman South Branch has provided occasional book groups and other programs to seniors at the South Berkeley Senior Center for some time; in July, Berkeley READS began providing regular adult literacy programming on-site as well. This partnership is continuing to expand, as staff and members of the Teen Advisory Group at Tarea Hall Pittman South Branch collect seniors’ stories of South Berkeley’s History; future plans include more regular programming at the newly refurbished Senior Center as well as group visits to the Branch for programming and to explore available resources.

Berkeley Public Library appreciates our volunteers who so generously give back. BPL volunteers donate countless hours of their time and talent to support the Library’s programs and services. On June 16, the Library honored the contributions of volunteers by spending an afternoon sharing food, fun, laughter, and appreciation. This annual event is supported by the Friends of the Library.

Staff development

The Library is launching a professional development and innovation initiative called BPL Innovators with funding from the Berkeley Public Library Foundation. As a participant in BPL Innovators, 20 staff will attend a two day training on human centered design in September, and then will have the opportunity to apply what they learned by working with a team of BPL coworkers to design and implement a new idea. Each team will receive a small budget of \$1,500 to pilot their idea.

The Library completed new hire orientation for new Library Aides, and a new Librarian I will join the Claremont team on July 31. Recruitments for Library Services Manager and Library Specialist II are underway. The Library received 153 applications for Library Specialist II; the application period for Library

Services Manager closes July 31. Interviews for both positions are planned for August, with a tentative hire date of September/October.

The Director and Deputy Director attended a meeting of the Urban Libraries Council (ULC) focused on collaboration with community partners and the role of libraries in local government and civic engagement. Participation in a national network of library leadership is critical during this time when federal library funding is being challenged. Additionally, BPL will be working with ULC to contribute to a report on libraries and digital inclusion, identifying ways to support our community in achieving digital literacy.

Tarea Hall Pittman South Branch sign

The Library is negotiating a contract with a vendor to fabricate and install the new sign. Following successful execution of the contract, the Library will be able to establish a projected timeframe for installation.

Collection management plan

Collections Management Planning Team has distributed a collections survey that has been responded to by over 4,000 community members. The survey will help inform direction of the Collections Management Plan to reflect immediate community input. The team met on 7/20 to discuss observed patterns and immediate findings and what our next steps will be. Findings show a diversity of interests, many contradictory (i.e. requests that no weeding occur vs. complaints that the collection is old and BPL should remove out-of-date materials; complaints that BPL has too many romances vs. complaints that BPL does not have enough). Some initial patterns have emerged:

- Branch users seek diverse, deeper collections than branch spaces can accommodate
- Link+ is very valued, however some patrons don't know about it
- Complaints about poor condition of books, DVDs, and CDs
- Much passion for audiobooks
- Lots of praise for the collection
- Patrons would prefer shorter wait lists, especially for eBooks
- Many patrons are not familiar with the downloadable music offerings
- A number of requests for more copies of "classic" books, generally classic fiction

The team has identified that the plan will include a number of 2 to 3 year strategies intended to support many of these interests. Since the survey has yet to be completed, other patterns are likely to arise once the team looks at the complete data.

Legislative and advocacy update

On July 13, the House Appropriations subcommittee voted to recommend \$231 million in funding for the Institute of Museum and Library Services (IMLS) in FY2018, maintaining the same level of funding as the previous year, which includes \$183.6 million for Library Services and Technology Act (LSTA) programs. On July 19, the House Appropriations committee voted to approve this funding, despite the President's recommendation to eliminate the IMLS. The bill now heads to the floor for a vote by the full House, likely to take place after the August recess. Given that funding is not yet assured, the American Library Association (ALA) continues to call for ongoing advocacy with members of Congress, especially while in their home districts during recess. ALA continues to work in coalition to restore funding for programs that benefit libraries along with other educational organizations, such as the Department of Education's Striving Readers to assist children from birth through grade 12.

The Federal Communications Commission (FCC) has proposed a roll back of the 2015 Open Internet Order that supports net neutrality. The FCC solicited comments on its proposals through July 17, and the American Library Association (ALA) submitted a strong statement in support of net neutrality, citing libraries dependence on an open internet to carry out their mission and ensure the protection of freedom of speech,

dissemination of information, and unfettered access to information. ALA asserted that the proposed roll back is inherently unfair and harmful to libraries as well as consumers.

CONTACT PERSON

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



INFORMATION REPORTS

August 2, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: Trustee Training: Board Meetings

INTRODUCTION

This report provides an overview of a training video on effective board meetings produced by the Association of Library Trustees, Advocates, Friends and Foundations.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

United for Libraries is the Association of Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. To fulfill their mission to support those who govern, promote, advocate, and fundraise for all types of libraries, United for Libraries has developed educational tools and training materials for library Trustees to enable them to discharge their responsibilities to the benefit of the public and the libraries they represent. Berkeley Public Library Board of Library Trustees is a member of United for Libraries.

Short Takes for Trustees is a series of 10 brief videos intended to be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries. Topics in the series explain the basics, such as the broad fiduciary responsibilities of governing boards, how to set policy, how to evaluate the library director, along with board self-evaluation, and the ethical and parliamentary standards for boards. As an additional resource, United for Libraries developed *The Complete Library Trustee Handbook*. New Trustees are provided a copy of this book as part of their orientation.

CURRENT SITUATION AND ITS EFFECTS

The second video in the series, *Board Meetings*, addresses board agendas, parliamentary procedure, the role of the Chair/President, handling conflict, collective decisions, open meetings, closed session, and opposing a board decision. Effective meetings are covered in-depth in Chapter 6 of the *Handbook*. Additional resources are attached to this report.

BOLT is subject to the Brown Act, California's open meeting law. The League of California Cities has developed an extensive plain-language guide to the Brown Act called *Open and Public*. The latest version of the guide (currently version V) is provided to new Trustees as part of their orientation, and the guide is available online at <https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>.

CONTACT PERSON

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

Attachments:

- 1: Parliamentary Procedure
- 2: ABCs of Parliamentary Procedure

Cagle, John A. "Parliamentary Procedure: Toward the Good Order of the University." *Parliamentary Procedure*. California State University, Fresno, 2014. zimmer.csufresno.edu/~johnca/cagle-p3.htm. Accessed 27 June 2017.

Basic Principles

1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges, and obligations.
 - The majority has the right to decide.
 - The minority has rights which must be protected.
3. A quorum must be present for the group to act.
4. Full and free discussion of every motion considered is a basic right.
5. Only one question at a time can be considered at any given time.
6. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
7. No member can speak until recognized by the chair.
8. No one can speak a second time on the same question as long as another wants to speak a first time.
9. The chair should be strictly impartial.

Handling a motion

Three steps by which a motion is brought before the group

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

Three steps in the consideration of a motion

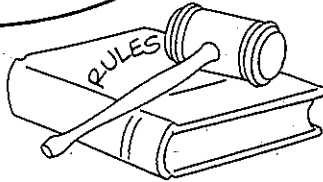
1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.
 - A. The chair restates the question.
 - B. The chair takes the vote:
 - "All in favor of the motion, say aye."
 - "Those opposed, say no."
3. The chair announces the result of a vote. A complete announcement should include:
 - A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
 - B. Declaration that the motion is adopted or lost.
 - C. Statement indicating the effect of the vote or ordering its execution.
 - D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

The a-b-c's of Parliamentary Procedure

National Association of Parliamentarians
213 South Main Street
Independence, MO 64050-3850
Telephone: 816.833.3892
Fax: 816.833.3893
E-Mail: hq@nap2.org
www.parliamentarians.org
Toll Free: 888.627.2929

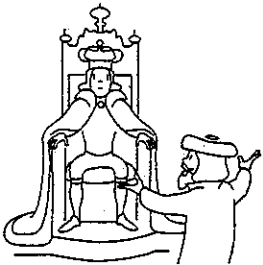
WHAT IS PARLIAMENTARY PROCEDURE?

It's a set of rules for conducting business at meetings and public gatherings.



PARLIAMENTARY PROCEDURE HAS A LONG HISTORY

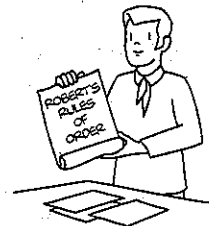
IT ORIGINATED in the early English Parliaments.



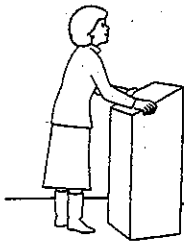
IT CAME TO AMERICA with the first European settlers.



IT BECAME UNIFORM in 1876, when Henry M. Robert published his manual on Parliamentary Law.



Today, *Robert's Rules of Order Newly Revised, 10th Edition*, is the basic handbook of operation for many clubs, organizations and other groups.

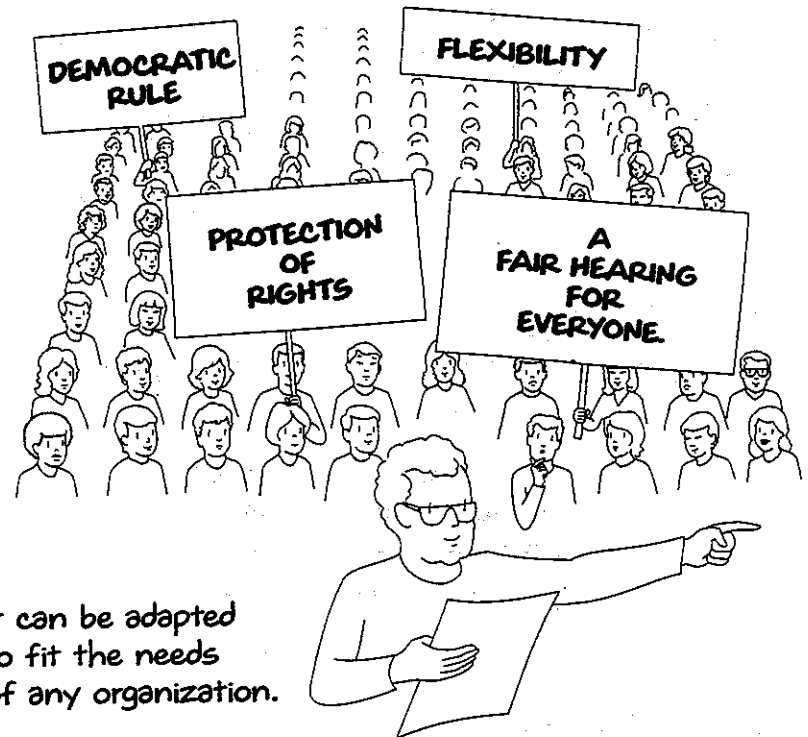


Note: A glossary and index are on page 14.

WHY IS PARLIAMENTARY PROCEDURE IMPORTANT?

Because it allows everyone to be heard and to make decisions without confusion.

PARLIAMENTARY PROCEDURE MEANS:

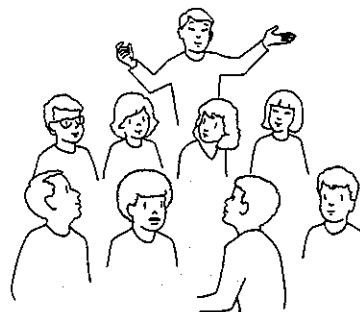
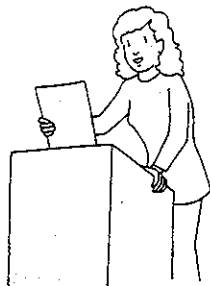


It can be adapted to fit the needs of any organization.

So, it's important for everyone to know these basic rules!

A FIXED AGENDA,

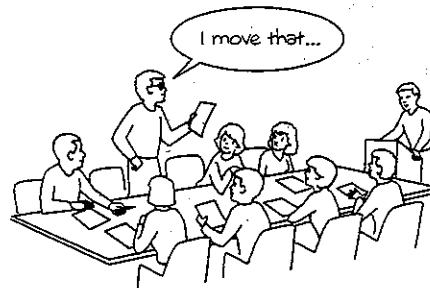
or order of business, is generally followed by organizations using parliamentary procedure. Here's a typical example:



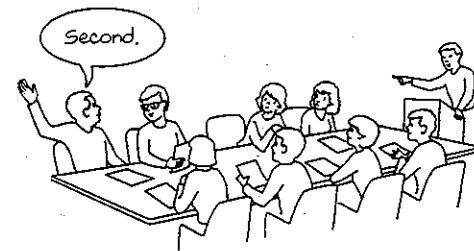
HOW DO MEMBERS GET THEIR SAY?

They make motions. A motion is a proposal that the assembly take a stand or take action on some issue. Members have a right to:

PRESENT MOTIONS
(make a proposal)



SECOND MOTIONS
(express support for discussion of another member's motion)



DEBATE MOTIONS
(give opinions on the motion)



VOTE ON MOTIONS
(make a decision).



1. CALL TO ORDER

If a quorum* is present, the chair (the person conducting the meeting) says, "The meeting will come to order."

2. MINUTES

The secretary reads a record of the previous meeting.

3. OFFICERS' REPORTS

Officers and standing (permanent) committees may report on their activities. Some only report at annual meetings.

4. REPORTS OF SPECIAL COMMITTEES

Special (temporary) committees report on the tasks for which they were created.

5. SPECIAL ORDERS

This is important business previously designated for consideration at this meeting.

6. UNFINISHED BUSINESS

This is business that has come over from the previous meeting.

7. NEW BUSINESS

New topics are introduced.

8. ANNOUNCEMENTS

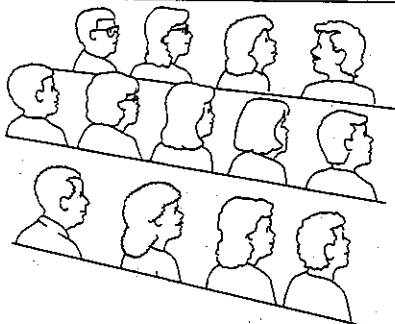
These inform the assembly (the people at the meeting) of other subjects and events.

9. ADJOURNMENT

The meeting ends by a vote or by general consent (or by the chair's decision if the time of adjournment was prearranged by vote).

*A quorum is the number or percentage of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.

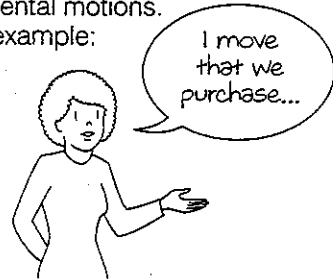
Note: Some assemblies may hold electronic meetings, such as videoconferences or teleconferences. These assemblies may need to modify some rules for obtaining the floor, but they should still follow the other rules of parliamentary procedure.



THERE ARE 5 GENERAL TYPES OF MOTIONS

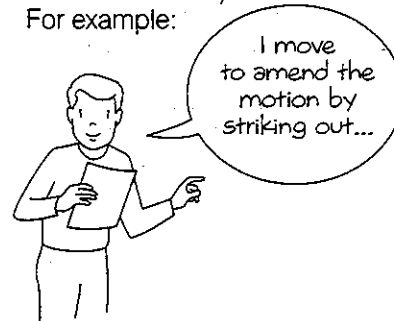
① MAIN MOTIONS

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example:



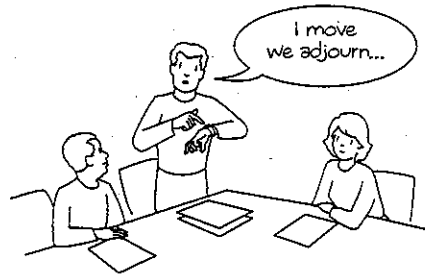
② SUBSIDIARY MOTIONS

These change or affect how the main motion is handled. (They are voted on before the main motion.) For example:



③ PRIVILEGED MOTIONS

These concern special or important matters not related to pending business. In general, they are considered before other types of motions. For example:



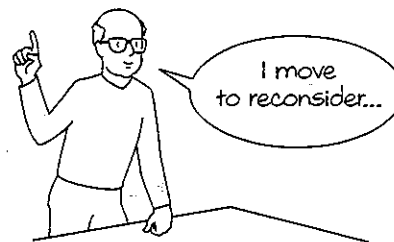
④ INCIDENTAL MOTIONS

These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example:



⑤ MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example:



SOME QUESTIONS RELATING TO MOTIONS:

IS IT IN ORDER?

Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

CAN IT BE AMENDED?

Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

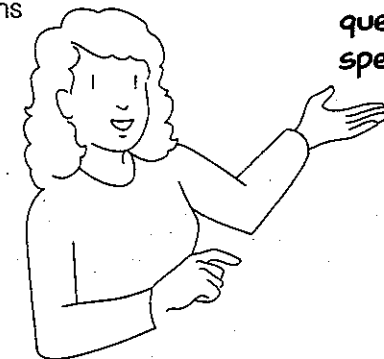
WHAT VOTE IS NEEDED?

Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a $\frac{2}{3}$ vote to be adopted.

CAN IT BE RECONSIDERED?

Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

The table on pages 8 and 9 answers these questions for some specific motions.



PARLIAMENTARY PROCEDURE AT A GLANCE

Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move to adjourn."	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move to recess for..."	NO	YES	NO ❶	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege."	YES	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to lay the motion on the table."	NO	YES	NO	NO	MAJORITY	NO ❷
END DEBATE AND AMENDMENTS	"I move the previous question."	NO	YES	NO	NO	⅔	YES ❸
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee."	NO	YES	YES	YES	MAJORITY	YES ❹
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ❺	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

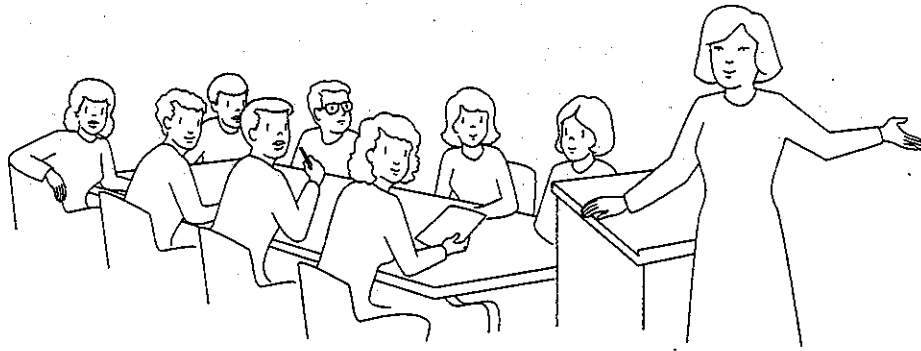
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW, THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ❻	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision."	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	⅔	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion."	YES	NO	NO	NO	⅔ ❼	YES ❷
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division," or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information..."	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES ❸	YES	YES ❹	NO	MAJORITY	NO

NOTES: ❶ Unless moved when no question is pending. ❷ Affirmative votes may not be reconsidered. ❸ Unless vote on question has begun. ❹ Unless the committee has already taken up the subject. ❺ Unless the motion to be amended is not debatable. ❻ Unless the chair submits to the assembly for decision. ❼ A ⅔ vote in negative is needed to prevent consideration of the main motion. ❽ Only if the speaker has the floor but has not actually begun to speak. ❹ Unless the motion to be reconsidered is not debatable.

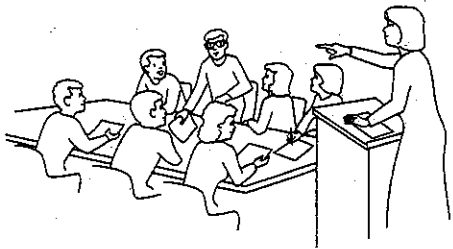
HOW DO I PRESENT MY MOTION?

Here's what happens when you want a motion considered:



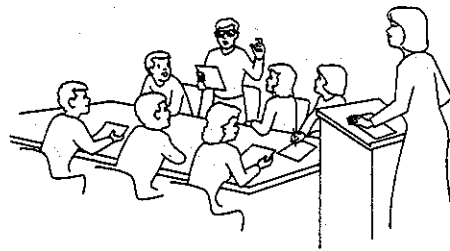
1 YOU OBTAIN THE FLOOR

- Wait until the previous speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



2 YOU MAKE YOUR MOTION

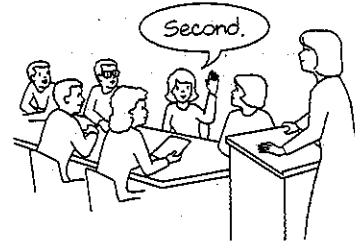
- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we do..." instead of "I move that we do not..."
- Stay on the subject and avoid personal attacks.



3 YOU WAIT FOR A SECOND

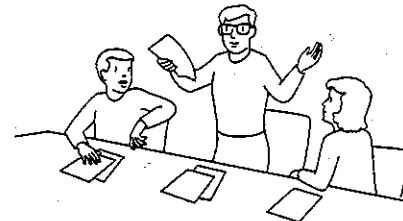
- Another member will say, "I second the motion."
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

Motions made at the direction of a board or committee (of more than one person) do not require a second.



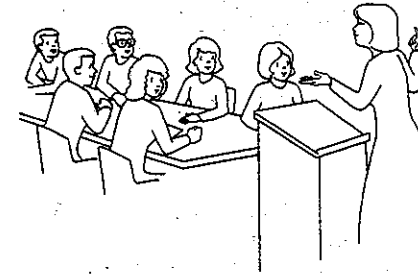
4 YOU EXPAND ON YOUR MOTION

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the chair.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a $\frac{2}{3}$ vote.



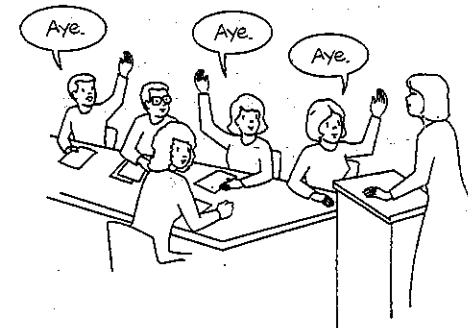
5 THE CHAIR STATES YOUR MOTION

- The chair must say, "It is moved and seconded that we..."
- After this happens, debate or voting can occur.
- Your motion is now "assembly property," and you can't change it without consent of the members.



6 THE CHAIR PUTS THE QUESTION

- The chair asks, "Are you ready for the question?"
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.



THE METHOD OF VOTING ON A MOTION

depends on the situation and on the bylaws of your organization. You may vote by:



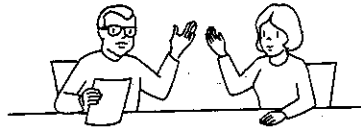
VOICE

The chair asks those in favor to say "aye" and those opposed to say "no" (for majority votes only). A member may move for an exact count.



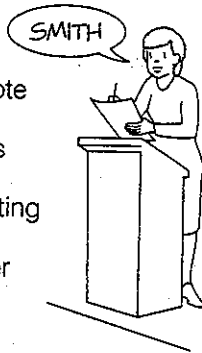
SHOW OF HANDS

Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.



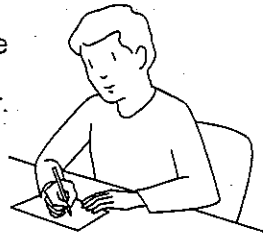
ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



BALLOT

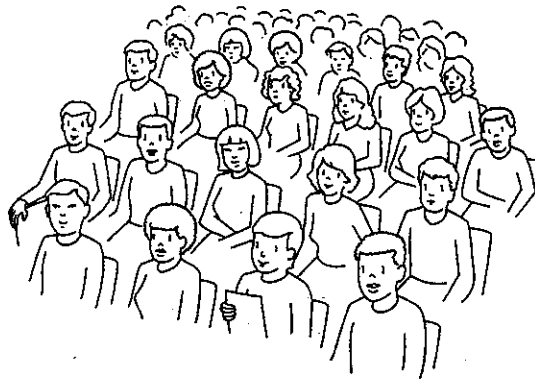
Members write their vote on a slip of paper. This is done when secrecy is desired.



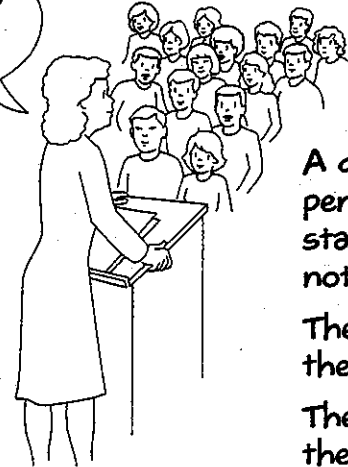
GENERAL CONSENT

When a motion isn't likely to be opposed, the chair says, "If there is no objection..." Members show consent by their silence.

If someone says, "I object," the matter must be put to a vote.



MORE ABOUT VOTING



A question (motion) is pending when it has been stated by the chair but not yet voted on.

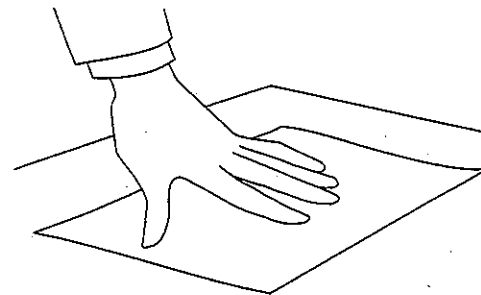
The last motion stated by the chair is the first pending.

The main motion is always the last voted on.

A MOTION TO LAY ON THE TABLE

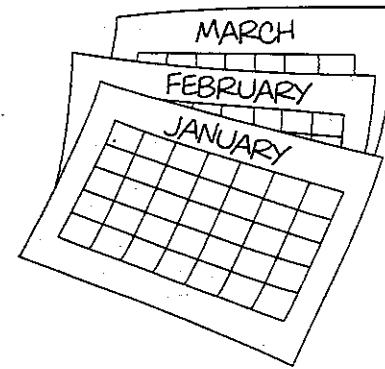
This motion is used to lay something aside temporarily to take care of a more urgent matter. It should not be used to prevent debate or to kill a question.

Members can "take from the table" a motion for reconsideration. This must happen by the end of the current or next session (depending on how soon the next session is scheduled).



A MOTION TO POSTPONE INDEFINITELY

This is parliamentary strategy. It allows members to dispose of a motion without making a decision for or against. This is useful in case of a badly chosen main motion for which either a "yes" or "no" vote would have undesirable consequences.



GLOSSARY AND INDEX



ADJOURN Page
To end the meeting
Ways to adjourn 4
How to move to adjourn . . 8-9

AGENDA
Business to be considered during a meeting 4

AMEND
To change a motion
Ways to amend 7
How to move to amend . . . 8-9

COMMITTEE
A group of members chosen for a certain task 4

DEBATE
Discussion about a motion
Members' right 5
When to debate 7-9
Rules on debate 11

GENERAL CONSENT
Adopting a motion without a vote 12

IN ORDER
Relevant to the business at hand 7

MAJORITY
More than half of the members present and voting
In voting 7
When required 8-9

MOTION Page
A proposal that the assembly take a stand or take action on some issue
Types of motions 6, 13
Procedures affecting motions 6-7
Typical motions 8-9
How to make a motion 10-11

QUORUM
Number or percentage of members that must be present to conduct business legally 4

SECOND
A verbal signal from a member that he or she wishes to consider a motion just made
Members' right 5
When required 7-9
How to give a second 11

VOTING
Means by which motions are accepted or rejected by the assembly
Members' right 5
What vote is needed 7-9
Method of voting 12

So--

PARLIAMENTARY PROCEDURE HELPS GET THINGS DONE

- ✓ **MAKE MOTIONS**
that are in order.
- ✓ **OBTAIN THE FLOOR**
properly.
- ✓ **SPEAK**
clearly and concisely.
- ✓ **OBEY**
the rules of debate.

And, most of all,
be courteous.

