



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, August 2, 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: 6:55 PM

Present: Trustees Davenport, Franklin, Hahn, Hunt, and Selawsky,

Absent: None.

Also Present: Elliot Warren, Deputy Director; Dennis Dang, Fiscal Services Manager; Sarah Dentan, Library Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Amanda Myers, Library Services Manager; Eve Franklin, Administrative Secretary

2. Public Comments: 3 speakers.

3. Comments from Library Unions:

- A. Public Employees Union, LOCAL 1 – 0 speakers
- B. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
- C. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speakers.

4. Comments from Board of Library Trustees

- A. Trustee Hunt – Good to see several members of the public here. Shared information on group norms, and suggested a future agenda item of an outside audit of the library organization.
- B. Trustee Franklin - Thanked Kathy Huff for her comments. It is very important that we all keep in mind that Berkeley should be on the forefront of leading the charge, and the Library's been doing exceptional work.
- C. Trustee Selawsky – responded to a public comment on signage for Tarea Hall Pittman South Branch by reading from the Directors report "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." Noted points about a bench or plaque in honor of Charles Austin.
- D. Trustee Hahn – Thanked everyone for coming to the meeting. Will suggest a couple of things at the end of the meeting for agenda building. Suggested allocating time to Berkeley Public Library Foundation and Friends of the Library to make comments. Provided a request to include an update on the Tarea Hall Pittman South Branch Signage at every meeting until item is completed.
- E. Trustee Davenport – spoke regarding the passing of Charles Austin and Betty Olds. Tonight's meeting will be adjourned in memory of Charles Austin and Betty Olds.

II. CONSENT CALENDAR

Action: M/S/C Trustee Franklin / Trustee Hahn to approve the consent calendar items A, C & D.

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

A. Approve minutes of the June 21, 2017 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 21, 2017 Special Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-033 to approve the minutes of the June 21, 2017 Special Meeting.

B. Fiscal Year 2018 Purchase Authorization in Excess of Director of Library Services' Granted Authority

From: Administrative and Fiscal Services Manager

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.

Financial Implications: None.

Contact: Administrative and Fiscal Services Manager

Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-034 to 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

From: Dennis Dang, Administrative and Fiscal Services Manager

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.

Financial Implications: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-035 to 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)

From: 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.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-036 to 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

This item was postponed to a future meeting.

From: Director of Library Services

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

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services.

Action: No Action taken.

IV. INFORMATION CALENDAR

A. Employee Engagement

Dan Beringhele and Shani Leonards provided a summary of employee engagement activities at Berkeley Public Library (BPL).

Contact: Dan Beringhele, Acting Supervising Librarian, and Shani Leonards, Supervising Librarian

Action: Received

B. Human Resources

July Cole, Associate Human Resources Analyst provided a Berkeley Public Library Recruitment and Diversity Status Report (attachment #3)

From: Associate Human Resources Analyst

Contact: July Cole

Action: Received

C. Monthly Library Director's Report

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

D. Trustee Training: Board Meetings – Heidi Dolamore, Director of Library Services

This items was postponed to a future meeting.

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Postponed to next meeting.

E. 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
- Union Comment Process
- Employee Engagement Survey Report
- Strategic Plan
- 4x2 Committee attendee process
- Bylaws for Trustees; including suggested Trustee guidelines for conduct during public meetings

VI. ADJOURNMENT

Adjourned at 8:30 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of August 2, 2017 as approved by the Board of Library Trustees

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Elliot Warren, Deputy Director of Library Services, acting as secretary to BOLT

Attachments:

1. Judy Hunt item on Group Norms
2. Berkeley Public Library (Recruitment and Diversity Status Report
3. Hahn items on Consent and Action Items for future agendas