I. PRELIMINARY MATTERS

A copy of the agenda packet can be found at [http://www.berkeleypubliclibrary.org/about/board-library-trustees](http://www.berkeleypubliclibrary.org/about/board-library-trustees)

1. Call to Order: 6:31 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; Eve Franklin, Administrative Secretary


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

4. Comments from Board of Library Trustees
   - A. Trustee Hahn – Expressed gratitude to new Acting Director of Library Services Elliot Warren.
   - B. Trustee Selawsky – Thank you to Elliot Warren for willingness to serve
   - C. Trustee Franklin – Thank you to Elliot Warren and shout-out to July Cole who is moving to the City of Berkeley.

II. CONSENT CALENDAR

Item D was pulled for discussion.

Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-039 to approve the consent calendar minus item D.


A. Approve Minutes of the August 2, 2017 Special Closed Session Meeting
   - From: Director of Library Services
   - Recommendation: Adopt a resolution to approve the minutes of the August 2, 2017 Special Closed Session Meeting of the Board of Library Trustees.
   - Financial Implications: None.
   - Contact: Elliot Warren, Deputy Director of Library Services
   - Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-040 to approve the minutes of the August 2, 2017 Special Meeting.
B. Approve Minutes of the August 2, 2017 Special Meeting
   From: Director of Library Services
   Recommendation: Adopt a resolution to approve the minutes of the August 2, 2017 Special Meeting of the Board of Library Trustees.
   Financial Implications: None.
   Contact: Elliot Warren, Deputy Director of Library Services
   Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-041 to approve the minutes of the August 2, 2017 Special Meeting.

C. Approve Minutes of the August 7, 2017 Special Closed Session Meeting
   From: Director of Library Services
   Recommendation: Adopt a resolution to approve the minutes of the August 7, 2017 Special Closed Session Meeting of the Board of Library Trustees.
   Financial Implications: None.
   Contact: Elliot Warren, Deputy Director of Library Services
   Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-042 to approve the minutes of the August 2, 2017 Special Meeting.

D. FY 2017 Closing Budget Results and FY 2018 Budget Amendment (AAO1)
   From: Administrative and Fiscal Services Manager
   Recommendation: Adopt the resolution amending the FY 2017 Adopted Expenditures Budgets for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling $470,134.
   Financial Implications: None.
   Contact: Dennis Dang, Administrative and Fiscal Services Manager
   Action: M/S/C Trustee Selawsky / Trustee Hunt to adopt resolution # R17-043.

E. Fiscal Year 2018 Purchase Authorization for Kanopy.com
   From: Administrative and Fiscal Services Manager
   Recommendation: Adopt the resolution for fiscal year 2018 purchase agreements and payment approvals for library materials provided from Kanopy.com in excess of Director of Library Services’ granted authority.
   Financial Implications: None.
   Contact: Dennis Dang, Administrative and Fiscal Services Manager
   Action: M/S/C Trustee Selawsky / Trustee Franklin to adopt resolution # R17-044.

F. California State Library FY 2018 Baseline Grant Funds from the California Library Literacy Services (CLLS) Program
   From: Administrative and Fiscal Services Manager
   Recommendation: Adopt the resolution authorizing the Director of Library Services to apply for and accept $18,000 in awarded FY 2018 CLLS baseline grant funds.
   Financial Implications: None.
   Contact: Dennis Dang, Administrative and Fiscal Services Manager
   Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-045.

G. Contract Amendment: No. 10175 Interact Intranet, Inc.
   From: Administrative and Fiscal Services Manager
   Recommendation: Adopt the resolution the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 10175 with Interact Intranet, Inc. to increase the contracted not-to-exceed amount to $110,000 for continuous technical support and regular software upgrades of the Library’s Staff Intranet, and to extend the term of the Contract to December 31, 2020.
   Financial Implications: None.
   Contact: Administrative and Fiscal Services Manager
   Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-046.
H. **Contract Amendment: No. 10376 Clark Pest Control**  
From: Administrative and Fiscal Services Manager  
Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 10376 with Clark Pest Control to increase the contracted not-to-exceed amount to $75,000 for bedbug and pest detection and remediation services, and to extend the term of the Contract to February 28, 2020.  
Financial Implications: None.  
Contact: Administrative and Fiscal Services Manager  
Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-047.

III. **ACTION CALENDAR**  
A. **Officer Election**  
From: Deputy Director of Library Services  
Recommendation: Adopt a resolution to elect a Vice President to serve through the time of the next election in October 2017.  
Financial Implications: None.  
Contact: Elliot Warren, Deputy Director of Library Services.  
Action: M/ Trustee Franklin to nominate Judy Hunt as Vice President to serve through the time of the next election in October 2017. Motion failed due to lack of a second.  
M/S/C Trustee Hahn / Trustee Davenport to adopt resolution # R17-048 to elect John Selawsky as Vice President to serve through the time of the next election in October 2017.  

B. **Bylaws Subcommittee**  
From: Deputy 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: Elliot Warren, Deputy Director of Library Services.  
Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-049 to appoint Sophie Hahn & Judy Hunt to a BOLT subcommittee to develop bylaws for the Board of Library Trustees.  

C. **Amend Board of Library Trustees Meeting Policy**  
From: Trustee Sophie Hahn  
Recommendation: Adopt a Resolution to amend the first two sentences of the Board of Library Trustees Meeting Policy Section B, Comment from Library Unions, to read as follows:  
“For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.”  
Financial Implications: None.  
Contact: Trustee Sophie Hahn.  
Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution # R17-050 to amend the first two sentences of the Board of Library Trustees Meeting Policy Section B, Comment from Library Unions for a three month trial, to read as follows:
“For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.”


D. **Tarea Hall Pittman South Branch Library Signage Update**
   From: Trustee Sophie Hahn
   Recommendation: Adopt a Resolution to request that Library Administration report monthly to the Board of Library Trustees on the status of the Tarea Hall Pittman South Branch Library signage project via an Information Item on all BOLT Agendas until the signage has been installed and the unveiling celebration of the signage has taken place.
   Financial Implications: None.
   Contact: Trustee Sophie Hahn.
   Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-051 to request that Library Administration report monthly to the Board of Library Trustees on the status of the Tarea Hall Pittman South Branch Library signage project via an Information Item on all BOLT Agendas until the signage has been installed and the unveiling celebration of the signage has taken place and to post report on library website.

E. **Discussion of Organizational Audit of Library Services**
   From: Trustee Judy Hunt
   Recommendation: Discuss Trustee Hunt’s suggestion for an organizational evaluation to facilitate and sustain improved operations and services. Adopt a resolution for BOLT to discuss at one or both of the next two regular BOLT meetings the initiation of an independent review and evaluation of the Library.
   Financial Implications: None.
   Contact: Trustee Judy Hunt.
   Action: None.

F. **Director Recruitment Process**
   From: President Diane Davenport.
   Recommendation: Adopt a Resolution to refer to Diane Davenport (Board of Library Trustee Chair) in consultation with the City of Berkeley Human Resources Department to head up the Director search process and to request a report to Board on the process at the next regularly scheduled meeting.
   Financial Implications: None.
   Contact: President Diane Davenport.
   Action: None.

IV. INFORMATION CALENDAR

A. **Trustee Recruitment Process Report**
   Elliot Warren reported the signage for Tarea Hall Pittman South Branch Library has been fabricated and installation will take 5-7 days.
   From: Deputy Director of Library Services
   Contact: Elliot Warren, Deputy Director of Library Services
B. Monthly Library Director’s Report
   From: Deputy Director of Library Services
   Contact: Elliot Warren, Deputy 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
   • Joint Labor Management Report
   • Organizational Audit/Evaluation/Review

VI. ADJOURNMENT

   Adjourned at 8:35 PM.

   This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of
   September 6, 2017 as approved by the Board of Library Trustees

   //s// ______________________________

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

Attachments: