



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
Tuesday, October 17, 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 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.
- i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
 - ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
 - iii. Public Employees Union, LOCAL 1
- 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 September 6, 2017 Special Closed Session Meeting**
Recommendation: Approve the minutes of the September 6, 2017 Special Closed Session Meeting of the Board of Library Trustees.
- B. Approve Minutes of the September 6, 2017 Regular**
Recommendation: Approve the minutes of the September 6, 2017 Regular Meeting of the Board of Library Trustees.
- C. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings**
Recommendation: Adopt a resolution to open the Central Library and all Branch Libraries one hour later on March 30, June 29, August 31 and November 30, 2018 to allow adequate time for the all-staff meeting.
- D. 2018 Regular Meeting Schedule for the Board of Library Trustees**
Recommendation: Adopt a resolution approving dates, times and locations for the 2018 regular meeting schedule for the Board of Library Trustees.
- E. 2018 Berkeley Public Library Holiday & Early Closing Schedule**
Recommendation: Adopt the resolution approving the 2018 Berkeley Public Library Holiday & Early Closing Schedule.
- F. Annual Authors Dinner Event 2018**
Recommendation: Adopt the resolution approving the arrangements in preparation for the 16th annual Authors Dinner to be held on Saturday, February 10, 2018 at the Central Library.

III. ACTION CALENDAR

- A. Central Support Service Unit**
Recommendation: Adopt the resolution to direct the Library Director to initiate recruitment of budgeted positions approved by the Board of Library Trustees via BOLT Resolution No.: R17-032 at a special meeting held on May 31, 2017. BOLT approval for recruitment will allow the Library to staff the budgeted department/division for the Central Support Unit (#9301).

IV. INFORMATION REPORTS

- A. **Organizational Audit Update** - Elliot Warren, Acting Director of Library Services
- B. **Rules and Regulations for use of Library Grounds, Buildings, and Equipment for Meetings and Other Events** – Elliot Warren, Acting Director of Library Services
- C. **Bylaws Subcommittee Oral Update**
- D. **Tarea Hall Pittman South Branch Signage Oral Update**
- E. **Monthly Library Director’s Report** – Elliot Warren, Acting Director of Library Services
- F. **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 Special Meeting held at 6:30 PM on Wednesday, November 1, 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 510-981-6418 (V) or 510-981-6347 (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 October 5, 2017.

//s//

Elliot Warren, Acting 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, September 6, 2017 5:30 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: 5:36 PM

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

Absent: Trustee Franklin.

Also Present: Eve Franklin, Administrative Secretary
Kristy van Herick, Assistant City Attorney

2. Public Comments: 1 speakers.

II. CLOSED SESSION

A. PUBLIC EMPLOYEE APPOINTMENT-Pursuant to Government Code Section 54957

Title: Acting Director of Library Services

III. ACTION CALENDAR

A. Public Reports of actions taken pursuant to Government Code Section 54957.1.

Action: M/S/C Trustee Selawsky / Trustee Hunt to adopt resolution # R17-037 to appoint Elliot Warren as Acting Director of Library Services effective September 24, 2017.

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

B. Establish a Salary for Acting Director of Library Services

From: Diane Davenport, President, Board of Library Trustees

Recommendation: Adopt the resolution to set salary within existing salary range for Director of Library Services.

Financial Implications: see report.

Contact: Diane Davenport, President, Board of Library Trustees

Action: M/S/C Trustee Hunt / Trustee Hahn to adopt resolution # R17-038 establish a salary for Elliot Warren as Acting Director of Library Services based on an annual salary of \$146,232.00 (\$70.30 per hour), effective September 24, 2017. While in this provisional position, Mr. Warren will serve at the pleasure of the Board of Library Trustees.

IV. ADJOURNMENT

Adjourned at 6:12 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of September 6, 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



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, September 6, 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: 6:31 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

2. Public Comments: 6 speakers.

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.

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

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 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 Franklin / Trustee Selawsky 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 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.

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

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.

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

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.”

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

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.

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

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

Action: Received

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 special 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:



CONSENT CALENDAR

October 17, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

RECOMMENDATION

Adopt a resolution to open the Central Library and all Branch Libraries one hour later on March 30, June 29, August 31 and November 30, 2018 to allow adequate time for the all-staff meeting.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

In the past, all-staff meetings were held from 8:30-9:30am at the Central Library, prior to regular open hours, allowing 30 minutes following the meeting to prepare to open the Branches and Central Library at 10:00am. With the addition of travel time to Branches, Branch staff had a reduced amount of time to prepare for opening, or they had to leave the meeting early, or miss it entirely. With only an hour available, the presentations and announcements were sometimes of necessity shortened to the point that full, detailed communication with the staff at large was not possible.

All Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings. These practices would continue.

Standing items currently on the all-staff meeting agenda include:

- Introduction of new staff.
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, upcoming projects, budget update, recognition of staff achievements, etc.)
- Presentations by staff or guest on topic relevant to all (e.g. privacy policy training, demonstrations of new ADA-related equipment, workplace safety issues, committee reports, new policy introductions, strategic plan updates)

While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak with each other about special projects, services and other relevant issues. These all-staff meetings allow the Director and managers the opportunity to distribute staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to Library staff having the ability to hear important information directly from their managers. By delaying the Library's opening by one hour on

these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on four Fridays throughout the course of the 2009 calendar year to allow additional time for more productive meetings and provide ample time for staff to prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation (for example, privacy policy training) and important planning information related to projects and initiatives. Library staff propose continuing this practice, with the goal of using this time to improve communication regarding policies and other topics of professional value to employees.

FUTURE ACTION

No future action is required.

CONTACT PERSON

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

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2018

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, the Library began this practice in 2008, with the Library opening late at 11:00 a.m. with no detrimental effect on operation; and

WHEREAS, by delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on March 30, June 29, August 31 and November 30, 2018 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 17, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee



CONSENT CALENDAR
October 17, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: 2018 Regular Meeting Schedule for the Board of Library Trustees

RECOMMENDATION

Adopt a resolution approving dates, times and locations for the 2018 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its meetings toward the end of each year.

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees have recently been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street.

The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

Winter Recess – December 13, 2017– January 22, 2018
January 23 and January 30, 2018
February 13 and February 27, 2018
March 13 and March 27, 2018
April 3 and April 24, 2018
Spring Recess – April 4 – April 23, 2018
May 1, May 15 and May 29, 2018
June 12 and June 26, 2018
July 10 and July 24, 2018
Summer Recess – July 25 – September 10, 2018
September 11 and September 25, 2018
October 2, October 16 and October 30, 2018
November 13 and November 27, 2018
December 4 and December 11, 2018
Winter Recess – December 12, 2018 – January 21, 2019

The proposed *2018 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION:

No further action is required.

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Proposed 2018 Board of Library Trustee Meeting Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

APPROVAL OF THE 2018 REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street;

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2018 regular meeting schedule for the Board of Library Trustees as once per month on the first Wednesday at 6:30 P.M. to be held at the Tarea Hall Pittman South Branch Library except for August when there is a meeting recess.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on October 17, 2017.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee

Berkeley Public Library
Board of Library Trustees
2018 Regular Meeting Schedule
1st Wednesday Dates (except for conflicts)

Regular Meeting Dates	Location
January 3, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
February 7, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
March 7, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
April 4, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
May 2, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
June 6, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
<i>July 4 is a holiday</i>	
July 18, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
{No meeting in August}	
September 5, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
October 3, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)
<i>November 7, 2018 (conflict with CLA Conference)</i>	
November 14	Tarea Hall Pittman South Branch Library (1901 Russell St.)
<i>December 5 (12/2-12/10 is Hanukkah)</i>	
December 12 or 19, 2018	Tarea Hall Pittman South Branch Library (1901 Russell St.)



CONSENT CALENDAR
October 17, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: 2018 Berkeley Public Library Holiday & Early Closing Schedule

RECOMMENDATION

Adopt the resolution approving the 2018 Berkeley Public Library Holiday & Early Closing Schedule.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the preceding year. This schedule will result in the closure of all Libraries, including Branches.

CURRENT SITUATION AND ITS EFFECTS

Union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception: the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday.

The Central Library and Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a shortened schedule, closing at 6 PM. When a holiday falls on a weekend, the Library closes on both the actual holiday and the observed holiday day. In this case, eligible employees will receive a paid holiday for one of the closed days. For employees normally scheduled to work both the holiday and the observed closure, a schedule adjustment or other type of leave will be arranged in advance in coordination with their supervisor.

The draft 2018 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

FUTURE ACTION

No future action is required.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, Library Administration, 510-981-6195

Attachments:

1. Resolution
2. Proposed 2018 Schedule of Berkeley Public Library Holidays and Early Closings
3. 2017 Schedule of Berkeley Public Library Holidays and Early Closings
4. 2018 City of Berkeley Holiday Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

2018 BERKELEY PUBLIC LIBRARY HOLIDAY & EARLY CLOSING SCHEDULE

WHEREAS, union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2018 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a special meeting held on October 17, 2017.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

Berkeley Public Library Proposed 2018 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2018 (Monday) *	New Year's Day	X	
2. January 15, 2018 (Monday)	Martin Luther King Jr. Day	X	
3. February 19, 2018 (Monday)	President's Day	X	
4. May 18, 2018 (Friday)	Malcolm X Day	X	
5. May 28, 2018 (Monday)	Memorial Day	X	
6. July 4, 2018 (Wednesday)	Independence Day	X	
7. September 3, 2018 (Monday)	Labor Day	X	
8. October 8, 2018 (Monday)	Indigenous People's Day	X	
9. November 12, 2018 (Monday)	Veterans' Day	X	
10. November 21, 2018 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
11. November 22, 2018 (Thursday)	Thanksgiving Holiday	X	
12. November 23, 2018 (Friday)	Thanksgiving Holiday	X	
13. December 24, 2018 (Monday)	Christmas Eve	X	
14. December 25, 2018 (Tuesday)	Christmas Day	X	
15. December 31, 2018 (Monday)	New Years Eve		All Library locations to close at 6:00pm

Berkeley Public Library
2017 Schedule of Holidays & Early Closings

Date	Holiday	Closure	Early Closing
1. January 1, 2017 (Sunday) *	New Year's Day	X	
2. January 2, 2017 (Monday) *	New Year's Day Observed	X	
3. January 16, 2017 (Monday)	Martin Luther King Jr. Day	X	
4. February 13, 2017 (Monday) **	Lincoln's Birthday		
5. February 20, 2017 (Monday)	President's Day	X	
6. May 19, 2017 (Friday)	Malcolm X Day	X	
7. May 29, 2017 (Monday)	Memorial Day	X	
8. July 4, 2017 (Tuesday)	Independence Day	X	
9. September 4, 2017 (Monday)	Labor Day	X	
10. October 9, 2017 (Monday)	Indigenous People's Day	X	
11. November 10, 2017 (Friday)	Veterans' Day	X	
12. November 22, 2017 (Wednesday)	Thanksgiving Eve		All Library locations to close at 6:00pm
13. November 23, 2017 (Thursday)	Thanksgiving Holiday	X	
14. November 24, 2017 (Friday)	Thanksgiving Holiday	X	
15. December 25, 2017 (Monday)	Christmas Day	X	

2018 City of Berkeley Holiday Schedule

1. January 1, 2018 (Monday) – New Year’s Day
2. January 15, 2018 (Monday) - Martin Luther King Jr. Birthday Observed
3. February 12, 2018 (Monday) - Abraham Lincoln Birthday Observed
4. February 19, 2018 (Monday) - George Washington Birthday Observed
5. May 18, 2018 (Friday) - Malcolm X Birthday
6. May 28, 2018 (Monday) - Memorial Day
7. July 4, 2018 (Wednesday) - Independence Day
8. September 3, 2018 (Monday) - Labor Day
9. October 8, 2018 (Monday) - Indigenous People’s Day
10. November 12, 2018 (Monday) - Veterans’ Day
11. November 22, 2018 (Thursday) – Thanksgiving Day
12. November 23, 2018 (Friday) –Day After Thanksgiving
13. December 25, 2018 (Tuesday) – Christmas Day



CONSENT CALENDAR

October 17, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: ANNUAL AUTHORS DINNER EVENT 2018

RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the 16th annual Authors Dinner to be held on Saturday, February 10, 2018 at the Central Library.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

BACKGROUND

For the past fifteen years in February, the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

CURRENT SITUATION AND ITS EFFECTS

The 16th annual Authors Dinner is scheduled for Saturday, February 10, 2018 with a gala reception beginning at 6 pm, followed by a Silent Auction and dinner. The Foundation is expecting approximately 320 guests, and 30 noted authors are scheduled to attend. In preparation for this event, the following arrangements need Board approval:

1. Close the Central Library at 5:00 pm on Saturday, February 10, 2018.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, February 10, 2018.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 10, 2018.
4. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 10, 2018.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

FUTURE ACTION

No future action is required.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, Library Administration. 510-981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

**APPROVAL OF THE ARRANGEMENTS FOR THE 2018 16th ANNUAL AUTHORS DINNER EVENT
TO BE HELD ON SATURDAY FEBRUARY 10, 2018 AT THE CENTRAL LIBRARY**

WHEREAS, over the past 15 years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the 16th annual Authors Dinner is scheduled for Saturday, February 10, 2018; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the eleventh annual Authors Dinner:

1. Close the Central Library at 5:00 pm on Saturday, February 10, 2018.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, February 10, 2018.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 10, 2018.
4. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 10, 2018.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 17, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

October 17, 2017

To: Board of Library Trustees
From: Elliot Warren
Subject: Central Support Unit

RECOMMENDATION

Adopt the resolution to direct the Library Director to initiate recruitment of budgeted positions approved by the Board of Library Trustees via BOLT Resolution No.: R17-032 at a special meeting held on May 31, 2017.

BOLT approval for recruitment will allow the Library to staff the budgeted department/division for the Central Support Unit (#9301) to address the following general responsibilities:

- Staffing of redesigned teen space and other first floor Central Library areas to provide programming and satisfy patron readers' advisory and information questions
- Assume duties related to enhancing user experience and providing security support for first and third floors of the Central Library
- Support collection marketing and management for materials housed on the first and third floors of the Central Library
- Provide ongoing teen programming in revamped space and in redesigned electronic classroom
- Initiate and sustain outreach and partnership efforts in support of redesign of teen space and teen services
- Support for system-wide adult programming efforts, such as Cornerstones of Science, the Summer Reading Program, and a citywide read program
- Support for Library's volunteer program
- Cross-trained to support adult services reference needs

The Central Support Unit will consist of the following budgeted positions:

- Supervising Librarian (New) at 1.0 FTE
- Senior Librarian (New) at 1.0 FTE
- Library Specialist II (Vacant) transfer at 1.0 FTE
- Librarian II (Librarian who is currently assigned a teen services role will be transferred from Adult Services-Reference) transfer at 1.0 FTE

FISCAL IMPACTS OF RECOMMENDATION

All positions are budgeted in FY 2018 and FY 2019. Current cost savings from vacant positions will end.

CURRENT SITUATION AND ITS EFFECTS

Currently the first floor in the Central Library is regularly staffed solely by Circulation Services staff. The Library is working to update the entirety of the Central Library design. The first phase of this project encompasses the first floor, in which additional seating, a dedicated teen space, and a redesigned lobby area are planned. This redesign requires the Library to reconsider staffing needs for the first floor. The Library has identified that staff are needed to design and promote teen programs, develop leadership opportunities for

teens, perform outreach, oversee use of the space, and be available for readers advisory and information questions. The lobby of the Central Library currently houses new materials, Lucky Day materials, DVDs, adult graphic novels, and romance books. These materials are among the Library's most popular; enhancing the experience of patrons seeking these materials is a high priority for the Library.

BACKGROUND

On May 31, 2017, BOLT approved funding for two new positions--a Supervising Librarian and a Senior Librarian--as part of a plan to create a new unit, the Programming Support Unit. In addition, a vacant Library Specialist II position was added to this unit, and the Senior Librarian in Children's Services was to be transferred into the new unit.

The proposed charge of the unit was to enhance evaluative and organizational capacity to support public programming operations at BPL, modeled to a large degree upon current practices in Children's Services. Although BOLT approved the positions, trustees expressed some reservations related to the unit's focus upon administrative rather than public facing work, and asked the Director to provide an update prior to approving recruitment for the new positions and transfer of the others. The current proposal reflects the stated interests of BOLT, and is designed to better support public facing needs of the Central Library, while also supporting outreach and programming efforts related to a redesigned Central Library and for the Library as a whole.

The department/division code of 9301 is currently used, effective the FY 2018 budget, for tracking some programming expenses and activities. It was originally established as *Branch Libraries Administration*. At the start of the Measure FF – Branch Libraries Improvement Program, branch administration was transferred into Library Administration (9101) and 9301 was repurposed to capture Measure FF related project costs up to the conclusion of the program.

ENVIRONMENTAL SUSTAINABILITY

N/A

RATIONALE FOR RECOMMENDATION

The Central Library's first floor will soon be remodeled with a new teen space, a lounge seating area, a revamped lobby area, a laptop lending machine, and updated seating throughout the floor. In its work considering design options for the teen space, the Library's Space Planning Team identified many programming elements. However, in doing so, the team came to understand that a number of staffing elements had not been included in the plan. The team identified a need for staff to develop both active and passive programs, provide supervision of the space, and the need for staff to ensure and sustain a welcoming environment while also answering readers' advisory and informational questions. Furthermore, the Library's management team recognizes the benefits of having professional staff available in a larger percentage of the facility.

Additionally, the intent of the original proposal was to support programming efforts through building efficiencies and skills; developing methods to better evaluate and design programming plans; and creating efficiencies to enable staff throughout the Library to devote a greater degree of their time on public service work rather than administrative duties. This proposal will enable the Senior Librarian to spend up to 25% of his or her time on such systemwide efforts while spending the majority of time on less administrative duties, such as outreach, direct contact with patrons, programming coordination and design at the Central Library, and collection management efforts.

In addition to providing support for the experience of patrons using the first floor of the Library, the Library Specialist II will be cross-trained to provide support on the second and fifth floor service desks, and will spend up to eight hours per week staffing either of these two desks. The current Central Teen Librarian will also staff the second or fifth floor desks in like manner. As a result, there will be no negative impact to the

transferring of the Teen Librarian to the new unit. In fact, the Library anticipates a reduction of reference questions asked at the second floor due to the moving of the teen collection from the second to the first floor.

Furthermore, having a third Supervising Librarian assigned to the Central Library will better distribute responsibilities related to being “in charge,” will improve supervisory support levels during incidents, and will build capacity for the Library to better handle facility emergencies.

ALTERNATIVE ACTIONS CONSIDERED

To leave the existing authorized Library Specialist II and Librarian II positions in their respective department/division, and to not fill the two requested new positions for Senior Librarian and Supervising Librarian. To leave the budgeted appropriations in department/division 9301 through FY 2018, and to reallocate the FY 2019 budgeted programming funds out from 9301 to other department/divisions.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, 981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 17-___

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 17-032 on May 31, 2017 adopted the FY 2018 and FY 2019 biennial revenue and expenditure budgets; and

WHEREAS, the adopted FY 2018 and FY 2019 biennial budget included staffing and appropriated expenditures for a Programming Support Unit using department/division code 9301; and

WHEREAS, the board has expressed that the Library focus increased support towards public service needs at the Central Library as well as supporting outreach and programming efforts related to a redesigned Central Library; and

WHEREAS, the Central Library first floor is soon to be remodeled with a new teen space, a lounge seating area, a revamped lobby area, a laptop lending machine, and updated seating throughout the floor; and

WHEREAS, the Library has identified a need for staff to develop both active and passive programs, provide supervision of the redesigned first floor, the need for staff to ensure and sustain a welcoming environment while also answering readers' advisory and informational questions; and

WHEREAS, the Library seeks to rename the Programming Support Unit to that of Central Support Unit with a revised charge to support the needs as identified of a remodeled first floor in the Central Library along with administrative and programmatic support for effective adult programming throughout the Library; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to direct the Library Director to initiate recruitment of budgeted positions to staff the department/division for the Central Support Unit (#9301) as approved by the Board of Library Trustees via BOLT Resolution No.: R17-032 at a special meeting held on May 31, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 17, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustee



INFORMATION REPORTS

October 17, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Organizational Audit Update

INTRODUCTION

The Board of Library Trustees has requested that the Library Director consider engaging consultancy services for performance of an organizational audit and organizational development services. At the September 6, 2017 board meeting, trustees expressed various opinions and options for said services. The below report provides an update based upon discussions with City Auditor Anne-Marie Hogan.

FISCAL IMPACT

There is no fiscal impact from this report. However, consulting services, if determined to be necessary, are likely to have significant costs and may require additional appropriation of funds.

BACKGROUND

On September 6, 2017, Trustee Hunt recommended, and the board discussed, initiation of an outside audit with the following goals:

- Build on the strengths of the Library
- Identification of areas of concern
- Communication of specific benchmarks for addressing areas of concern
- Demonstrate actions to achieve the benchmarks;
- Engage community stakeholders with transparency and accountability

The board discussed this proposal, introduced additional goals (improved internal communications, for example), and recommended that the Library Director initiate discussion with the City Auditor and report back to the board.

CURRENT SITUATION AND ITS EFFECTS

The City Auditor recommended that the Library develop audit objectives prior to engaging a consultant to perform work. In collaborative discussions with the Auditor, three potential objectives were identified in the form of questions to be addressed by an audit, with the product of the work performed being a set of recommendations to address the outcome of the questions:

- Are the responsibilities of key parties (BOLT, the Library Director, Library Managers, Library Supervisors) clearly defined and well documented?
- Are the Administrative Regulations and policies of the Library clearly defined and documented?
- Does Library Management have the tools to enable the Library to achieve operational excellence?

Furthermore, the City Auditor recommended that the Library identify risks an audit and/or organizational development services might help address. The auditor's office has defined five categories of risk that audits are designed to address: Strategic, Financial, Regulatory, Reputational, and Operational risk

Of these five types of risks, three are relevant to current Library conditions: strategic risk, reputational risk, and operational risk.

Strategic risk is defined as a risk that could prevent an organization from meeting its goals. Audits that focus upon such risks should help an institution identify best practices and support improved measurement of performance towards intended outcomes

Reputational risk is anything that could expose the institution to negative publicity or loss of credibility. An audit focusing upon reputational risk might examine development of transparent procedures and improved communications, both internally and externally.

Operational risk consists of a risk that could prevent the organization from operating effectively or efficiently. An audit focusing upon such risk should identify such things as outdated methods and/or inefficient use of staff time or resources.

In regards to the Library's needs, consultant services are recommended to be performed iteratively rather than in one fell swoop. The scope for the work sought by the Library is relatively broad and likely to require a varying set of expertise to address the range of elements anticipated to be identified. The Library may want to consider an initial engagement with a consultant with expertise in organizational governance, and follow with a second phase working with a service expert in library operations. It is possible that a single consultancy service with the ability to provide the entire breadth of services may be identified. The City Auditor has recommended at least one consultant to inquire about. The Library is determined that the selection of any service provider(s) be responsive to the input received from the board.

FURTHER ACTION

The board is requested to further define any specific objectives and goals it views important to be addressed by the undertaking of an organizational audit. Upon the nature of that discussion and the scope of work identified, the Library will launch a solicitation for qualified vendors.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, 981-6195

Attachments:

1: City Auditor's Office: Audit Plan Risk Assessment Handout

City Auditor's Office: Deciding What to Audit This Year

Step One: Identify Risks (what could go wrong?)

In the context of audit planning, what is a risk?

- ∞ The potential for loss or harm, OR
- ∞ Diminished opportunity for success

TYPES OF RISK

Strategic – a risk that could prevent a department from meeting its goals

- *If you don't measure performance, you may not know that you have not met or will not meet your goals until something bad happens*
- *If you don't use recognized best practices, you may be missing the opportunity to achieve better outcomes*

Financial – a risk that could result in negative financial impact

- *Inadequate project planning could result in cost overruns (other examples of negative financial impacts include penalties, fines, lawsuit settlements)*
- *If you don't monitor the financial market, you may miss opportunities to increase the return on investments*

Regulatory – a risk that could result in sanctions from a regulatory agency for noncompliance with laws and regulations

- *Not taking appropriate action to prevent sewer overflows could result in state or federal sanctions mandating clean-up and compliance with a long-term prevention plan*
- *Delaying implementation of new regulatory requirements could result in a missed opportunity to achieve better outcomes sooner*

Reputational – a risk that could expose the City to negative publicity or loss of credibility

- *Not establishing procedures to prevent fraud, waste, or abuse from occurring could result in negative publicity in the media and lost credibility*
- *Not obtaining sufficient public input on a new project could result in a missed opportunity to assure citizens that you are concerned about serving their interests*

Operational – a risk that could prevent a department from operating in the most effective and efficient manner

- *Using outdated methods could result in excessive steps and time delays for completing work*
- *Not using the right eligibility requirements for a grant-funded program could result in a missed opportunity to fully serve the intended populations*

HOW TO IDENTIFY RISK FOR AUDIT SELECTION

Consider factors that can increase risk:

- *Have there recently been significant changes or are significant future changes expected in revenues, expenses, programs, systems, or laws and regulations?*
- *Do you have performance measures and do they adequately represent your expected inputs, processes, outputs, and outcomes?*
- *Do you have aging systems or processes?*
- *Is there overlap in program activities among divisions within your department or with other departments?*
- *Is there a segment of the population that you should be serving but aren't?*
- *Is there a regulatory requirement you should be following but aren't?*
- *Are you required to perform activities that no longer meet the needs of your customers?*
- *Do you have written policies and procedures for carrying out your programs? Have they been communicated to responsible staff? Is monitoring performed to ensure procedures are followed?*

- Identify your risks
- Look at what processes are in place to address those risks; for example:
 - ∞ Clearly defined (written) mission, goals and objectives and procedures to accomplish them, including appropriate training
 - ∞ Established priorities with standards for performance
 - ∞ Performance measures that are routinely monitored to ensure you accomplish your mission and achieve your goals and objectives (consider inputs, processes, outputs, and outcomes)
 - ∞ Methods to review performance to ensure management systems function properly and that adjustments are made as needed
- Get input from others – poll stakeholders, survey other cities

Help Us Help You – Step Two: Requests for audits (or consulting services)

- Ask yourself:
 - ∞ How likely is the risk to occur and how bad would it be if it did?
 - ∞ Are there opportunities for improvement? That is, are we doing the right things right?
 - ∞ How likely is it that a performance audit would identify positive change?
 - ∞ What benefit would a performance audit provide, (e.g., identification of potential for increased revenue, cost savings, enhanced efficiency and/or effectiveness)?



INFORMATION REPORTS

October 17, 2017

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Rules and Regulations for use of Library Grounds, Buildings, and Equipment for Meetings and Other Events

INTRODUCTION

The Library's current Meeting Room Use Policy (Rules and Regulations for use of Library Grounds, Buildings, and Equipment for Meetings and Other Events) was adopted by BOLT on 02/12/2014. It states that "This policy...will be reviewed every three years by the Board of Library Trustees." Over three years have passed. The purpose of this information report is to provide BOLT an opportunity to learn about the policy details, how the policy reflects and interacts with other BOLT policies, and to consider ways in which it might be updated for greater usefulness.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Library has five meeting rooms that are available for use by Library staff for public programs, governmental agencies, non-profit organizations, and for-profit businesses. Four of the meeting rooms were built as part of the Branch Improvement Project. The Library meeting rooms may be booked for free and they provide equitable access to nonprofit organizations who want to hold such things as informational talks or author events. The Library's Meeting Room Use Policy provides a framework for community members to know how what the conditions for use are and how they can obtain access to the rooms. It clarifies to Library staff who is eligible to use the meeting rooms and under what circumstances permits to use the rooms may be issued.

The policy is designed to uphold the American Library Association's Library Bill of Rights, adopted by BOLT on 4/24/1981, and reaffirmed numerous times by BOLT since then. That document includes the statement that "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

CURRENT SITUATION AND ITS EFFECTS

The current policy effectively describes the purpose of the meeting rooms, eligibility requirements, issuance of permits, and conditions of use. The revocations of permits portion of the policy provides little guidance regarding such elements as length of revocation, nor does it include an appeals process. Additionally, it is important that BOLT reaffirm the Library's role as defender of intellectual freedom given community concerns about freedom of expression and assembly.

FURTHER ACTION

BOLT should discuss elements to include in an updated policy on meeting room use, for adoption at a future BOLT meeting.

CONTACT PERSON

Elliot Warren, Acting Director of Library Services, 981-6195

Attachments:

- 1: Rules and Regulations for use of Library Grounds, Buildings, and Equipment for Meetings and Other Events
- 2: ALA Library Bill of Rights

**BERKELEY PUBLIC LIBRARY
POLICIES**

**SUBJECT: Rules and Regulations for use of Library
Grounds, Buildings, and Equipment for
Meetings and Other Events**

ORIGINAL DATE:	07/13/2005
BOLT Resolution #:	14-013
REVISED DATE:	02/12/2014
PAGE:	1

POLICY

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms, and the Central Library Electronic Classroom. A group is defined as 6 or more people. No group may use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

ELIGIBILITY

Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions. The Director of Library Services may approve the use of meeting rooms for organizations or groups directly serving libraries, librarians and the interest of the library community but not based locally.

1. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts.
2. Any group or organization applying for the rooms must sign a statement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin; or disability, or in employment on a basis prohibited by California law

RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

ISSUANCE OF PERMITS

3. Applications for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:
 - a. Library sponsored or related meetings, programs, etc.,
 - b. Government agency sponsored programs serving the Berkeley community,
 - c. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley.
 - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
4. The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
5. An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
6. Permits may be issued for up to three consecutive months from the date a reservation is requested. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Groups should not expect to reserve in advance the same time period each month for extended periods. Meeting room use is limited to once a month. These restrictions do not apply to Library functions.

CONDITIONS OF USE

7. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. Rooms will not be opened before the appointed time. Groups should schedule the reservation to include time for set-up and clean-up.
8. Except for events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the purpose of hosting an official polling place) the Alameda County Registrar of Voters, the meeting rooms may only be used during the Library's open hours. Except for events sponsored by the Library and its official support organizations, the Central Library meeting room may only be used during the Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.
9. Due to fire codes, the room capacity may not be exceeded.
10. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training purposes.

**RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS,
BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS**

The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

11. The following are not allowed in Library meeting rooms:
 - a. Fees: No group using the community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the event or program is sponsored by the Friends of the Library or the Library Foundation, and approved in advance by the Director of Library Services. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organizations and library service affiliated groups must charge tuition for specific Library-related training courses or other associated costs directly related to the program.
 - b. Sales: No items or services may be sold or advertised, except for Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a vendor acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. Library support organizations, with the Director of Library Services approval may collect fees from the sale of books and other items in the library during scheduled events, including the sale of books in the meeting room.
 - c. Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
 - d. Using tape, tacks, nails, or other fasteners to attach anything to the meeting room walls or furniture.
12. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.
13. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.
14. Groups and organizations shall arrange for and provide their own special equipment and supply needs, including but not limited to laptop computers, cables, power cords, slide projectors, and any carts needed to transport such material. Please refer to the instructional pamphlet Berkeley Public Library Community Meeting Room Guide for guidelines and limitations on use of equipment in Library Community Meeting Rooms.

RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

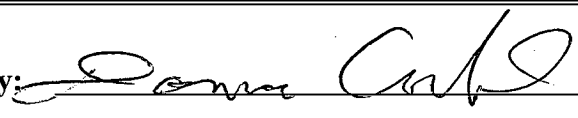
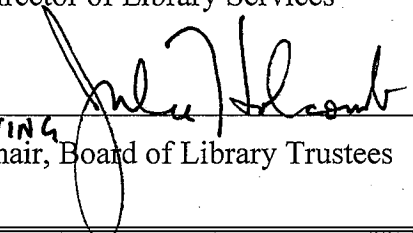
- 15. All publicity or flyers for the event that includes the name and/or address of the Library must clearly indicate that the event is not sponsored by the Berkeley Public Library.
- 16. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations no less than 7 days prior to the scheduled reservation. Event scheduling changes require completion of a new application. No-shows or a failure to provide sufficient notice may result in loss of meeting room privileges.

REVOCAION OF PERMITS

- 17. Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

REVIEW

- 18. This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed every three years by the Board of Library Trustees.

Reviewed by:		3/20/14
	Director of Library Services	Date
Approved by:		3/19/2014
	ACTING Chair, Board of Library Trustees	Date

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

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50 E Huron St., Chicago IL 60611 | 1.800.545.2433



INFORMATION REPORTS

October 17, 2017

To: Board of Library Trustees
From: Elliot Warren, Deputy Director of Library Services
Subject: Monthly report from Director of Library Services

Programs, services, & operations

The Summer Reading Program was held from June 16 through September 2, 2017. A total of 2,313 patrons signed up for the program, representing an 11% increase in participation over 2016. The Library introduced the giving away of a free book for children at the beginning of the program. 2,238 books were distributed as part of the Summer Reading Program. The Library will initiate planning for next year's Summer Reading Program later this month, and will consider how to strengthen outreach and marketing efforts along with how to build upon collaborative successes with Berkeley Unified School District. The Friends of the Berkeley Library funded children's programming and prizes to enable the Library to hold a successful and fun Summer Reading Program.

Virtual Reality The Central Library held public introductions to Virtual Reality attended by dozens of participants who were introduced to the technology. The Library has identified a community partner, the University of California Virtual Reality Student Club, who will support VR programming beginning in November. The Library will receive a second VR machine from the California State Library that will be installed at the West Branch later this month.

September was **Hispanic Heritage Month**. The Library held six free, well-attended music and dance programs for families at each of the neighborhood branches to celebrate and honor Hispanic heritage. Programs focused upon traditional Mexican and Caribbean musical forms and practices. The Library also created a set of web resources, including resources on the history of Latino communities in the United States, Chicano culture, and much more.

The Library initiated the **Kanopy Streaming Video Service** as a product of community input. Since mid-September, over 800 films have been watched by BPL patrons. Kanopy provides access to over 26,000 films, including many indie, international and documentary films unavailable on such streaming services as Netflix or Hulu. Additionally, the Library and its patrons are provided public performance rights to all films in the Kanopy package.

Protests in downtown Berkeley

Despite continued protests in Berkeley, there has been no effect upon Library Services whatsoever.

Tarea Hall Pittman South Branch sign

The sign for the Tarea Hall Pittman South Branch has been installed. Two events are being planned for the community by Tarea Hall Pittman South Branch staff. The first will be a cake and ribbon cutting ceremony with some fun participatory activities for children to take place in November. The second will be a larger block party event to take place in the spring when weather is more likely to cooperate.

Customer service planning

The Library's Customer Service Planning team presented their work to Library Staff at All Staff Day, on September 29, and is awaiting input from attendees who were asked to participate in an exercise designed to help the team perfect the values statement that will be used to design pragmatic best practices and for teams to develop their own internal agreements about good customer service practices.

Central space planning

The Library has received initial design plans for the Central Library first floor lounge that will be installed in the area that currently houses some study carrels and catalog computers. The Library will gain over 30 patron seats as a result. The Library's Space Planning Team is finalizing furniture and upholstery decisions and has received permits for dismantling some of the current built in cabinets.

CONTACT PERSON

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