



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Special Meeting**  
**Tuesday, October 17, 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, Hunt, and Selawsky.

Absent: Trustee Hahn.

Also Present: Elliot Warren, Acting Director of Library Services; 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: 1 speakers.**

**3. Comments from Library Unions:**

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

**4. Comments from Board of Library Trustees**

- A. Trustee Hunt – Spoke about the importance of getting to know the organization as a Trustee. Attended events at West and North Branches. Visited Central Library and spent time in Adult Services and Circulation Services. Glad to hear from union staff that they welcome the audit process. An audit shouldn't be anything to fear, it's a learning experience for all of us. Learn what we do well, what we need to improve.
- B. Trustee Franklin – How many applications were received for the Trustee vacancy? *Acting Director Warren replied: two applications were received.*
- C. Trustee Selawsky – Prefer we not schedule meetings on a Tuesday. Really amazed that new Kanopy service (streaming movies) was already on the website.
- D. Trustee Davenport –reported you can sign up for a Portland Library Card at the Portland Airport.

**II. CONSENT CALENDAR**

Items B, C & D pulled for discussion.

Action: M/S/C Trustee Selawsky / Trustee Franklin to adopt resolution # R17-052 to approve the consent calendar minus items B, C & D.

Vote: Ayes: Trustees Davenport, Franklin, Hunt and Selawsky. Noes: None. Absent: Trustee Hahn. Abstentions: Trustee Franklin (for item A only).

**A. Approve Minutes of the September 6, 2017 Special Closed Session Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 6, 2017 Special Closed Session Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Elliot Warren, Deputy Director of Library Services

Action: Adopted resolution # R17-053.

**B. Approve Minutes of the September 6, 2017 Regular Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 6, 2017 Regular 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 Hunt to adopt resolution # R17-054.

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

**C. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings**

From: Acting Director of Library Services

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.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Franklin to adopt resolution # R17-055.

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

**D. 2018 Regular Meeting Schedule for the Board of Library Trustees**

From: Acting Director of Library Services

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

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-056.

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

**E. 2018 Berkeley Public Library Holiday & Early Closing Schedule**

From: Acting Director of Library Services

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

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R17-057.

**F. Annual Authors Dinner Event 2018**

From: Acting Director of Library Services

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.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R17-058.

### III. ACTION CALENDAR

#### A. Central Support Service Unit

From: Acting Director of Library Services

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).

Financial Implications: see report.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S Trustee Franklin / Trustee Hunt to adopt a 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).

Vote: Ayes: Trustees Franklin, Hunt. Noes: Trustees Davenport and Selawsky. Absent: Trustee Hahn.

Abstentions: None. Motion failed.

### IV. INFORMATION CALENDAR

#### A. Organizational Audit Update - Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

#### B. Rules and Regulations for use of Library Grounds, Buildings, and Equipment for Meetings and Other Events – Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

#### C. Bylaws Subcommittee Oral Update

Oral report from Judy Hunt. Trustee Hahn and Hunt are trying to find a date for the Bylaws Subcommittee to meet.

From: Judy Hunt, Trustee

Contact: Judy Hunt, Trustee

Action: Received

#### D. Tarea Hall Pittman South Branch Signage Oral Update

Tarea Hall Pittman Signage has been installed. A Cake Cutting Celebration will be announced shortly. A larger block party will be planned for springtime 2018.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

#### E. Monthly Library Director's Report

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

#### F. Library Events

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

**V. AGENDA BUILDING**

- Officer Elections
- 4x2 Committee Attendees
- Central Support Unit
- Review/Evaluation of the Library

**VI. ADJOURNMENT**

**Adjourned at 8:03 PM.**

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of October 17, 2017 as approved by the Board of Library Trustees

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

Attachments: none.