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: 6:30 PM

Present: Trustees Davenport, Franklin, Hahn (arrived 6:35pm), Hunt, and Selawsky.
Absent: None.
Also Present: Elliot Warren, Acting Director of Library Services; 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 – 0 speakers

4. Comments from Board of Library Trustees
   A. Trustee Hahn – Reported on meeting with Elliot Warren, Acting Director of Library Services, the Urban Libraries Council and organized tours of Library locations for Trustees.
   B. Trustee Selawsky – Thanked public speakers and trustee applicants.
   C. Trustee Hunt – Thanked attendees. Spoke regarding podcast about changing/evolving roles of libraries particularly related to teens.
   D. Chair Davenport – Invited community to attend the Tarea Hall Pittman South Branch “cake and Community” celebration on Saturday, November 18.

II. PRESENTATIONS

Kathy Huff, Executive Director of the Berkeley Public Library Foundation provided an update on activities of the Berkeley Public Library Foundation.

III. TRUSTEE INTERVIEWS AND SELECTION

A. Trustee interviews and recommendation to City Council for Trustee appointment effective January 4, 2018

Two (2) candidates were interviewed.

From: Acting Director of Library Services
Recommendation: Trustees will conduct interviews during this meeting of candidates for the upcoming vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to City Council. Packets of candidate applications will be available for review by the public at the meeting. Following discussion of candidates interviewed, vote by the Board on recommendation to City Council, and direct staff to send name of recommended candidate to City Council for appointment.
Financial Implications: None.
Contact: Elliot Warren, Acting Director of Library Services
Action: M/S/C Trustee Hahn / Trustee Franklin to adopt resolution # R17-059 to recommend to the City Council of the City of Berkeley that the preferred candidate, Amy Roth be appointed to the Board of Library Trustees beginning January 4, 2018.

Five minute break from 7:22-7:27pm.

IV. CONSENT CALENDAR
Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-060 to approve the consent calendar.

A. Approve Minutes of the October 17, 2017 Special Meeting
From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the October 17, 2017 Special Meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Elliot Warren, Deputy Director of Library Services
Action: Adopted resolution # R17-061.

B. RFP Central Library Data Room Infrastructure Upgrades
From: Manager Library Information Technology
Recommendation: Adopt the resolution to authorize the Library to issue a Request for Proposals for Central Library Data Room Infrastructure Upgrades.
Financial Implications: see report.
Contact: Alicia Abramson, Manager Library Information Technology
Action: Adopted resolution # R17-062.

C. Library Circulation Policy Revisions and Consolidation of Policy Documents
From: Circulation Services Manager
Recommendation: Adopt a resolution authorizing changes in Circulation Policy effective December 1, 2017: Increase allowable Lucky Day checkouts per patron from 2 to 4; increase of maximum checkouts per patron from 50 to 75; increase maximum holds per patron from 12 to 25; eliminate the $2 card replacement fee; consolidate all Library Circulation Policies into one document; instruct the Library Circulation Manager to annually review the policy and recommend adjustments to meet operational needs, for review by BOLT each November.
Financial Implications: see report.
Contact: Jay Dickinson, Circulation Services Manager
Action: M/S/C Trustee Selawsky / Trustee Franklin to adopt resolution # R17-063.

V. ACTION CALENDAR
A. Discussion and Nominations for the Selection of Board President and Vice-President
From: Acting Director of Library Services
Recommendation: Adopt a Resolution to appoint President and Vice-President for the remainder of 2017 and through the time of election in 2018.
Financial Implications: see report.
Contact: Elliot Warren, Acting Director of Library Services
Action: Adopted resolution #R17-064.
M/S/C Trustee Selawsky / Trustee Davenport to appoint Diane Davenport as President for the remainder of 2017 and through the time of election in 2018.
Action: M/S Trustee Hahn / Trustee Davenport to appoint John Selawsky as Vice President for the remainder of 2017 and through the time of election in 2018.

B. Discussion of Organizational Review & Evaluation 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: see report.
Contact: Judy Hunt, Board of Library Trustees
Action: No action taken. Each Trustee should come to the next meeting prepared to discuss and define the scope of an organizational evaluation.

C. Selection of Trustee(s) to attend the 4x2 Committee meeting
From: Acting Director of Library Services
Recommendation: Adopt a resolution identifying the method by which 4x2 attendees will be determined by the board. Determine a schedule for this process. The 4x2 committee consists of two members of BOLT, 2 Friends of the Berkeley Public Library representatives, 2 Berkeley Library Foundation representatives, and 2 members of Library management and meets on a quarterly basis.
Financial Implications: None.
Contact: Elliot Warren, Acting Director of Library Services
Action: M/S Trustee Hahn / Trustee Franklin to adopt a resolution R17-065 identifying BOLT Chairperson and 1 rotating member to attend each 4x2 meeting.

D. Central Support 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.
Financial Implications: see report.
Contact: Elliot Warren, Acting Director of Library Services
Action: M/S Trustee Franklin / Trustee Hahn to adopt a resolution #R17-066 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.

VI. INFORMATION CALENDAR
A. FY 2018 – 1st Quarter Budget Report
From: Dennis Dang, Administrative and Fiscal Services Manager
Contact: Dennis Dang, Administrative and Fiscal Services Manager
Action: Received

B. Monthly Director’s Report
From: Acting Director of Library Services
Contact: Elliot Warren, Acting Director of Library Services
Action: Received

C. **Bylaws Subcommittee Oral Update**
   Trustee Hahn reported her staff would contact library admin staff to coordinate a meeting room and date for a subcommittee meeting.

D. **Tarea Hall Pittman South Branch Signage Oral Update**
   From: Acting Director of Library Services
   Contact: Elliot Warren, Acting Director of Library Services
   Action: Received

E. **Library Events**
   From: Acting Director of Library Services
   Contact: Elliot Warren, Acting Director of Library Services
   Action: Received

VII. **AGENDA BUILDING**
    - Budget
    - Lease agreements for FOL & BPLF
    - Meeting Room Policy
    - BOLT Meeting Policy (Union speaking time)

VIII. **ADJOURNMENT**

   Adjourned at 8:30 PM.

   This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of November 8, 2017 as approved by the Board of Library Trustees

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

Attachments: none.