BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  AGENDA  Tarea Hall Pittman South Branch
Wednesday, 12/06/2017  6:30 PM  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. Public Employees Union, LOCAL 1
   ii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
   iii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
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 November 8, 2017 Special Meeting
   Recommendation: Approve the minutes of the November 8, 2017 Special Meeting of the Board of Library Trustees.
B. License Agreement Between Library and the Friends of the Berkeley Public Library for use of Space in the Central Library
   Recommendation: Adopt a resolution granting a three-year License Agreement with the Friends of the Berkeley Public Library for the use of office space in the Central Library for the period from Wednesday, January 3, 2018 through Saturday, January 2, 2021.
C. License Agreement Between Library and the Berkeley Public Library Foundation for use of Space in the Central Library
   Recommendation: Adopt a resolution granting a three-year License Agreement with the Berkeley Public Library Foundation for the use of office space in the Central Library for the period from Wednesday, January 3, 2018 through Saturday, January 2, 2021.
D. Board of Library Trustees Meeting Policy
   Recommendation: Adopt the 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.”
### III. ACTION CALENDAR

**A. Meeting Room Policy**  
**Recommendation:** Adopt the resolution to approving the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy.

**B. Provide Acting Library Director Recommendations for Organizational Review & Evaluation of Library Services**  
**Recommendation:** BOLT members are requested to provide individual recommendations to be considered by the Acting Director in his development of an organizational evaluation plan intended to facilitate and sustain improved operations and services.

### IV. INFORMATION REPORTS

**A. FY 2018 – 1st Quarter Budget Report** – Dennis Dang, Administrative and Fiscal Services Manager  

**B. Monthly Library Director’s Report** – Elliot Warren, Acting Director of Library Services

**C. Library Events:** Calendar of events and press releases for various Library programs are posted at [http://www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)

### V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, January 3, 2018 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

### VI. ADJOURNMENT

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**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 November 29, 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](http://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, November 8, 2017 6:30 PM
Tarea Hall Pittman South Branch – 1901 Russell 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: 6:30 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 CALANDER
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.
To: Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Subject: License Agreement between Library and the Friends of the Berkeley Public Library for use of Space in the Central Library

RECOMMENDATION
Adopt a resolution granting a three-year License Agreement with the Friends of the Berkeley Public Library for the use of office space in the Central Library for the period from Wednesday, January 3, 2018 through Saturday, January 2, 2021.

FISCAL IMPACTS OF RECOMMENDATION
The total revenue for this license agreement is $3.00 over the term of this agreement.

CURRENT SITUATION AND ITS EFFECTS
In the Central Library, the Friends operate a small bookstore in the lobby area and utilize office space adjacent to the Circulation room as storage and a sorting place to process donated materials. The Friends’ annual gift funding to the Library is raised through sales at their two bookstores. One is located in the Central Library and the other is at an off-site location in the Telegraph Channing Shops Mall. The bookstore in the Telegraph Channing Shops Mall is not part of this agreement. The updated license is intended to clarify the general arrangements of use for the spaces subject to this license agreement and to enable Friends volunteer operations to run smoothly and successfully over the course of the agreement.

BACKGROUND
The Friends of the Berkeley Public Library, a nonprofit 501(c)(3) organization, is dedicated to enhancing the Berkeley Public Library through fundraising and advocacy efforts. Annual gift funding from the Friends allows the Library to host a varied and expansive range of programs, projects, and events at all five Library locations; and supports the Library’s enduring commitment to serve as a community resource that enriches and reflects Berkeley’s diverse, multi-cultural communities. In fiscal year 2017 the Friends presented the Library with $108,589 in funds, which while allowing the Library to provide an array of activities, notably supported $27,173 of Children’s events and activities, $11,055 of Teen programming, $10,563 of adult programming, and $7,741 for Art and Music programs.

The existing agreement granting a three-year license to the Friends for the use of office and bookstore spaces at the rate of $1 per year was approved by Resolution No.: R14-068 issued by the Board of Library Trustees at a regular meeting held on November 12, 2014. It is set to expire on January 2, 2018.

RECOMMENDATION
Staff recommends the execution of a new agreement for three years at the existing rate of $1 per year.

CONTACT PERSON
Elliot Warren, Acting Director of Library Services, 510-981-6195
Attachments:
1: Resolution
LICENSE AGREEMENT BETWEEN THE BERKELEY PUBLIC LIBRARY AND THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY FOR USE OF SPACE IN THE CENTRAL LIBRARY

WHEREAS, the Friends of the Berkeley Public Library provides support for Library programs and activities; and

WHEREAS, the Berkeley Public Library has a license agreement with the Friends of the Berkeley Public Library for the use of office space and a retail space in the Central Library located at 2090 Kittredge Street, Berkeley, CA 94704; and

WHEREAS, the agreement approved by the Board of Library Trustees on November 12, 2014 by passage of Resolution No.: R14-068 granted a three-year license agreement for the use of office and bookstore spaces in the Central Library at the rate of $1 per year for the period of January 3, 2015 through January 2, 2018.; and

WHEREAS, the Friends of the Berkeley Public Library is responsible for maintenance of the licensed space; and

WHEREAS, the license agreement is requested for the purpose of permitting the Friends of the Berkeley Public Library to support the Library by engaging in activities that support and enhance Library programs, projects, and events offered to the Berkeley community;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Friends of the Berkeley Public Library for the use of office space and a retail space at the Central Library for the period from January 3, 2018 through January 2, 2021 at a lease rate of $1.00 per year.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 6, 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
To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: License Agreement between Library and the Berkeley Public Library Foundation for use of Space in the Central Library

RECOMMENDATION
Adopt a resolution granting a three-year License Agreement with the Berkeley Public Library Foundation for the use of office space in the Central Library for the period from Wednesday, January 3, 2018 through Saturday, January 2, 2021.

FISCAL IMPACTS OF RECOMMENDATION
The total revenue for this license agreement is $3.00 over the term of this agreement.

CURRENT SITUATION AND ITS EFFECTS
In the Central Library, the Foundation utilizes office space on the third floor to conduct business related to the support of the Berkeley Public Library. The Foundation annually gifts funding to the Library that are either raised through their activities as a non-profit organization or received through donations that subsequently pass-through to the Library. The Library is not seeking or requesting any changes to the designated allotted space or general arrangements of use for the spaces subject to this license agreement.

BACKGROUND
The Berkeley Public Library Foundation, a nonprofit 501(c)(3) organization, is dedicated to raising funds to support and enhance the facilities, equipment, programs, and services of the Berkeley Public Library. In September the Foundation funded, at $25,000, a two-day staff professional development workshop conducted by the Luma Institute centered on awakening and cultivating innovation; the workshop is an important component in the Library’s sustained effort to support and provide outstanding user experiences and customer service to the public. Other existing programs with ongoing financial support from the Foundation are: Cornerstones of Science with a commitment of $46,200, Berkeley Builds Readers supported at $16,200, the Laptop Lounge at $75,000, and the Central Library Improvement Program with a to-date commitment of $389,000. The Foundation was a key participant to the success of the Branch Libraries Improvement Project and contributed $1,689,916 to furnish and equip all four branch libraries. And going back to 2002, the Foundation raised $4.1 million in capital campaign funds for the purchase of furniture, fixtures and equipment for the then newly renovated and expanded historic Central Library. Scheduled for February 10, 2018, the Foundation will host the 16th Annual Authors Dinner, an event that was inaugurated in 2002 and has since become one the premier cultural highlights in the City of Berkeley.

The existing agreement granting a three-year license to the Foundation for the use of office space at the rate of $1 per year was approved by Resolution No.: R14-067 issued by the Board of Library Trustees at a regular meeting held on November 12, 2014. It is set to expire on January 2, 2018.

RECOMMENDATION
Staff recommends the execution of a new agreement for three years at the existing rate of $1 per year.

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

Attachments:
1: Resolution
LICENSE AGREEMENT BETWEEN THE BERKELEY PUBLIC LIBRARY AND THE BERKELEY PUBLIC LIBRARY FOUNDATION FOR USE OF SPACE IN THE CENTRAL LIBRARY

WHEREAS, the Berkeley Public Library Foundation provides support for the facilities, programs, and services of the Berkeley Public Library; and

WHEREAS, the Berkeley Public Library has a license agreement with the Berkeley Public Library Foundation for the use of office space in the Central Library located at 2090 Kittredge Street, Berkeley, CA 94704; and

WHEREAS, the agreement approved by the Board of Library Trustees on November 12, 2014 by passage of Resolution No.: R14-067 granted a three-year license agreement for the use of office space in the Central Library at the rate of $1 per year for the period of January 3, 2015 through January 2, 2018; and

WHEREAS, the Berkeley Public Library Foundation is responsible for maintenance of the licensed space; and

WHEREAS, the license agreement is requested for the purpose of permitting the Berkeley Public Library Foundation to support the Library by engaging in activities that support and enhance Library facilities, programs, and services to the Berkeley community;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Berkeley Public Library Foundation for the use of office space at the Central Library for the period from January 3, 2018 through January 2, 2021 at a lease rate of $1.00 per year.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 6, 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
To:         Board of Library Trustees
From:      Trustee Sophie Hahn
Subject:   Amend Board of Library Trustees Meeting Policy

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.”

SUMMARY
On May 11, 2016 BOLT approved a Meeting Policy that set the parameters for union comments. The current policy states the following: “For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a time limit of 5 minutes per union. The order in which representatives of the three unions will speak will be listed on the agenda and rotated at consecutive meetings. The time allotment for union comment will not be diminished in the event of large numbers of speakers present for public comment, and cannot be ceded from one union to another”

This recommendation retains and respects the 15 minute allocation for comment from Library Unions, while providing opportunities for the full 15 minutes to be used at all meetings, regardless of the number of union representatives who are present and wish to speak.

At its September 6, 2017 meeting BOLT agreed to a three (3) month trial of the proposed policy before finalizing the change. That 3 month trials has now ended and the proposal is being returned to BOLT for a final vote.

FISCAL IMPACTS OF RECOMMENDATION
There is no fiscal impact from this report.

CURRENT SITUATION AND ITS EFFECTS
Union representatives representing Library employees currently each receive up to 5 minutes to speak at each regular BOLT meeting. They may also speak during the public comments period.
BACKGROUND
Prior to May 11, 2016, no policy regulated comments from union representatives. The agendas included an agenda item titled “Report from Library employees and unions, discussion of staff issues - Comments / responses to reports and issues addressed in packet.” As part of the Meeting Policy adopted in May of 2016, this section of the agenda was restructured to more accurately reflect that this time was set aside for union comment rather than staff reports. The revised approach largely mirrored the agenda format used by the Berkeley Unified School District, allowing each Union five minutes.

ENVIRONMENTAL SUSTAINABILITY
No impact.

RATIONALE FOR RECOMMENDATION
It is often the case that only one or two unions send representatives wishing to speak. At the same time, some unions, at times, might like to offer remarks for more than a total of 5 minutes.

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON
Sophie Hahn, Trustee, (510) 981-7150

Attachments:
1. Resolution
2. Board of Library Trustees Meeting Policy approved for 3 Month Trial at 9/6/17 BOLT Meeting
WHEREAS, the Brown Act, at Government Code Section 54950, et seq, specifies the rules under which public agency holds open deliberations and takes open actions; and

WHEREAS, in compliance with the Brown Act, local boards must set aside time to hear from the public before or during consideration of an item. Government Code Section 54954.3(a) specifies the public comment process at regular and special meetings, with regular meetings allowing comment on matters within the subject matter jurisdiction of the body, and special meetings on items on the agenda; and

WHEREAS, in order to carry out the public comment process, the Brown Act allows local bodies to adopt “reasonable regulations”, which may include time limits for speakers or particular issues; and

WHEREAS, key provisions of the proposed Rules include the following: process for speaker cards, time limits on public comment, comments from union representatives, comments from Trustees, and protocol and decorum.

WHEREAS, at its September 6, 2017 meeting BOLT agreed to a three (3) month trial of the proposed policy before finalizing the change. That 3 month trials has now ended and the proposal is being returned to BOLT for a final vote.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a resolution to adopt the attached Board of Library Trustees Meeting Policy.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 6, 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
A. Public Comment

Any member of the public or Library staff may address BOLT during the period set aside on the meeting agenda for “Public Comment”. At a regular BOLT meeting, any topic pertaining to Library business may be addressed; however at a Special Meeting of BOLT, public comment is limited to items listed on the agenda.

BOLT may not discuss or take action on an issue raised during public comment. However, any BOLT member may ask a brief clarifying question or may refer a matter raised in public comment to the BOLT Secretary for follow-up or reporting back at a future date.

1. Speaker Cards

Persons wishing to speak need to submit a speaker card. Persons submitting speaker cards are not required to list their name, however they must list some identifying information or alternate name in order to be called to speak. Speaker cards will not be accepted after Public Comment has begun.

2. Time Allotment for Public Comment

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.

3. Ceding Time during Public Comment

When up to 10 people wish to speak, and therefore the time limit per speaker is 3 minutes, one person may cede time to another for a total of 6 minutes of speaking time for that individual. When the time limit is 2 minutes, up to 2 people may cede their time to a third individual, for a total of 6 minutes for that speaker. When the time limit is 1 minute, up to three people may cede their time to a fourth person, giving that speaker a total of 4 minutes.

When an individual is called to speak, that person may cede their time to another person who has filled out a speaker’s card, but has not yet been called to speak. An individual whose name has not yet been called may cede time to an individual whose name has just been called to speak. Time may not be ceded to an unspecified individual, an individual who has not filled out a speaker’s card, an individual who has already spoken, or an individual who has already received the maximum amount of ceded time.

B. Comment 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.” The time allotment for union comment will not be diminished in the event of large numbers of speakers present for public comment, and cannot be ceded from one union to another.

C. Comment from Board Trustees

Time will be set aside on the agenda for brief comments and announcements from BOLT Trustees. BOLT Trustees may not engage in discussion of items raised during the Trustee Comment period but may make a referral to the BOLT Secretary of an item for follow up or for reporting back at a future date.

D. Order and Decorum

1. Presiding Officer

The Presiding Officer has the affirmative duty to maintain order. The BOLT will honor the role of the Presiding Officer in maintaining order.

2. Trustee Conduct.

While the BOLT is in session, the Trustees will practice civility and decorum in their discussions and debate. BOLT Trustees will value each other’s time and will preserve order and decorum. A Trustee shall not delay or interrupt the proceedings of the BOLT, use personal, impertinent or slanderous remarks, or disturb any other member while that member is speaking, or refuse to obey the orders of the Presiding Officer of the BOLT.

All Trustees have the opportunity to speak and agree to disagree but no Trustee shall speak twice on any given subject unless all other Trustees have been given the opportunity to speak. All Trustee remarks shall be addressed to the BOLT as a body and not to any member thereof. No question shall be asked of or by a BOLT Trustee except through the Presiding Officer.

3. Conduct of Public in Attendance

Persons attending the meeting shall observe the rules and procedures of the BOLT and shall not disrupt Trustee business, for example: by shouting, making disruptive noises, such as boos or hisses; creating or participating in a physical disturbance; speaking out of turn or in violation of the BOLT's procedures or rules; preventing or attempting to prevent others who have the floor from speaking; preventing others from observing the meeting; entering into or remaining in an area of the meeting room that is not open to the public; or approaching the BOLT table without consent. Any message to or contact with any member of the BOLT while it is in session shall be through the Board Secretary.

Members of the public who do not follow the rules for decorum may be asked to leave the meeting. If a member of the public creates a significant physical disruption to the conduct of the meeting or acts in a threatening manner toward another member of the public, staff, or BOLT Trustee, law enforcement personnel may be called to remove the individual from the premises.

Reviewed by:

Director of Library Services

Date

Approved by:

President, Board of Library Trustees

Date
To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Library Community Meeting Room Use Policy & Guidelines

RECOMMENDATION
Adopt a resolution adopting the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy.

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 IMPACTS OF RECOMMENDATION
There is no fiscal impact from this report.

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.

At the September 2012 meeting, the rules of use were revised to formally make the meeting rooms available to the Library Foundation and Friends groups, as well as to other City of Berkeley departments and the Registrar of Voters during non-public hours; expanded use of Library facilities without requiring the presence of staff or hired security officers; and a few other minor changes.

The February 12, 2014 revision incorporated some language relating to use of the meeting rooms by professional Library organizations, and Library support groups such as the Friends and Foundation.

The proposed revision retains these changes and adds language related to permit suspension, intellectual freedom and clarifies eligibility terms.

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.”

The primary purpose of the Berkeley Public Library’s facilities is to serve as a venue for fulfilling the Library’s mission of meeting the cultural, recreational, informational, and educational needs of its patrons. As part of this mission, the Library offers use of its community meeting rooms to civic, cultural, educational, or governmental organization; and for library hosted events and programs. The Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events was last revised and approved on February 12, 2014 at a regular meeting of the board.

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

Attachments:
1. Resolution
2. ALA Library Bill of Rights
3. Existing Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events (February 13, 2014)
4. Proposed Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events
BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: YY-___

ADOPT THE REVISED BERKELEY PUBLIC LIBRARY RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS EFFECTIVE

WHEREAS, on an-as-needed basis the Board of Library Trustees reviews and revises library policies and practices to best meet the needs of the community and library; and

WHEREAS, the policy addressing Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events was approved by the Board in February 2104; and

WHEREAS, as part of its mission, the Library offers use of its community meeting rooms to any civic, cultural, educational, or governmental organization that are Berkeley-based or locally operating government agencies; and

WHEREAS, the proposed revision adds language related to permit suspension, intellectual freedom and clarifies eligibility terms.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the revised Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events (Attachment 4) effective December 7, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 6, 2017:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________________________
Diane Davenport, President

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


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.
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.

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. 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 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.

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

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.

REVOCATION 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.

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<thead>
<tr>
<th>Reviewed by:</th>
<th>Director of Library Services</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Approved by:</td>
<td>Chair, Board of Library Trustees</td>
<td>Date</td>
</tr>
</tbody>
</table>
I. POLICY

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. The American Library Association’s Library Bill of Rights states, “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.” This policy is intended to support that principle.

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 six or more people. No group may use the meeting rooms in a way that would be disruptive of Library operations. 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 operationally 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.

II. 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. Informally organized groups of Berkeley residents may apply for meeting room use, as long as all other eligibility rules and conditions for use are followed.

2. Any group or organization applying for the rooms must guarantee via signature or online agreement 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.
III. ISSUANCE OF PERMITS

3. Applications for use of the meeting rooms will be made available on the Library's website and at the Library, 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 offering a free, open-to-the-public event (e.g. job fair, training event, educational series) and 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.

IV. CONDITIONS OF USE

7. Meeting rooms are not intended to be used for private events such as social events, parties, memorial services, or fundraisers, etc.

8. 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.

9. 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.

10. Due to fire codes, the room capacity may not be exceeded.

11. 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. 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.
12. 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 during 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

V. REVOCATION OF PERMITS

18. 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. A group that has been determined to have violated the conditions of use or who has in any way disrupted Library operations in the course of using a meeting room may be suspended from being permitted to use the Library’s meeting rooms for up to twelve months’ time. The group will be sent a letter that will specify reason for and length of the suspension period. A group may appeal such suspension by sending an appeal letter to the Library Director within two weeks of receipt of the suspension letter. The Library will respond in writing within two weeks. Prior to hearing the appeal, the suspension will remain valid.

VI. REVIEW

19. 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:

__________________________________________
Director of Library Services                    Date

Approved by:

__________________________________________
Chair, Board of Library Trustees               Date
To: Board of Library Trustees  
From: Elliot Warren, Acting Director of Library Services  
Subject: Provide Acting Library Director Recommendations for Organizational Review & Evaluation of Library Services

RECOMMENDATION
BOLT members are requested to provide individual recommendations to be considered by the Acting Director in his development of an organizational evaluation plan intended to facilitate and sustain improved operations and services.

SUMMARY
The Board has discussed its interest in moving forward with an organizational evaluation and has received advisement from the Acting Library Director regarding risks the Library faces (Strategic, Operational, Reputational) and a number of factors for consideration (clarity of roles and responsibilities, policy and procedure clarity and access, management tools for success, organizational culture, communication norms). On November 8, the Board discussed its interest in providing individual recommendations based upon the range of possible approaches to this general interest. The Director will then incorporate this input and develop an implementation plan.

FISCAL IMPACTS OF RECOMMENDATION
Unknown consultant fees to be determined.

CURRENT SITUATION AND ITS EFFECTS
BOLT seeks to enable the Library to improve its services and community outcomes. An outside review that includes recommended actions and is intended to support positive outcomes.

BACKGROUND
The Library has not undergone outside review.

As discussed at previous BOLT meetings (October 17, 2017 and November 8, 2017), the goals of an independent review and evaluation would be to:
- Build on the strengths of the Library;
- State the areas of needed improvement;
- Share specific benchmarks for areas needing improvement;
- Share how to achieve the benchmarks;
- Engage community stakeholders with transparency and accountability.

There is also an opportunity to incorporate skill development and trainings based upon the findings of the evaluation or in acknowledgement of needs identified by the Director and Board. The Acting Director of Library Services received input from the City Auditor, has shared that input with BOLT, and is seeking final board input prior to initiating a process that could include contracting services with one or more consultants.
for evaluative services, organizational development, and training for implementation of said recommendations.

ENVIRONMENTAL SUSTAINABILITY
No impact

RATIONALE FOR RECOMMENDATION
A review and evaluation of the Library may include any of the following elements:

- Assessment of **organizational structure**
- Evaluation of **governance** – the type of Library board, how it functions, its role and responsibilities to the community
- Examination of **role of executive management** – the role, responsibilities, and accountabilities to BOLT
- Examination of the roles, responsibilities and accountabilities of **middle management** to executive management
- Examination of the roles, responsibilities and accountabilities of **unit supervisors** to middle management
- Examination of the roles, responsibilities and accountabilities of **staff** to unit supervisors
- Evaluation of **operational policies, procedures and systems** for effective program performance that reflect community engagement, transparency, effective use of resources, and accountability
- Evaluation of **communication norms and practices** and identification of opportunities for strengthening internal and external communications
- Identification of **training and/or organizational development needs and opportunities** – for BOLT, management (executive, middle, supervisors), and staff with a focus upon such things as communications skills, listening skills, interest-based negotiating, customer service skills, talent development, & teambuilding/teamwork throughout the organization
- Identification of **community partnership** opportunities

Board members should individually prepare recommendations that prioritize the above elements and/or supplement them with further ideas.

ALTERNATIVE ACTIONS CONSIDERED
None.

CONTACT PERSON
Elliot Warren, Acting Director of Library Services

Attachments:
1. 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

<table>
<thead>
<tr>
<th>TYPES OF RISK</th>
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<tbody>
<tr>
<td><strong>Strategic</strong> – a risk that could prevent a department from meeting its goals</td>
</tr>
<tr>
<td>• 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</td>
</tr>
<tr>
<td>• If you don’t use recognized best practices, you may be missing the opportunity to achieve better outcomes</td>
</tr>
<tr>
<td><strong>Financial</strong> – a risk that could result in negative financial impact</td>
</tr>
<tr>
<td>• Inadequate project planning could result in cost overruns (other examples of negative financial impacts include penalties, fines, lawsuit settlements)</td>
</tr>
<tr>
<td>• If you don’t monitor the financial market, you may miss opportunities to increase the return on investments</td>
</tr>
<tr>
<td><strong>Regulatory</strong> – a risk that could result in sanctions from a regulatory agency for noncompliance with laws and regulations</td>
</tr>
<tr>
<td>• 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</td>
</tr>
<tr>
<td>• Delaying implementation of new regulatory requirements could result in a missed opportunity to achieve better outcomes sooner</td>
</tr>
<tr>
<td><strong>Reputational</strong> – a risk that could expose the City to negative publicity or loss of credibility</td>
</tr>
<tr>
<td>• Not establishing procedures to prevent fraud, waste, or abuse from occurring could result in negative publicity in the media and lost credibility</td>
</tr>
<tr>
<td>• Not obtaining sufficient public input on a new project could result in a missed opportunity to assure citizens that you are concerned about serving the their interests</td>
</tr>
<tr>
<td><strong>Operational</strong> – a risk that could prevent a department from operating in the most effective and efficient manner</td>
</tr>
<tr>
<td>• Using outdated methods could result in excessive steps and time delays for completing work</td>
</tr>
<tr>
<td>• Not using the right eligibility requirements for a grant-funded program could result in a missed opportunity to fully serve the intended populations</td>
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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)?
To: Board of Library Trustees
From: Elliot Warren, Deputy Director of Library Services
Subject: Monthly report from Director of Library Services

_Programs, Services, & Operations_

On November 22, the Library initiated a collaboration with the New York Times to offer free full access to the digital edition of NYTimes.com. This partnership includes access to nytimes.com, including the following features:

- All multimedia, including video, photography, virtual reality features, and all new multimedia to come.
- Spanish and Mandarin Chinese editions.
- World-class curation that fosters engagement and exploration.

Patrons will be able to enjoy unlimited access to all articles from any Berkeley Public Library location, including on their own device using the library's wifi network. If patrons are outside the library, they will be able to click on a link ([https://www.berkeleypubliclibrary.org/explore/elibrary/new-york-times-digital-edition](https://www.berkeleypubliclibrary.org/explore/elibrary/new-york-times-digital-edition)) on the Library website that will provide free 72 hour access. For either onsite or offsite access, patrons need to sign up for a free account on NYTimes.com, using a valid email address.

The decision to provide access to the New York Times online edition is based upon the input of thousands of Berkeley residents who answered a survey in June about what kinds of materials they wanted the Library to provide. Participants indicated a strong interest in access to authoritative information sources. The Library currently buys multiple copies of the print edition of the New York Times, yet only one person at a time can read each subscription and this can be frustrating. The online edition can be read by many patrons simultaneously, allows for interaction such as sharing, social media posting or commenting, and it is updated minute by minute by the Times.

November is Native American Heritage Month, and Berkeley Public Library took the opportunity to highlight books and electronic resources regarding Native Americans, with a focus on Native Californians. In addition to highlighting our print and virtual collections, Claremont Branch hosted _Sewam American Indian Dance_, presenting contemporary and traditional dance and music, along with a discussion of the social and spiritual significance of music. At West Branch, more than fifty people listened to Vincent Medina and Malcolm Margolin discuss Chochenyo Ohlone food culture, Native California cuisine, and its significance to contemporary Ohlone cultural revival.

Claremont Branch and Tarea Hall Pittman South Branch hosted _Hamiltunes – the Hamilton Sing-along_ – with overflow crowds at both locations. If you missed your opportunity, North Branch will be hosting the final sing-along of the season on December 28.

On November 18th, over 50 members of the South Berkeley community gathered for an informal celebration of the life and legacy of Tarea Hall Pittman and the man who worked tirelessly to honor her, Mr. Charles Austin. Mayor Jesse Arreguin and other City Council members, including Sophie Hanh, Ben Bartlett,
and Kris Worthington also attended. The Tarea Hall Pittman South Branch Library was renamed in 2015, and new signage was installed earlier this year. In addition to this event, the library is planning a larger celebration in the spring, and in 2018 will launch the Tarea Hall Pittman Social Justice Series. This program honors the legacy of Ms. Pittman’s social justice activism that positively affected the lives of people in California. Programming topics and formats are diverse; the goal of each event is to bring awareness and promote discussions related to human rights, social privilege, and equal opportunity.

Fall Conference Attendance

More than ten Library staff members attended a number of professional conferences this fall, including the annual California Library Association Conference, the Internet Librarian Annual Conference, The Pacific Library Partnership’s Future of Libraries Conference, and the Urban Libraries Council’s Conference on Racial Equity.

On October 11, 2017, Amanda Myers, Supervising Librarian, West Branch Library, chaired the annual “Future of Libraries” conference held at San Francisco Public Library with an audience of 185 attendees. The Conference is organized by the Pacific Library Partnership Staff Development Committee, a team of library staff representing twelve Bay Area public library systems. The Committee meets six times a year to plan two professional library conferences. In addition to Ms. Myers, five other Berkeley Public Library staff attended.

The theme of this fall’s conference was “Engage Your Reach” and featured keynote speaker Miguel Figueroa, head of the American Library Association’s Center for the Future of Libraries. Mr. Figueroa’s speech was entitled “Values-based Futures: Trends, Signals, and Values to Build the Library of the Future” and focused on how libraries can anticipate significant social and technological changes in our society and adapt library services and resources to meet changing community needs. The conference also featured short presentations from local library professionals who are leading successful initiatives in their organizations.

Customer Service Planning

Library staff have been engaged in a customer service planning process that has resulted in the development of a customer service philosophy designed to strengthen the ability of Library staff to engage positively with each other and the community:

Berkeley Public Library Customer Service Philosophy

This philosophy was adopted in November, 2017 as the result of work by the Library’s Customer Service Planning Team, Library Council, and Library management.

We provide a universally welcoming environment.

We facilitate equitable access to Library resources.

We assume best intentions and respond with empathy and integrity.

We actively listen to community members and each other.
We empower patrons to use the Library independently and with ease; we meet patron’s needs at point of contact, refer to others when necessary, and follow up consistently.

We regularly promote the Library in a positive manner.

We are committed to finding more ways to say “yes.”

We develop methods to satisfy the needs of our diverse community and mindfully consider the developmental needs and interests of all age levels.

We maintain a high level of safety awareness for the community and each other.

We are knowledgeable of Library policies and procedures and apply them equitably.

Next steps are to engage Library Supervisors to prepare for staff discussions on each topic at monthly staff meetings and to develop a library-wide training curriculum and process that focuses upon key skills, including active, empathetic listening, best practices for referring patrons to other staff, handling challenging interactions, and more.

In light of the above principles, Library staff are currently viewing a Mental Health Training video series produced by a collaboration between the California State Library, the Los Angeles Public Library, and The County of Los Angeles Public Library with funding from the Institute for Museum and Library Services. The training is designed to facilitate positive interactions with people who have mental illness and who are library users. The videos display commonly experienced scenarios and provide examples of best practices as well as examples of practices not to follow. Staff are expected to discuss the trainings at their monthly meetings and to consider ways to improve their engagement with such patrons in light of a need to reduce stigma associated with mental illness and to support a welcoming environment for all.

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