MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, December 6, 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: 6:31 PM

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

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Sarah Dentan, Library Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager;

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 Davenport – Acknowledged Abigail Franklin’s last meeting and her service to the Board and the Library. Acting Director Warren presented Abigail Franklin with a personalized trophy in recognition of her years of service.
B. Trustee Franklin – It has been a real honor to serve the Library and the City of Berkeley.
C. Trustee Hahn – Thanked Abigail for her service. Reported that the Bylaws Subcommittee has a date for a first meeting on December 12, 2017 at 12:00 noon at the West Branch Community Meeting Room.
D. Trustee Selawsky thanked Abigail Franklin for her years of service.
E. Trustee Hunt suggested collaborative partnership with local community resources such as Berkeley Art Museum Pacific Film Archive. November was Native American and Alaskan heritage month, are we observing these things at all locations. Be sure to highlight and acknowledge staff. Staff were very welcoming at the recent Tarea Hall Pittman South Branch Signage Ceremony. Will miss working with Abigail Franklin.

II. CONSENT CALENDAR

Action: M/S/C Trustee Franklin / Trustee Selawsky to adopt resolution # R17-067 to approve the consent calendar.

A. Approve Minutes of the November 8, 2017 Special Meeting
   From: Acting Director of Library Services
   Recommendation: Adopt a resolution to approve the minutes of the November 8, 2017 Special Meeting of the Board of Library Trustees.
   Financial Implications: None.
   Contact: Elliot Warren, Deputy Director of Library Services
   Action: Adopted resolution # R17-068.

B. License Agreement Between Library and the Friends of the Berkeley Public Library for use of Space in the Central Library
   From: Acting Director of Library Services
   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.
   Financial Implications: see report.
   Contact: Elliot Warren, Acting Director of Library Services
   Action: Adopted resolution # R17-069.

C. License Agreement Between Library and the Berkeley Public Library Foundation for use of Space in the Central Library
   From: Acting Director of Library Services
   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.
   Financial Implications: see report.
   Contact: Elliot Warren, Acting Director of Library Services
   Action: Adopted resolution # R17-070.

D. Board of Library Trustees Meeting Policy
   From: Trustee Hahn
   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.”
   Financial Implications: None.
   Contact: Sophie Hahn, Board of Library Trustees
   Action: Adopted resolution # R17-071.

E. Meeting Room Policy
   This item was moved from the Action Calendar.

   From: Acting Director of Library Services
   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.
   Financial Implications: none.
   Contact: Elliot Warren, Acting Director of Library Services
   Action: Adopted resolution # R17-072.
III. ACTION CALENDAR

A. Meeting Room Policy
   This item was moved to the Consent Calendar as item E.

B. Discussion of Organizational Review & Evaluation of Library Services
   From: Elliot Warren
   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.
   Financial Implications: see report.
   Contact: Elliot Warren, Acting Director of Library Service
   Action: No action taken.

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

V. AGENDA BUILDING
   • Formalizing / Recording Comments in discussion about unions
   • Exit Interviews – City Policy and Practice

VI. ADJOURNMENT

Adjourned at 7:42 PM.

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

//s// _________________________________

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

Attachments: none.