

**Board of Library Trustees Bylaws Subcommittee**

**Meeting Agenda**

**Thursday, March 1, 2018 10:00 AM**

Central Library – 2090 Kittredge Street  
3<sup>rd</sup> Floor Community Meeting Room

Bylaws Subcommittee:

Sophie Hahn  
Judy Hunt

**I. Preliminary Matters**

- 1. Call to Order
- 2. Public Comment
- 3. Comments from Subcommittee members

**II. New Business**

- 1. Approval of Minutes: 12/12/2017 BOLT Bylaws Subcommittee Meeting
- 2. Discussion of Content – Framing and Aspirational Elements of New Bylaw
- 3. Discussion of need for staff support to Bylaws Subcommittee
- 4. Review of Bylaws Subcommittee Timeline
- 5. Set next meeting date

**III. ADJOURNMENT**

\*\*\*\*\*

**Communication Access Information**



**This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 510-981-6418 (V) or 510-981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.**

I hereby certify that this amended agenda for the special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library’s website on February 28, 2018.

//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, 3<sup>rd</sup> 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



**Board of Library Trustees Bylaws Subcommittee Meeting Minutes and Notes  
Tuesday, December 12, 2017 12:00 PM**

West Branch – 1125 University Avenue

Bylaws Subcommittee:

Sophie Hahn

Judy Hunt

**I. PRELIMINARY MATTERS**

- a. **Call to Order:** The Meeting was Called to Order at 12:05pm. Trustees Sophie Hahn and Judy Hunt were present, as well as Director Elliot Warren.
- b. **Public Comment:** No members of the public spoke
- c. **Comments from Board of Library Trustees:** Trustee Hunt and Trustee Hahn made brief comments about the task assigned to the subcommittee.

**II. NEW BUSINESS**

- a. **Review of Existing Policies, Procedures, & Practices** - Director Warren noted that in addition to the Charter and Policies included in the Source Materials Binder provided by Trustee Hahn, some additional relevant policies may exist. He will send any he finds to Subcommittee members to add to the Source Materials Binders.

- b. **Review of Sample Library Board Bylaws and Discussion of Alternative Source Materials**

Trustee Hunt made the following motion, which was passed unanimously: "After 45 minutes reviewing the Source Materials Binder provided by Trustee Hahn, the Subcommittee agrees that these reference materials will serve as the complete working source materials for the Subcommittee's work, with the addition of relevant material from the Association of Library Trustees and any additional Berkeley Public Library policies the Library Director is able to provide. In addition, the goal of the Bylaws Ad Hoc Subcommittee will be to "Ensure Fair Process and Transparency.""

- c. **Subcommittee Timeline**

- i. Motion (Made by Trustee Hunt, Carried unanimously):
  1. To amend the proposed Working Timeline to extend to December 2018 or January 2019, recognizing that 2018 is an election year in which the City Clerk and City Attorney, who will need to review the proposed Bylaws, will be significantly impacted; and
  2. To submit the amended [Working Timeline](#) (attached) to BOLT; and
  3. To request that the President of the Board of Library Trustees include an information report detailing the work of the Bylaws Subcommittee on every Regular BOLT Meeting Agenda for the life of the Subcommittee.

In the course of discussing the timeline and work plan, the need for staff support was also considered. Director Warren will seek an appropriate staff member to support the drafting of BOLT Bylaws.

**Berkeley Public Library  
Board of Library Trustees/BOLT  
Ad Hoc Subcommittee on Bylaws - Trustees Hahn & Hunt**

**WORKING TIMELINE**

**This chart presents an estimate of the minimum steps required to create Bylaws for the Board of Library Trustees, and an aspirational timeline.**

**It is expected that the timeline and tasks may change as the project progresses.**

12/12/2017

1.	December 12, 2017	Meet: First BOLT Bylaws Subcommittee Meeting  Task: Review of Materials
2.	Mid-February, 2018	Meet: Discussion of Content – Framing, Aspirational Elements; Take Public Comments  Task: Continued Review of Materials & Preliminary Drafting
3.	Mid-March, 2018	Meet: Discussion of Content – Nuts & Bolts – Technical Elements; Take Public Comments  Task: Continued Drafting
4.	April, 2018	Meet: Review of Drafts; Public Comment Task: Finalize and Send First Draft to Legal Department and City Clerk for review
5.	May & June 2018	Meet: No Meeting Task: Legal and Clerk review of First Draft
6.	July 2018	Meet: Review comments from Legal and Clerk and Finalize Drafts to Submit to full BOLT; Public Comment
7.	August ?, 2018	Meet: Full BOLT Meeting to Review Draft and take Public Comment
8.	September, 2018	Meet: Integrate BOLT & Public Comments, Take additional public comment Task: Finalize Second Draft
9.	November, 2018	[After Elections] Final Check with Legal Department & Clerk’s Office
10.	December, 2018/January 2019	Place on BOLT Agenda to Finalize