



## MINUTES

### Berkeley Public Library - Board of Library Trustees Regular Meeting Wednesday, April 4, 2018 6:30 PM

Tarea Hall Pittman South Branch – 1901 Russell Street

#### Board of Library Trustees:

Diane Davenport, President	Sophie Hahn
John Selawsky, Vice President	Judy Hunt
	Amy Roth

#### 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:** 6:30pm.

Present: Trustees Hahn, Hunt, Roth and Selawsky.

Absent: Trustee Davenport.

Also Present: Elliot Warren, Acting Director of Library Services; Sarah Dentan, Library Services Manager; Anna Gonzalez, Library Services Manager; Dennis Dang, Admin and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

2. **Public Comments:** 1 speakers.

3. **Comments from Library Unions:**

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

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

- A. Trustee Roth –
- B. Vice President Selawsky –
- C. Trustee Hunt – distributed a copy of an article about waving man of Berkeley and acknowledged the anniversary of the death of Dr. Martin Luther King.

#### II. CONSENT CALENDAR

Action: M/S/C Trustee Hahn / Trustee Hunt to adopt resolution # R18-012 to approve the consent calendar minus items D & E.

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

**A. Approve Minutes of the March 7, 2018 Regular Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 7, 2018 Regular Meeting of the Board of Library Trustees as corrected.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-013.

**B. Close the Public Library Fund (305) and Transfer the Fund Balance to the Library Tax Fund (301)**

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution authorizing the Library to submit to the City Council of the City of Berkeley, for inclusion to the second amendment to the Annual Appropriations Ordinance for fiscal year 2018, an adjustment to the Library's FY 2018 Budget closing the Public Library Fund (305) via transfer of the Fund's fund balance to the Library Tax Fund (301).

Financial Implications: see report.

Action: Adopted resolution # R18-014

**C. Library Internet Use Policy Update – Elliot Warren**

From: Acting Director of Library Services

Recommendation: Adopt the resolution authorizing revisions to the Library Internet Use policy that updates it to include coverage of use of the Library's laptops and wireless system. The revision removes out of date content related to provision of privacy screens and updates it to more clearly support changes to the Behavior Guidelines policy and the adoption of the Library's Customer Service philosophy. Both of these documents prioritize the Library's responsibility to provide a welcoming environment for Library patrons. Revisions to the Computer Use Policy are informed by these more recent documents and are intended to align and clarify practices. The revision also removes out of date content related to some rules for access to the public computers. The revision also changes all references to "Behavior Guidelines" to "Rules of Use."

Financial Implications: none.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-015.

**D. Berkeley Public Library Rules Of Use Policy**

From: Acting Director of Library Services

Recommendation: Adopt the resolution approving the Rules of Use Policy to replace the Berkeley Public Library Behavior Guidelines previously approved on May 28, 2015 with additions (shown in italicized text) as follows:

- Berkeley Public Library seeks to create a welcoming *and safe* environment for Library patrons.
- Monopolization or blocking of Library space, aisles, *ingress, egress*, resources, equipment, or furniture. Examples include lying on floors or other surfaces, bringing in excessive personal materials (greater than 16"x18"x24"), or leaving personal items unattended.
- Riding skates, scooters, skateboards, or other similar devices on Library property; *bicycles are not permitted.*

Financial Implications: none.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Roth to adopt resolution # R18-016.

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

Abstentions: None.

**E. California State Library FY 2018 Grant Funds for Harwood Public Innovators Lab**

From: Anna Gonzalez, Library Services Manager

Recommendation: Adopt the resolution authorizing the Director of Library Services to accept and appropriate the FY 2018 Harwood Public Innovation Lab grant award for participation of up to three (3) staff members in the California State Library 3rd Harwood Lab to be held in Ontario, CA and reimbursement for associated travel costs up to \$300 per participant and eligible meals at program allowable rates.

Financial Implications: see report.

Contact: Anna Gonzalez, Library Services Manager

Action: M/S/C Trustee Roth / Trustee Hahn to adopt resolution # R18-017.

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

Abstentions: None.

### III. ACTION CALENDAR

#### A. Library Budget FY19 Adjustments – Dennis Dang

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution to approve the Biennial Budget update for FY 2019 for revenues of \$19,736,621 and expenditures of \$23,303,530.

Financial Implications: see report.

Action: M/S/C Trustee Hahn / Trustee Hunt to adopt resolution # R18-018.

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

Abstentions: None.

### IV. INFORMATION CALENDAR

#### A. Bylaws Sub Commission Oral Report – Sophie Hahn and Judy Hunt

Next meeting to be held on Thursday, May 3 at 10:00am at Central Library Community Meeting Room.

#### B. Organizational Review Oral Report – Elliot Warren, Acting Director of Library Services provided an oral report. There will be two separate contracts: 1) Formal organization evaluation and 2) Communications Training for staff. Contracts are not yet signed.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

#### C. Summer Reading Oral Report – Sarah Dentan, Library Services Manager provided a presentation (Attachment 1) on the Summer Reading Program.

From: Library Services Manager

Contact: Sarah Dentan, Library Services Manager

Action: Received

#### D. Monthly Library Director's Report – Elliot Warren, Acting Director of Library Services

Celebrate National Library Week Poster and flyers were distributed.

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

### V. AGENDA BUILDING

- Organizational Review Update
- Bylaws Subcommittee Update

### VI. ADJOURNMENT

**Adjourned at 8:06 PM.**

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of April 4, 2018 as approved by the Board of Library Trustees

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

Attachments:

1. Summer Reading Update