



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, June 6, 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: 6:32pm.

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

Absent: none.

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; Linda Sakamoto-Jahnke, Literacy Program Coordinator; Dan Beringhele, Librarian II; Eve Franklin, Administrative Secretary.

2. Public Comments: 1 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

- A. Trustee Hunt – Spoke regarding variety of programming we are doing at the library, it would be nice to repeat some events at more branches. Spoke about a Lunch and Learn program at Contra Costa County Library. Called attention to “Our Towns” book.
- B. Trustee Roth – Thanked Judy for highlighting “Our Towns” book.
- C. Trustee Hahn – Thank you to everyone for attending.
- D. President Davenport – Called attention to the 37th Annual Quilt Show at Central Library.

II. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution # R18-021 to approve the consent calendar as presented.

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

A. Approve Minutes of the May 2, 2018 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 2, 2018 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-022.

B. Contract Amendment: No. 8852 Stuart’s Clear Choice

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8852 with Stuart’s Clear Choice Cleaning, Inc. to increase the contracted not-to-exceed amount to \$75,000 for cleaning of solar panels, clerestory windows, skylights and other exterior windows, as well as the power washing of external entry areas, and to extend the term of the Contract to December 31, 2020.

Financial Implications: see report.

Action: Adopted resolution # R18-023.

C. Library Community Meeting Room Use Policy & Guidelines

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt 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.

Action: Adopted resolution # R18-024.

D. RFP: Public PC Time and Print Management System

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt the resolution to authorize the Library to issue a Request for Proposals for a new Public PC Time and Print Management System.

Financial Implications: see report.

Action: Adopted resolution # R18-025.

III. Action Calendar

A. Recommendation to City Council on FY 2019 Library Tax Rate

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2019 tax rate for the Library Services Tax at \$0.2185 (21.85 cents) per square foot for dwelling units and \$0.3303 (33.03 cents) per square foot for industrial, commercial, and institutional buildings, based on the Fiscal Year 2018-19 per capita Personal Income Growth factor in California of 3.67%.

Financial Implications: see report.

Action: Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution # R18-026.

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

B. Revision to Biennial Budget FY 2019 and FY 2020 – Library Tax Fund (301)

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution revising the adopted Library Tax Fund (301) biennial budget for fiscal years 2019 and 2020 to incorporate projected revenue based on the Fiscal Year 2018-19 per capita Personal Income Growth factor in California of 3.67%.

Financial Implications: see report.

Action: Action: M/S/C Trustee Hahn / Trustee Roth to adopt resolution # R18-027.

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

C. Circulation Policies Update

From: Jay Dickinson, Circulation Services Manager

Recommendation: Adopt the resolution approving update and simplification of the Library fee schedule. The new schedule expands fine free practices at Berkeley Public Library to include all items except for tools, laptops, Cornerstone Kits, and Link+ materials. Furthermore, fines for late return of tools will be simplified into three categories. The proposal also includes removal of the \$10 Processing Fee that is charged when people lose materials and the \$5 Maximum Late Fee that is applied when an item goes to

“Billed” status after 42 days of being overdue. Patrons will continue to be billed the replacement cost of items that they do not return.

Financial Implications: see report.

Action: Action: M/S/C Trustee Selawsky / Trustee Hunt to adopt resolution # R18-028.

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

IV. INFORMATION CALENDAR

A. FY18 – 3rd Quarter YTD Budget Report – Dennis Dang

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

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

The next Bylaws Sub Commission Meeting will be held on Friday, June 8, 10:15am at Central Library Community Meeting Room

From: Sophie Hahn and Judy Hunt

Contact: Trustees Sophie Hahn and Judy Hunt

Action: Received

C. Organizational Review Oral Report – Elliot Warren, Acting Director of Library Services

Communications Training sessions will take place in July. The contract for the formal organization review is still in process.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

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

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

- Stucco Project Update
- Homeless Taskforce Update
- Tool Lending Library Update and Survey

VI. ADJOURNMENT

Adjourned at 7:05 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of June 6, 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: None.