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. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
   ii. Public Employees Union, LOCAL 1
   iii. SEIU, LOCAL 1021 (Maintenance and Clerical 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 September 17, 2018 Special Meeting
   Recommendation: Approve the minutes of the September 17, 2018 Special Meeting of the Board of Library Trustees.

B. Contract Amendment: Janitorial Services for Berkeley Public Library
   Recommendation: Adopt the resolution authorizing the Director of Library Services to execute a contract amendment with Universal Building Services (UBS) for janitorial services at all Berkeley Public Library locations to increase the contracted value up to $225,000 to an amount not to exceed $1,305,000.

C. 17th Annual Authors Dinner Event
   Recommendation: Adopt the resolution approving the arrangements in preparation for the 17th annual Authors Dinner to be held on Saturday, February 9, 2019 at the Central Library.

D. Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings
   Recommendation: Adopt the resolution to open the Central Library and all Branch Libraries one hour later on March 29, May 31, and August 30, 2019 to allow adequate time for the all-staff meeting.

E. 2019 Berkeley Public Library Holiday & Early Closing Schedule
   Recommendation: Adopt the resolution approving the 2019 Berkeley Public Library Holiday & Early Closing Schedule.

F. 2019 Regular Meeting Schedule for the Board of Library Trustees
   Recommendation: Adopt the resolution approving dates, times and locations for the 2019 regular meeting schedule for the Board of Library Trustees.

III. INFORMATION REPORTS

A. Safety Committee Oral Report – Walter Johnson

B. ULC Conference Attendance Report – Diane Davenport
C. Organizational Review Oral Report – Elliot Warren, Acting Director of Library Services
D. Monthly Library Director’s Report – Elliot Warren, Acting Director of Library Services
E. Library Events – Calendar of events and press releases for various Library programs are posted at http://www.berkeleypubliclibrary.org

IV. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, November 14, 2018 at the Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.

V. 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 September 26, 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, 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 and may be read at reference desks at the following locations:

Central Library - 2090 Kittredge Street
Claremont Branch – 2940 Benvenue Avenue
West Branch – 1125 University Avenue
North Branch – 1170 The Alameda
South Branch – 1901 Russell Street

Communications:

1. Sebastian Unger Holt – Tuesday September 17, 2018 – Berkeley Main Library 09/19/2018
MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, September 17, 2018 6:30 PM
Central Library – 2090 Kittredge 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: 6:30 pm.
   Present: Trustees Davenport, Hahn, Hunt, and Roth.
   Absent: Trustee Selawsky (conflicting Rent Board Meeting)
   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; Danielle McMillian, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.


3. Comments from Library Unions:
   A. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 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 Hahn – Thank you to staff for the Tarea Hall Pittman South Branch Renaming Celebration. City Council approved additional funds for the Stucco Project at Central. Congratulations on the opening of the Commons at Central.
   B. Trustee Roth – Thank you for the opening of The Commons. We received lots of publicity on it.
   C. Trustee Hunt – Thank you to the audience for attending. Spoke regarding change in the workplace.
   D. President Davenport – Attended the ULC Conference in Baltimore. Attended the recent “Welcome to the Neighborhood” film event at Tarea Hall Pittman South Branch. It was a fascinating challenging film.

II. CONSENT CALENDAR
Item C was moved to Agenda Calendar.

Action: M/S/C Trustee Roth / Trustee Hahn to adopt resolution # R18-034 to approve the consent calendar minus item C.

A. Approve Minutes of the July 18, 2018 Regular Meeting
   From: Acting Director of Library Services
   Recommendation: Adopt a resolution to approve the minutes of the July 18, 2018 Regular Meeting of the Board of Library Trustees with minor corrections.

Page 1 09/17/2018 SPECIAL MEETING MINUTES BOARD OF LIBRARY TRUSTEES
Financial Implications: None.
Contact: Elliot Warren, Acting Director of Library Services
Action: Adopted resolution # R18-035.

B. FY 2018 Closing Budget Results and FY 2019 Budget Amendment (AAO)
From: Dennis Dang, Administrative and Fiscal Services Manager
Recommendation: Adopt the resolution amending the FY 2019 approved Expenditures Budget for all Fund entities to $24,325,037 based on recommended re-appropriation of committed prior year funding and other adjustments totaling $959,386.
Financial Implications: see report.
Action: Adopted resolution # R18-036.

C. Contract: TLC for Integrated Library System (ILS)
This item was moved to the Action Calendar.

D. Contract No. 9563 Amendment: Noll & Tam Architects and Planners
From: Elliot Warren, Acting Director of Library Services
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of $210,000, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the Contract’s allowable not-to-exceed amount to $565,416 and to extend the term of the Contract from December 31, 2018 to December 31, 2020.
Financial Implications: see report.

E. California Immigrant Alliance Project
From: Anna Gonzalez, Library Services Manager
Recommendation: Adopt a Resolution to participate in the California Immigrant Alliance Project by accepting reimbursement from the California State Library in the amount of $6,497.71 for the purchase of bilingual books for the Library’s circulating collections. Participating in this grant furthers our stated commitment to Library Services for Undocumented Resident, Immigrants and Dreamers adopted unanimously by BOLT on July 18, 2018.
Financial Implications: see report.
Action: Adopted resolution # R18-039.

F. Annual Report to City Council
From: Elliot Warren, Acting Director of Library Services
Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2017 through June 2018
Financial Implications: none.
Action: Adopted resolution # R18-040.

III. ACTION CALENDAR
A. Contract: TLC for Integrated Library System (ILS)
Alicia Abramson, Information Technology Manager; Jay Dickinson, Circulation Services Manager; and Rachel Chatman, Deputy City Attorney reviewed the RFP Process and requirements.

From: Alicia Abramson, Information Technology Manager
Recommendation: Adopt a resolution authorizing the Library Director to execute a contract with The Library Corporation (TLC) for software licensing, implementation, maintenance, and related services for the Integrated Library System (ILS) for Berkeley Public Library, for an amount not to exceed $34,822 from October 1, 2018 through June 30, 2023.
Financial Implications: see report.
Action: M/S/C Trustee Hunt / Trustee Hahn to adopt resolution # R18-037.
IV. INFORMATION CALENDAR

A. Bylaws Sub Commission Oral Report – Sophie Hahn and Judy Hunt
   Have not met due to summer break. We will report after next Bylaws Sub Committee meeting.

   From: Sophie Hahn and Judy Hunt
   Contact: Trustees Sophie Hahn and Judy Hunt
   Action: Received

B. Exterior Stucco Demolition Work – Elliot Warren, Acting Director of Library Services
   Council recently approved contract for stucco removal.

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

C. Organizational Review Written Report – Elliot Warren, Acting Director of Library Services
   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. Staff Report - Homeless Taskforce – Isobel Schneider, Librarian II
   Isobel Schneider provided a presentation (Attachment 1).
   Trustee Hahn reported City Council had placed Measures O + P on the November ballot.

   From: Isobel Schneider, Librarian II
   Contact: Isobel Schneider, Librarian II
   Action: Received

F. Berkeley Public Library Foundation Update – Kathy Huff, Berkeley Public Library Foundation
   Kathy Huff provided an update. Congrats on the opening of The Commons. Thanks to Acting Director of
   Library Services, Elliot Warren and the staff team who worked on the project. There will be a celebration
   on October 6. Plans for the 17th Annual Authors Dinner (February 9, 2019) are underway.

   From: Kathy Huff, Berkeley Public Library Foundation
   Contact: Kathy Huff, Berkeley Public Library Foundation
   Action: Received

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

V. AGENDA BUILDING

- Safety Committee Report
- 2019 BOLT Meeting Schedule
- 2019 All-Staff Meeting Schedule
- 2019 BPL Holiday Schedule
- Recruitment Process
VI. ADJOURNMENT

Adjourned at 8:45 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of September 17, 2018 as approved by the Board of Library Trustees

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

Attachments:
1. Staff Report - Homeless Taskforce Presentation
Homelessness panel: ‘There’s no place for people to go’

Eve Ahmed, from the city of Berkeley’s Homeless Outreach Team, talked about her work during a panel on homelessness at the Berkeley Public Library over the weekend. Photo: Emille Regas

Eve Ahmed starts her shift each day at the free community breakfast in North Berkeley at the Dorothy Day House.
Eve Ahmed, from the city of Berkeley’s Homeless Outreach Team, talked about her work during a panel on homelessness at the Berkeley Public Library over the weekend. Photo: Emilie Raguso

FREE
at the Berkeley Public Library from the
BERKELEY FREE CLINIC
HEALTHCARE FOR PEOPLE NOT PROFIT
- Personal Hygiene Kits
- Outdoor Blankets - Raincoats
- Medical and Counseling Referrals
- COVERED CALIFORNIA - Health Insurance Counseling

2:00pm — 4:00pm, 1st Saturday of the Month

Community Outreach in the Library (COIL)
For more information, please visit BerkeleyPublicLibrary.org.
www.berkeleypubliclibrary.org
To: Board of Library Trustees  
From: Elliot Warren, Acting Director of Library Services  
Subject: Contract Amendment: Janitorial Services for Berkeley Public Library

RECOMMENDATION
Adopt a resolution authorizing the Director of Library Services to execute a contract amendment with Universal Building Services (UBS) for janitorial services at all Berkeley Public Library locations to increase the contracted value up to $225,000 to an amount not to exceed $1,305,000.

FISCAL IMPACTS OF RECOMMENDATION
The twelve-month cost for janitorial services has been included in the proposed FY 2019 budget at a projected cost of $205,000 in budget code 301-9103-450-6020. Additionally, on September 17, 2018, the board exercised its authority by adoption of BOLT Res.: R18-036 revising the FY 2019 Expenditure Budgets to include a first Annual Appropriations Ordinance increasing the budgeted appropriation by $45,000 to $250,000.

CURRENT SITUATION AND ITS EFFECTS
UBS has been providing janitorial services to the Central Library and all branch locations since July 1, 2013 under the terms of a three-year contract (Contract #9341) that provided for two consecutive 12-month option periods. Prior to expiration of the Contract’s full five-year term on June 30, 2018 valued at $1,080,000, the City’s purchasing department recommended an additional one-year letter extension through to June 30, 2019 to accommodate plans for a revised reposted Request for Services public solicitation for Specification No. 18-11213-C released on September 12, 2018 – Specification No. 18-11213-C was originally released on March 29, 2018 and withdrawn. Consequent, to the letter extension UBS presented an increase of 5.3% to FY 2018 rates of which the City accepted, prompting the Board of Library Trustees’ acceptance of BOLT Res.: R18-036 on September 17 and the request herein to authorize the Director of Library Services to amend the Contract.

Remaining funds on the Contract at the time of this report is $20,904.

BACKGROUND
The Library partnered with the City to prepare the March 26, 2013 Request for Proposal release Specification No. 13-10735-C (Citywide Janitorial Services). Prior to 2008, the Library independently procured janitorial services, issuing its own RFP, selecting a vendor, and awarding a contract. However, in 2008 beginning with the search for a new janitorial vendor, the Library and City decided to join efforts to better align the delivery of like services with a common vendor. The goal was to better rationalize the list of active service providers and to gain non-realized economies of scale. Nonetheless, the Library retains control of its vendor agreements as it continues to execute contracts separate from those of the City; thus, fully preserving the Board of Library Trustees’ existing oversight responsibilities.

Request for Proposal release Specification No. 13-10735-C closed for bids on Tuesday, April 23, 2013. Seven bids were tendered and all were deemed qualified. The vendors soliciting bids were ABM Services, Allan
Bermudez Janitorial Service, First Building Maintenance, IMPEC Group, Pride Industries, Universal Building Maintenance, and Universal Building Services. An evaluating committee composed of City and Library staff reviewed each bid with Cost weighted at 40%, as well as scoring for Responsiveness, Experience and References, Quality Assurance, and Training and Safety. An initial cut based on cost only was applied filtering out the four lowest respondents for further evaluation. The team considered each remaining bid based on the totality of the stated criteria, followed by each team member individually ranking the bid packages. Ranking scores were added up and divided by the number of team members to come up with a single final ranking order. Based upon a determination of the weighting of the comprehensiveness of services to scope and value provided, Universal Building Services was ranked first.

ENVIRONMENTAL SUSTAINABILITY
Effective with the new contract that commenced on July 1, 2013 the Library’s Scope of Services section includes a Green Cleaning Policy that recognizes prior City environmental initiatives, as well as incorporates aspects of LEED Prerequisite 3, IEQ Credit 3.3, IEQ Credit 3.4, and IEQ Credit 3.5.

ALTERNATIVE ACTIONS CONSIDERED
No alternative actions were considered. A contract amendment to fund the existing contract agreement is required.

CONTACT PERSON
Elliot Warren, Acting Director of Library Services, Contact phone 510-981-6109

Attachments:
1: Resolution
BOARD OF LIBRARY TRUSTEES
RESOLUTION NO: R18-___

CONTRACT AMENDMENT: JANITORIAL SERVICES FOR BERKELEY PUBLIC LIBRARY

WHEREAS, Universal Building Services has been providing janitorial services to the Central Library and all branch locations since July 1, 2013 under the terms of a three-year contract (Contract #9341) that provided for two consecutive 12-month option periods; and

WHEREAS, prior to expiration of the Contract’s full five-year term on June 30, 2018 valued at $1,080,000, the City’s purchasing department recommended an additional one-year letter extension through to June 30, 2019 to accommodate release of RFP Specification No. 18-11213-C on September 12, 2018; and

WHEREAS, the Board of Library Trustees’ acceptance of BOLT Res.: R18-036 on September 17, 2018 authorized revision of the FY 2019 budgeted appropriation for janitorial services from $205,000 to $250,000; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend the Contract with Universal Building Services for janitorial services at all Berkeley Public Library locations to increase the contracted value up to $225,000 to an amount not to exceed $1,305,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 3, 2018 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: 17th Annual Authors Dinner Event

RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the 17th annual Authors Dinner to be held on Saturday, February 9, 2019 at the Central Library.

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

BACKGROUND
For the past sixteen years in February, the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

CURRENT SITUATION AND ITS EFFECTS
The 17th annual Authors Dinner is scheduled for Saturday, February 9, 2019 with a gala reception beginning at 6 pm, followed by a Silent Auction and dinner. The Foundation is expecting approximately 320 guests, and 30 noted authors are scheduled to attend. In preparation for this event, the following arrangements need Board approval:

1. Close the Central Library at 5:00 pm on Saturday, February 9, 2019.
2. Shut down the Central Library’s public computers at 4:50 pm on Saturday, February 9, 2019.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 9, 2019.
4. Close the second floor Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 9, 2019.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

FUTURE ACTION
No future action is required.

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

Attachments:
1. Resolution
APPROVAL OF THE ARRANGEMENTS FOR THE 2019 17th ANNUAL AUTHORS DINNER EVENT
TO BE HELD ON SATURDAY FEBRUARY 19, 2019 AT THE CENTRAL LIBRARY

WHEREAS, over the past sixteen years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the 17th annual Authors Dinner is scheduled for Saturday, February 9, 2019; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the eleventh annual Authors Dinner:

1. Close the Central Library at 5:00 pm on Saturday, February 9, 2019.
2. Shut down the Central Library’s public computers at 4:50 pm on Saturday, February 9, 2019.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 9, 2019.
4. Close the second floor Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 9, 2019.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 3, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________________________
Diane Davenport, Chairperson

_______________________________________________
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: Authorization to Open the Central Library and all Branches One Hour Late to Allow Adequate Time for All-Staff Meetings  

RECOMMENDATION

Adopt a resolution to open the Central Library and all Branch Libraries one hour later on March 29, May 31, and August 30, 2019 to allow adequate time for the all-staff meeting.

FISCAL IMPACTS OF RECOMMENDATION
This report will have no fiscal impacts.

BACKGROUND
All-Staff meetings are held in the Central Library from 9 AM to 10:30 AM up to four times annually. To enable travel time back to branches, the Library has delayed opening until 11:00 AM as an accommodation.

All scheduled Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings.

Items generally included on the all-staff meeting agenda include:

- Introductions of new staff.
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, upcoming projects, budget updates, recognition of staff achievements, etc.)
- Presentations by staff or guest on topics relevant to all (e.g. demonstrations of new equipment, team and/or committee reports, new policy overviews, strategic planning and organizational priorities updates)

All-staff meetings allow the Director and managers the opportunity to distribute staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to Library staff having the ability to hear important information directly from managers. By delaying the Library’s opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on up to four Fridays throughout the course of the 2009 calendar year to allow additional time for more productive meetings and provide ample time for staff to
prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation and important planning information related to projects and initiatives. Library staff propose continuing this practice, with the goal of using this time to improve communication regarding policies and other topics of professional and operational value to employees.

FUTURE ACTION
No future action is required.

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

Attachments:
1: Resolution
AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2019

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, the Library began this practice in 2008, with the Library opening late at 11:00 a.m. with no detrimental effect on operation; and

WHEREAS, by delaying the Library’s opening by one hour on these three mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all Branch Libraries one hour later on March 29, May 31, and August 30, 2019 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 3, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:  

_______________________________________________  
Diane Davenport, Chairperson

_______________________________________________  
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: 2019 Berkeley Public Library Holiday & Early Closing Schedule

RECOMMENDATION
Adopt the resolution approving the 2019 Berkeley Public Library Holiday & Early Closing Schedule.

FISCAL IMPACTS OF RECOMMENDATION
This report will have no fiscal impacts.

BACKGROUND
The Board of Library Trustees approves the Library’s holiday schedule for the coming calendar year toward the end of the preceding year. This schedule will result in the closure of all Libraries, including Branches.

CURRENT SITUATION AND ITS EFFECTS
Union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part, the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception: the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln’s Birthday.

The Central Library and Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year’s Eve, the Library observes a shortened schedule, closing at 6 PM. When a holiday falls on a weekend, the Library closes on both the actual holiday and the observed holiday day. In this case, eligible employees will receive a paid holiday for one of the closed days. For employees normally scheduled to work both the holiday and the observed closure, a schedule adjustment or other type of leave will be arranged in advance in coordination with their supervisor.

The draft 2019 Library Schedule of Holiday and Early Closings is attached (Attachment 2) for discussion and approval.

FUTURE ACTION
No future action is required.

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

Attachments:
1. Resolution
2. Proposed 2019 Schedule of Berkeley Public Library Holidays and Early Closings
3. 2018 Schedule of Berkeley Public Library Holidays and Early Closings
4. 2019 City of Berkeley Holiday Schedule
2019 BERKELEY PUBLIC LIBRARY HOLIDAY & EARLY CLOSING SCHEDULE

WHEREAS, union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library’s holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2019 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 3, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____________________________________________
Diane Davenport, Chairperson

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees
<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>Closure</th>
<th>Early Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. January 1, 2019 (Tuesday)</td>
<td>New Year’s Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. January 21, 2019 (Monday)</td>
<td>Martin Luther King Jr. Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. February 18, 2019 (Monday)</td>
<td>President’s Day</td>
<td>X</td>
<td></td>
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<td>4. May 17, 2019 (Friday)</td>
<td>Malcolm X Day</td>
<td>X</td>
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<tr>
<td>5. May 27, 2019 (Monday)</td>
<td>Memorial Day</td>
<td>X</td>
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</tr>
<tr>
<td>7. September 2, 2019 (Monday)</td>
<td>Labor Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8. October 14, 2019 (Monday)</td>
<td>Indigenous People’s Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9. November 11, 2019 (Monday)</td>
<td>Veterans’ Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10. November 27, 2019 (Wednesday)</td>
<td>Thanksgiving Eve</td>
<td></td>
<td>All Library locations to close at 6:00pm</td>
</tr>
<tr>
<td>11. November 28, 2019 (Thursday)</td>
<td>Thanksgiving Holiday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>12. November 29, 2019 (Friday)</td>
<td>Thanksgiving Holiday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>13. December 24, 2019 (Tuesday)</td>
<td>Christmas Eve</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>15. December 31, 2019 (Tuesday)</td>
<td>New Years Eve</td>
<td></td>
<td>All Library locations to close at 6:00pm</td>
</tr>
</tbody>
</table>
### Berkeley Public Library
#### 2018 Schedule of Holidays & Early Closings

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>Closure</th>
<th>Early Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  January 1, 2018 (Monday)</td>
<td>New Year’s Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2.  January 15, 2018 (Monday)</td>
<td>Martin Luther King Jr. Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3.  February 19, 2018 (Monday)</td>
<td>President’s Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4.  May 18, 2018 (Friday)</td>
<td>Malcolm X Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5.  May 28, 2018 (Monday)</td>
<td>Memorial Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7.  September 3, 2018 (Monday)</td>
<td>Labor Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8.  October 8, 2018 (Monday)</td>
<td>Indigenous People’s Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9.  November 12, 2018 (Monday)</td>
<td>Veterans’ Day</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10. November 21, 2018 (Wednesday)</td>
<td>Thanksgiving Eve</td>
<td></td>
<td>All Library locations to close at 6:00pm</td>
</tr>
<tr>
<td>11. November 22, 2018 (Thursday)</td>
<td>Thanksgiving Holiday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>12. November 23, 2018 (Friday)</td>
<td>Thanksgiving Holiday</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>15. December 31, 2018 (Monday)</td>
<td>New Years Eve</td>
<td></td>
<td>All Library locations to close at 6:00pm</td>
</tr>
</tbody>
</table>
2019 City of Berkeley Holiday Schedule

1. January 1, 2019 (Tuesday) – New Year’s Day
2. January 21, 2019 (Monday) - Martin Luther King Jr. Birthday Observed
3. February 11, 2019 (Monday) - Abraham Lincoln Birthday Observed
4. February 18, 2019 (Monday) - George Washington Birthday Observed
5. May 17, 2019 (Friday) - Malcolm X Birthday
6. May 27, 2019 (Monday) - Memorial Day
7. July 4, 2019 (Tuesday) - Independence Day
8. September 2, 2019 (Monday) - Labor Day
9. October 14, 2019 (Monday) - Indigenous People’s Day
10. November 11, 2019 (Monday) - Veterans’ Day
11. November 28, 2019 (Thursday) – Thanksgiving Day
12. November 29, 2019 (Friday) – Day After Thanksgiving
13. December 25, 2019 (Wednesday) – Christmas Day
To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: 2019 Regular Meeting Schedule for the Board of Library Trustees

RECOMMENDATION
Adopt a resolution approving dates, times and locations for the 2019 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACTS OF RECOMMENDATION
This report will have no fiscal impacts.

BACKGROUND
The Board of Library Trustees approves the following year’s regular meeting schedule during one of its meetings toward the end of each year.

CURRENT SITUATION AND ITS EFFECTS
The regular meetings of the Board of Library Trustees have recently been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street.

The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners’ Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:
Winter Recess – December 12, 2018– January 21, 2019
 January 22 and January 29, 2019
 February 19 and February 26, 2019
 March 19 and March 26, 2019
 April 2, 2019
 Spring Recess – April 3 – April 22, 2019
 April 23 and April 30, 2019
 May 14 and May 28, 2019
 June 11 and June 25, 2019
 July 9, July 16 and July 23, 2019
 Summer Recess – July 24 – September 9, 2019
 September 10 and September 24, 2019
 October 15 and October 29, 2019
 November 12 and November 19, 2019
 December 3 and December 10, 2019
 Winter Recess – December 11, 2019 – January 21, 2020

The proposed 2019 Board of Library Trustees Meeting Schedule is attached as Attachment 2.

2090 Kittredge Street, Berkeley, CA 94704 ● Tel: (510) 981-6195 ● Website: www.berkeleypubliclibrary.org
FUTURE ACTION:
No further action is required.

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

Attachments:
1: Resolution
2: Proposed 2019 Board of Library Trustee Meeting Schedule
APPROVAL OF THE 2019 REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year’s regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board of Library Trustees have been held on the first Wednesday of each month at 6:30 p.m. at the Tarea Hall Pittman South Branch Library, 1901 Russell Street;

WHEREAS, the Board has chosen to follow the City Council and other City commissions and take a meeting recess during the month of August;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2019 regular meeting schedule for the Board of Library Trustees as once per month on the first Wednesday at 6:30 P.M. to be held at the Tarea Hall Pittman South Branch Library except for August when there is a meeting recess.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 3, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

_______________________________________________  
Diane Davenport, Chairperson

_______________________________________________  
Elliot Warren, Acting of Library Services  
Serving as Secretary to the Board of Library Trustee
## 2019 Regular Meeting Schedule

1<sup>st</sup> Wednesday Dates (except for conflicts)

<table>
<thead>
<tr>
<th>Regular Meeting Dates</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>February 6, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>March 6, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>April 3, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>May 1, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>June 5, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>July 3, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>{No meeting in August}</td>
<td></td>
</tr>
<tr>
<td>September 4, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>October 2, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td><strong>November 6, 2019</strong></td>
<td><strong>Tarea Hall Pittman South Branch Library (1901 Russell St.)</strong></td>
</tr>
<tr>
<td>November 13</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
<tr>
<td>December 4, 2019</td>
<td>Tarea Hall Pittman South Branch Library (1901 Russell St.)</td>
</tr>
</tbody>
</table>
To: Board of Library Trustees  
From: Diane Davenport, President, Board of Library Trustees  
Subject: Report on Urban Library Council Conference  
Theme: Leading Forward  
Sept. 5-7, 2018 Baltimore, MD

INTRODUCTION

Here are some of the things that I took away from attending the ULC Conference:

ULC’s goal of leading forward: to work with leaders from premier organizations so that they become critical thinkers, extraordinary performers, visionaries, and builders of coalitions within their respective organizations.

Effective organizational leadership occurs when groups collaborate across boundaries to achieve outcomes that are above and beyond what each group could achieve on its own. Boundaries can be vertical (between management and staff), they can be horizontal (between peers in different divisions of the organization), they can be between stakeholders (between support groups), they can be geographical (between city and state interest groups), and they can be demographic (between genders, ethnicities, etc.).

Leading forward demands that we diversify the group with which we work by expanding our decision-making teams. It means including a variety of viewpoints. It means avoiding “confirmation bias” by working with those whose ideas are different than ours. It means inclusion. It means risk-taking. It means diversity.

As leaders we must give up the idea of being comfortable, we must “hear” new and different ideas. We must create an atmosphere that fosters idea-sharing so that disparate ideas can be combined to build innovative solutions.

CONTACT PERSON
Diane Davenport, President, Board of Library Trustees

Attachments: none.
To: Board of Library Trustees  
From: Elliot Warren, Acting Director of Library Services  
Subject: Director’s Report

Tech Fair:

In an event aimed at narrowing the digital divide, two units of the Library (Information Technology and Central Support) collaborated to host a Tech Fair on Saturday, September 15, 2018, in the Central Library’s Community Meeting Room. A product of a partnership Oakland’s digital-inclusion non-profit, Tech Exchange and the City of Berkeley, the Tech Fair was an opportunity for local families and individuals in need of a home PC to receive a free, refurbished computer and to learn about and sign up for low-cost Internet access plans.

About 300 people attended this three-hour-long event; 125 computers were distributed to individuals and families; and 70 “extended pickup vouchers” were provided to people who were unable to receive a computer that day due to the number of attendees. The fair also featured local organizations and educational providers, including Healthy Black Families Inc., Black Girls Code, the City of Berkeley’s Black Infant Health Program, and Berkeley City College.

Library staff also attended and set up an information table; many community members took advantage of the opportunity to sign up for free library cards and to learn about some of the Library’s online resources such as the Kanopy movie streaming service; Hoopla, a digital video, audio and music streaming service; and Discover and Go, a service offering free museum passes for families to venues throughout the Bay Area.

Programming:

65 people attended a screening of the film, Welcome to the Neighborhood held at the Tarea Hall Pittman South Branch. This documentary, which explores the issue of community change and displacement in South Berkeley through interviews with residents, was presented as part of the Tarea Hall Pittman Social Justice Program series, and was followed by a panel discussion with community members featured in the film.

At North Branch, nearly 30 participants created art while listening to the book Drum Dream Girl, written by Margarita Engle, about a young girl in 1920’s Cuba who defied convention to become a female drummer. This popular JazzArt program was part of BPL’s celebration of Hispanic Heritage Month (September 15 - October 15), which in September also featured music from Cascada de Flores at THPS South Branch and Bilingual Kids’ Music with Juan L. Sanchez at Claremont. Hispanic Heritage Family Storytime was celebrated at the Central Library with classic Spanish Language songs. Featured books for this story time shared the richness of Latino culture while modeling informed early literacy practices.

In September, the weekly Super Cinema film series focused on worker’s movements, showing labor classics including Matewan, North Country and others to audiences averaging 39 participants.
Summer Reading Program:

The Library’s Summer Reading Program wrapped up in September, and this summer was one of our most successful to date. Participation improved across all age groups, with the largest increases in adult participation (which more than doubled) and teen participation (which increased by 73%). In total, nearly 4,000 community members participated. Summer Reading programming proved popular as well, with nearly 4,500 people attending 122 public programs held in June, July and August.

A monthly STEM Baby and Toddler Storytime began on September 12 at the Central Library. Each program includes tips and modeling of practices that empower parents with tools and practices to further enrich their child’s science, technology, engineering, and math early learning experiences.

For the fifth consecutive year, all first grade classes from Berkeley Arts and Magnet Elementary School participated in class visits to the Central Library. Each class received Library card applications along with an especially themed story time and tour designed to excite new readers to return to the Library with their families.

On September 24th, the Popping the Science Bubble series took place in the Central Library’s newly developed Commons area on the first floor rather than in the Community Meeting Room. The 22 attendees were treated to a presentation of "Smelly Stories from the Bay" using the new, mobile Prowise screen provided as a gift by the Berkeley Public Library Foundation. Patrons learned about microbes that produce sulfur compounds in SF Bay sediments. Librarians shared that “several event attendees remarked that they wouldn’t have attended the program if it wasn’t for the fact that it was in such an easily accessible area. Others had feedback that they didn’t know the program was happening and simply stayed because they had noticed it while they were going past, and found the subject to be interesting.”

Link+:

As identified by the Collection Management Planning Team to enhance patron access to a broad array of music, film and audiobooks, the Library will be moving forward with expansion of the popular Link+ service to include media-lending starting on October 1. This will enable library patrons to freely borrow CDs, DVDs, and other audiovisual materials through the Link+ lending service. There is no extra cost to the Library for participating in Link+ media lending, which is used by adjoining libraries such as Contra Costa County Library and Oakland Public Library. It will also allow for expanded access to BPL’s collection, as the Library’s audiovisual materials will be made available to other Link+ libraries as well.

National Library Card Sign-Up Month:

Patrons with billed and long overdue items have been taking advantage of September’s Library Card Signup Month’s amnesty. During the month of September, patrons with such materials were encouraged to return items to the Library. As an incentive, collection agency fees were waived on returned items. This allowed patrons with blocked accounts to return materials to the Library so that others may check out materials, and, while doing so return their Library card accounts to a zero balance and by doing so continue to use Library services. Circulation staff helped dozens of patrons who were made aware of this program though an e-mail sent to thousands of Library card holders.

Audit of Library Tax Fund:

The City of Berkeley Auditor’s Office has initiated a performance audit of non-personnel expenses related to Library Tax Fund dollars for fiscal year 2018 (i.e. the previous fiscal year). Emphasis is upon non-personnel related expenses; personnel-related expenses comprise roughly 82% of budgeted Library Tax Fund dollars, and the audit will mainly relate to the roughly 18% of remaining expenses, including such elements as professional services and contracts; collections, i.e. books, DVDs, etc.; software and equipment; utilities;
staff travel and training; and facility maintenance, among other expenses. The auditor’s office has described the audit as routine and “focusing on whether non-personnel expenditures align with the Library Relief Act of 1980.” The work is projected to continue into December and perhaps longer.

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