



**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Special Meeting**  
**Wednesday, October 3, 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:** 6:31 pm.

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

Absent: Trustee Selawsky (excused)

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; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Walter Johnson, Senior Building Maintenance Supervisor; Eve Franklin, Administrative Secretary.

**2. Public Comments:** 0 speakers.

**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 – Spoke regarding the respectful relationship between Labor, City Manager and City Council. Unions bring ideas to us.
- B. Trustee Roth – Spoke regarding library efforts to help the homeless.

**II. CONSENT CALENDAR**

Action: M/S/C Trustee Hunt / Trustee Roth to adopt resolution # R18-041 to approve the consent calendar as presented.

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

**A. Approve Minutes of the September 17, 2013 Special Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 17, 2013 Special Meeting of the Board of Library Trustees with minor corrections.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-042.

**B. Contract Amendment: Janitorial Services for Berkeley Public Library**

From: Acting Director of Library Services

Recommendation: 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.

Financial Implications: See Report.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-043.

**C. 17th Annual Authors Dinner Event**

From: Acting Director of Library Services

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.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-044.

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

From: Acting Director of Library Services

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.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-045.

**E. 2019 Berkeley Public Library Holiday & Early Closing Schedule**

From: Acting Director of Library Services

Recommendation: Adopt the resolution approving the 2019 Berkeley Public Library Holiday & Early Closing Schedule. From: Acting Director of Library Services

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-046.

**F. 2019 Regular Meeting Schedule for the Board of Library Trustees**

From: Acting Director of Library Services

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

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-047.

**III. INFORMATION CALENDAR**

**A. Safety Committee Report – Walter Johnson**

Walter Johnson provided a presentation (Attachment 1)

From: Walter Johnson, Senior Building Maintenance Supervisor

Contact: Walter Johnson

Action: Received

**B. ULC Conference Report – Diane Davenport**

From: Diane Davenport, President Board of Library Trustees

Contact: Diane Davenport

Action: Received

**C. Organizational Review Oral 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. Library Events**

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

**IV. AGENDA BUILDING**

- President/Vice President Elections
- Organization Review Update
- Process for Executive Search for Director of Library Services
- Budget Priorities for Biennial Budget
- Budget Calendar

**V. ADJOURNMENT**

Adjourned at 7:29 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of October 3, 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. Safety Committee Report