1. **PRELIMINARY MATTERS**

*A copy of the agenda packet can be found at* [*http://www.berkeleypubliclibrary.org/about/board-library-trustees*](http://www.berkeleypubliclibrary.org/about/board-library-trustees)

1. **Call to Order:** 6:31 pm.

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

Absent: None

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

Colleen Rozillis, Moss Adams

1. **Public Comments:** 1 speaker.
2. **Comments from Library Unions:**
3. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
4. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speaker
5. Public Employees Union, LOCAL 1 – 0 speakers
6. **Comments from Board of Library Trustees**
7. Trustee Hunt – Thank you to staff for work with the homeless population. Thanked the Foundation for funding the Commons, it’s a great space for a variety of events. Requested the Library order more copies of *The Library Book* by Susan Orlean.
8. Trustee Hahn – Appreciation to Berkeley Public Library Foundation and Friends of the Berkeley Public Library. Gratitude to the people of Berkeley for support of measures O and P.
9. Trustee Davenport – There is a display case on the second floor at Central Library near the elevator showing Berkeley Public Library History including BOLT minutes from shortly after the earthquake in 1906.
10. **CONSENT CALENDAR**

Action Items C. Revised Circulation Policy and D. Revised Suspension Policy were moved from Action Calendar to Consent Calendar.

From: Acting Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Roth to adopt resolution # R18-048 to approve the consent calendar as presented.

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

1. **Approve Minutes of the October 3, 2018 Regular Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 3, 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 # R18-049.

1. **Contract Amendment: No. 9954A Edgeworth Integration**

From: Library Information Systems Administrator

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract amendment with Edgeworth Integration, LLC for building security systems maintenance and support services at all Berkeley Public Library locations, to increase the contracted value up to $50,000.00 to an amount not to exceed $100,000.00.

Financial Implications: See Report.

Contact: Alicia Abramson, Library Information Systems Administrator

Action: Adopted resolution # R18-050.

1. **Revised Circulation Policy**

From: Circulation Services Manager

Recommendation: Adopt the resolution to update the Library Circulation Policy with the following changes:

1. Under Library Cards:
Change “Library cards expire after four years and can be renewed for free at any of our libraries with picture identification as explained below.” to
“Library cards expire after 4 years; Easy Access cards expire after 1 year. In order to obtain a full service library card, patrons must provide picture identification and proof of California address.”
2. Under East Access Cards. Add “Easy Access Cards expire after 1 year.” To the end of the paragraph.

Financial Implications: None.

Contact: Jay Dickinson, Circulation Services Manager

Action: Adopted resolution # R18-053.

1. **Revised Suspension Policy**

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 # R18-054.

1. **ACTION CALENDAR**
2. **Review and Possible Action on Budget Priorities for the FY 2020 & FY 2021 Biennial Budget Cycle**

From: Acting Director of Library Services

Recommendation: Adopt a resolution adopting budget priorities for the Library for the FY 2020 and FY 2021 biennial budget cycle.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: No action taken.

1. **Discussion and Nominations for the Selection of Board President and Vice-President**

A revised resolution was provided by Trustee Hahn. (Attachment #1)

From: Acting Director of Library Services

Recommendation: Adopt the resolution to appoint President and Vice-President, for the term commencing November 15, 2018, for a one-year term.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Roth to adopt resolution # R18-052a.

Trustee Diane Davenport has been duly elected and shall serve as President commencing on November 15, 2018, until the first meeting of the board in October 2020, and until a successor is elected, unless their term as a member of the Board of Trustees expires sooner.

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

Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution # R18-052b.

Trustee John Selawsky has been duly elected and shall serve as Vice President commencing on November 15, 2018, until the first meeting of the board in October 2020, and until a successor is elected, their term as a member of the Board of Trustees expires sooner.

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

1. **Revised Circulation Policy**

Moved to the Consent Calendar.

1. **Revised Suspension Policy**

Moved to the Consent Calendar.

1. **INFORMATION CALENDAR**
2. **Organization Review Oral Report** – Moss Adams

Colleen Rozillis provided a presentation (Attachment 2)

From: Colleen Rozillis, Moss Adams

Contact: Colleen Rozillis, Moss Adams

Action: Received

1. **Information Technology Oral Report –** Alicia Abramson

From: Contact: Alicia Abramson, Library Information Systems Administrator

Contact: Contact: Alicia Abramson

Action: Postponed to future meeting.

1. **Statistical Reporting Report –** Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

1. **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

1. **Bylaws Subcommittee Oral Report**

From: Trustees Hahn and Hunt

Contact: Trustees Hahn and Hunt

Action: Received

1. **Library Events**

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

1. **AGENDA BUILDING**
* Organization Review Report
* Budget Priorities for the FY 2020 & FY 2021 Biennial Budget Cycle
* Information Technology Report
* Berkeley History Room Report
1. **ADJOURNMENT**

Adjourned at 8:05 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of November 14, 2018 as approved by the Board of Library Trustees

//s//

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

Attachments:

* 1. Revised Resolution for Appointment Of A Trustee To Sit As President And A Trustee To Sit As Vice-President For The Board Of Library Trustees
	2. Organization Review Presentation (Moss Adams)