



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 06/05/2019

AGENDA
6:30 PM

Tarea Hall Pittman
South Branch
1901 Russell Street

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 May 1, 2019 Regular Meeting**
Recommendation: Approve the minutes of the May 1, 2019 Regular Meeting of the Board of Library Trustees.
- B. **Approve Minutes of the May 24, 2019 Special Meeting**
Recommendation: Approve the minutes of the May 24, 2019 Special Meeting of the Board of Library Trustees.
- C. ***This item has been pulled from the agenda***
- D. **Contract Amendment: No. 116026-1 Security Engineers, Inc.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 116026-1 with Security Engineers, Inc. to provide fire service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental amount of \$50,000.00 for a contracted value not-to-exceed \$100,000.00.
- E. **Contract Amendment: No. 9883 Califa Group for Advanced Network Data Services**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9883 with Califa Group ("Califa"), a California public benefit corporation, to increase the contracted not-to-exceed amount to \$536,676 for the upgrade of the Library's connection to the "CalREN" high-speed broadband fiber network from a speed of 1 Gigabits per second (Gbps) to 10 Gbps.

III. ACTION CALANDER

- A. **Director Recruitment Process** – Elliot Warren, Acting Director of Library Services
Recommendation: Adopt a resolution approving the formation of a three-member board/staff team responsible for oversight of the Library Director recruitment process, with the specific responsibility of acting as liaison between board and the executive recruitment firm. Proposed team members are Diane Davenport, Board President; Danielle McMillian, Associate Human Resources Analyst; and Elliot Warren, Acting Director of Library Services.

- B. Discussion of Board of Library Trustees Meeting Policy** – Judy Hunt, Trustee, Board of Library Trustees
Recommendation: Discuss BOLT's practices to ensure compliance with the BOLT Meeting Policy that was adopted by BOLT on May 11, 2016 and revised on December 6, 2017.
- C. Discussion of BOLT's responsibility in matters involving public programming at the Berkeley Public Library** – Diane Davenport, President, Board of Library Trustees
Recommendation: For board discussion. As stated in the Moss Adams Report, one of the board's goals is to focus BOLT on policy and strategy issues and to delegate to staff procedural and operational issues. The issues of time, location, and leadership of programs are procedural issues and are determined by staff. Therefore, patrons with concerns about Library programming practices should bring their questions to Library Administration and can do so by contacting Library Administration by phone, email, or in person

IV. INFORMATION REPORTS

- A. Oral Report on Equity, Diversity, Inclusion: What Library Trustees Need to Know Webinar** – Diane Davenport, President, Board of Library Trustees
- B. Oral Report on United Libraries Council Lessons from the Field: Calgary, Alberta** – Diane Davenport, President, Board of Library Trustees
- C. Monthly Library Director's Report** – Elliot Warren, Acting Director of Library Services
- D. Library Events** – Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, June 5, 2019 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VI. 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 May 29, 2019.

//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
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Communications:



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, May 1, 2019 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, Roth and Selawsky.

Absent: None

Also Present: Elliot Warren, Acting Director of Library Services; Dennis Dang, Admin & 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.

2. Public Comments: 11 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

- A. Trustee Hahn – Acknowledged patron comments on playreaders, and said it is not in BOLT's purview to make decisions on individual programs. Happy to meet with groups as a City Council member.
- B. Trustee Hunt – spoke regarding NY Library Literacy in Laundromats program as part of New York University, not Fordham University. Jamie Turback who was recently appointed Director of Oakland Public Library started as an on-call library aide at Berkeley Public Library. A middle school student from Hercules recently won at the Golden Gate STEM Fair and the importance of supporting STEM at the library. Invited some patrons who arrived after public comment to speak.
- C. Trustee Selawsky – It is not BOLT's responsibility to give assignments to staff for programs. Use the complaint process
- D. Trustee Davenport – Recently attended ALA Equity workshop and report on it at future meeting.

II. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Hunt to adopt resolution # R19-018 to approve the consent calendar with as presented.

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

A. Approve Minutes of the April 3, 2019 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the April 3, 2019 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R19-019.

B. Contract Amendment: No. 8500 Bibliotheca

From: Manager Library Information Technology

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC to increase the contracted not-to-exceed amount to \$1,413,890 for the continued maintenance and support of the Library's self-check, RFID Security and Automated Materials Handling Systems, purchase of new self-check software for all Library locations and a new RFID Security Gate System for the Central Library.

Financial Implications: See report.

Contact: Alicia Abramson, Manager Library Information Technology

Action: Adopted resolution # R19-020.

C. Contract Amendment: No. 10625, Sevaa Group, Inc.

From: Manager Library Information Technology

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 10625 (ERMA: 114878-1) with Sevaa Group, Inc. to provide for an increase of \$37,450 from \$36,875, thereby increasing the Contract's allowable not-to-exceed amount to \$74,325.

Financial Implications: See report.

Contact: Alicia Abramson, Manager Library Information Technology

Action: Adopted resolution # R19-021.

D. Contract Amendment: No. 9354 Innovative Interfaces, Inc.

From: Manager Library Information Technology

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9354 with Innovative Interfaces, Inc. for the provision of services related to the implementation of, and subscription license to, the hosted Link+/INN-Reach Resource sharing system and Resource Broker Application, the SkyRiver bibliographic utility and a one-month extension of support and maintenance services for the currently installed Integrated Library System (ILS) in an incremental amount of \$258,064 for a contracted value not-to-exceed \$1,308,064; and to amend the Contract's date of expiration to June 30, 2022 from June 30, 2019.

Financial Implications: See report.

Contact: Alicia Abramson, Manager Library Information Technology

Action: Adopted resolution # R19-022.

III. INFORMATION CALENDAR

A. 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

B. Overview of Board of Library Trustees Role in Director Recruitments Oral Report – Danielle McMillian

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

C. Update on Biennial Budget Oral Report – Elliot Warren, Acting Director of Library Services

Postponed to next meeting.

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

D. Library Events

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

IV. AGENDA BUILDING

- Director Recruitment
- Moss Adams Report section on Director recruitment

V. ADJOURNMENT

Adjourned at 7:44 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of May 1, 2019 as approved by the Board of Library Trustees

//s// _____

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

Attachments: none.



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Friday, May 24, 2019 12:00 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: 12:00 pm.

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

Absent: None

Also Present: Elliot Warren, Acting Director of Library Services; Dennis Dang, Admin & Fiscal Services Manager; Aimee Reeder, Ass't. Management Analyst; Eve Franklin, Administrative Secretary.

2. Public Comments: 0 speakers.

3. Comments from Board of Library Trustees – None.

II. ACTION CALENDAR

A. Recommendation to City Council on FY 2020 Library Tax Rate

From: Acting Director of Library Services

Recommendation: Adopt the resolution to recommend that the Berkeley City Council set the FY 2020 tax rate for the Library Services Tax at \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings based on the April 2019 Consumer Price Index in the immediate San Francisco Bay Area of 4.015%.

Financial Implications: See Report.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Selawsky / Trustee Roth to adopt resolution # R19-023 to recommend that the Berkeley City Council set the FY 2020 tax rate for the Library Services Tax at \$0.2272 (22.72 cents) per square foot for dwelling units and \$0.3435 (34.35 cents) per square foot for industrial, commercial, and institutional buildings based on the April 2019 Consumer Price Index in the immediate San Francisco Bay Area of 4.015%.

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

B. Proposed Biennial Budget FY 2020 and FY 2021 – All Library Funds

From: Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution approving the Biennial Budgets for FY 2020 of revenue of \$21,051,609 and expenditures of \$25,750,413 and for FY 2021 of revenue of \$21,198,870 and expenditures of \$21,500,649 as presented.

Financial Implications: See Report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution # R19-024 approving the Biennial Budgets for FY 2020 of revenue of \$21,051,609 and expenditures of \$25,750,413 and for FY 2021 of revenue of \$21,198,870 and expenditures of \$21,500,649 as presented.

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

III. AGENDA BUILDING – None.

IV. ADJOURNMENT

Adjourned at 12.25 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 24, 2019 as approved by the Board of Library Trustees

//s// _____

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

Attachments: none.

DRAFT



CONSENT CALENDAR

June 5, 2019

To: Board of Library Trustees
From: Sarah Dentan, Library Services Manager
Subject: Contract Amendment: No. 116026-1 Security Engineers, Inc.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 116026-1 with Security Engineers, Inc. to provide fire service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental amount of \$50,000.00 for a contracted value not-to-exceed \$100,000.00.

FISCAL IMPACT

Funding for this contract is budgeted in the FY 2020 Library Tax Fund, and will be budgeted in the FY 2121 Library Tax Fund.

BACKGROUND

The initial contract was executed in FUND\$ in June 2017 as Contract #10671, with a term of July 1, 2017 to June 30, 2019. In the transition to ERMA, this contract was re-numbered #116026-01. On May 9, 2019, per Section 3.a of this contract, the term was extended by written notice to June 30, 2021.

The Director of Library Services is granted authority by the Board of Library Trustees for expenditures up to \$100,000.00 for goods, materials, and equipment pursuant to BOLT Resolution R09-94, and up to \$50,000.00 for services pursuant to BOLT Resolution R08-56. This request for contracted services exceeds the Directors authority.

This contract with Security Engineers, Inc. provides essential fire service monitoring, testing, inspection, and on-call servicing at the Central Library and four Library Branch locations. The Library's contract with Security Engineers, Inc. is focused on fire system services and support. Services are based on an annual fee with damper testing and additional repair and replacement services provided on a time and material basis. Certification is provided for the required scheduled testing for system water flow, smoke detectors, manual pull stations, duct detectors and dampers, as well as elevator recall and horn/strobe alarms.

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT**

Contract Amendment: No. 8658 Security Engineers, Inc.

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The breakdown of the services and their fees is provided in the following table:

Libraries	Fire test and inspection (3 times a year)	Annual Fire Alarm Monitoring (*Annual)	Sprinkler test (2 times a year)	Annual Elevator recall test (north and central only)	Total Fixed Contract Amount (3 times Fire, 1 annual monitoring, 2 sprinkler tests, 1 annual elevator)
Central	\$1,460.50	\$432.00	\$511.75	\$566.37	\$6,403.37
Claremont	977.50	432.00	258.75		3,882.00
North	948.75	432.00	258.75	293.25	4,158.00
South	948.75	432.00	293.25		3,864.75
West	839.50	432.00	293.25		3,537.00
Total	\$15,525.00	\$2,160.00	\$3,300.50	\$859.62	\$21,845.12

On-call Electrical and Programming Maintenance Servicing are assessed as follows:

Unit Rate (assessed at job-site only) - Labor	\$150.00 per hour
Travel fee and gas surcharge (per site visit)	\$65.00 per round-trip

CURRENT SITUATION AND ITS EFFECTS

Amending Contract No. 116026-1 is necessary in order to add additional required monies for the fiscal years 2020 and 2021 to provide the essential services that are fire related. Prior to fiscal year 2022, staff will issue a request for proposals to compare and contrast other potential vendors.

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-____

CONTRACT AMENDMENT: NO. 116026-1 SECURITY ENGINEERS, INC.

WHEREAS, on July 1, 2017 the Library entered into Contract No. 116026-01 (originally No. 10671) with Security Engineers, Inc., to provide essential fire service monitoring, testing, and inspection, and on-call servicing at the Central Library and four Library branch locations at a total amount not to exceed \$25,000.00; and

WHEREAS, on August 17, 2018 the Library amended Contract No. 116026-01 (originally No. 10671) with Security Engineers, Inc. to a total amount not to exceed \$50,000.00; and

WHEREAS, May 9, 2018 the Library amended Contract No. 116026-01 with Security Engineers, Inc. to extend the term of the Contract to June 30, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 116026-01 with Security Engineers, Inc. for an incremental increase of \$50,000.00, thereby increasing the contracted total not-to-exceed amount to \$100,000.00; and

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 5, 2019, 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 Trustees



INFORMATION REPORTS

June 5, 2019

TO: Board of Library Trustees
FROM: Alicia Abramson, Library Information Systems Administrator
SUBJECT: Contract Amendment: No. 9883 Califa Group for Advanced Network Data Services

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9883 with Califa Group ("Califa"), a California public benefit corporation, to increase the contracted not-to-exceed amount to \$536,676 for the upgrade of the Library's connection to the "CalREN" high-speed broadband fiber network from a speed of 1 Gigabits per second (Gbps) to 10 Gbps.

FISCAL IMPACTS OF RECOMMENDATION

The contracted not-to-exceed amount of the amendment is \$536,676, representing a \$136,676 increase over the previous contracted amount. The amended Contract includes the implementation of a new 10 Gbps fiber optic network circuit connecting the Berkeley Public Library to the statewide CalREN high-speed broadband network; the provision of new network equipment capable of transmitting data at the increased speed; and support and maintenance services for the Library's Internet connection. Funding is available from the Library Tax Fund and is budgeted in the Library's Information Technology Division's 2020 fiscal year expenditure budget using budget code 101-22-242-271-0000-000-463-6321110.

BACKGROUND

On February 11, 2015 the Board of Library Trustees authorized, by Resolution No.: R15-084, a contract between the Library and Califa for the provision of a fiber-optic broadband connection to the Internet. The Califa Group, of which the Berkeley Public Library is a consortium member, is a California public benefit corporation representing 220+ libraries in California. Califa negotiates discounted rates for group purchases on behalf of its member libraries. With the support of the California State Library, Califa contracts with the Corporation for Education Network Initiatives in California ("CENIC") for connectivity to the "CalREN" high-speed broadband fiber network and associated maintenance service to member libraries.

The Library's connection to the CalREN network was launched on October 23, 2015 and at the time represented a 20-fold speed increase from the Library's previous Internet access speed of 50 Megabits-per-second. The new 10 Gbps connection will enhance the Library's ability to provide the community with the highest publicly available Internet access speed on both physically networked Library computers and on users' own laptops, tablets, cellphones and other wireless devices.

The CalREN high-speed broadband Internet connection is accessible to Library users on the Library's free public-access computers or by other Library-provided or patron-owned devices using the Library's wireless network. Essential to the Library's mission of providing free, unrestricted access to information, the Library's high-speed broadband Internet connection allows users to access the vast store of information resources available on the Internet, and with fast speeds, substantially enhances user experience for accessing media-rich and bandwidth-intensive multimedia resources such as streaming video and music, 3-D mapping, interactive web sites and the many digital subscription resources offered by the Library.

Each day, the Berkeley Public Library hosts up to 284 users on our wireless network, who connect with their own devices, or Library supplied Wi-Fi enabled laptops. As wireless enabled devices continue to proliferate, the demand for high-speed wireless access is increasing for libraries throughout the U.S. Because the Berkeley Public Library has more wired than wireless devices, the current bandwidth of 1 Gbps is necessarily allocated more heavily toward wired connections to support both public access computing and staff computing for operational purposes. This results in noticeable bottlenecks for both wired and wireless users during peak periods of the day for but has a greater impact on wireless users.

The upgrade to a 10 Gbps connection will allow the Library to significantly increase wireless bandwidth, dramatically enhancing wireless access speeds in the Library, reducing peak period slowdowns. The bandwidth available to users of the Library's wired Public PC will also be increased. The increase in bandwidth to 10 Gbps also supports the Library's expansion of its laptop lending program which will be expanded to include a laptop lending kiosk at the Tarea Hall Pittman South Branch this summer, and will also enable more public programming featuring streaming movies, and livestreaming media using the Library's wireless display units at all locations.

To date, Califa has successfully fulfilled its contractual obligation to support and maintain the Library's connection to the "CalREN" high-speed broadband fiber network.

CURRENT SITUATION AND EFFECTS

The original term of Contract No. 9883 with Califa was March 18, 2015 through June 30, 2016. Per the original Contract terms, the Library exercised its option to automatically renew the term of the Contract for two additional years, with the term of the second automatic renewal ending on June 30, 2018. The Library was able to extend the Contract term for two additional fiscal years without adding additional funds as a result of discounts received from Califa as part of their participation in the E-Rate program.

On May 2, 2018 the Board of Library Trustees authorized, by Resolution No.: R18-021, to amend Contract No. 9883 to extend the term to June 30, 2020 and to increase the authorized not-to-exceed amount to \$400,000.

To date, the Library has expended \$201,702 of the \$400,000 allocated to Contract No. 9883 with Califa for the provision and maintenance of the Library's high-speed broadband Internet connection. The first year of the proposed 10 Gbps service is projected to cost \$136,676 before discounts. And, once E-Rate and California Teleconnect Fund (CTF) discounts are allocated for the new level of service in 2020, additional year's costs are estimated at approximately \$25,000 annually. While the current term of the contract ends on June 30, 2020, the Library anticipates that the increased contract not-to-exceed value requested in this amendment will cover the costs of the service through 2025. However, because Califa is conducting a state mandated RFP for the broadband services being provided, the Library cannot extend the term until that process is complete, most likely in mid-2020.

The federally funded E-Rate program provides schools and libraries with discounts on telecommunication costs. Califa applies annually for E-Rate discounts on behalf of the Califa consortium and passes awarded discounts on to member libraries via credits applied to future bills. In fiscal year 2017, the Library received \$35,683 in credits from Califa. These credits were applied to bills in the Library's 2018 fiscal year. In fiscal year 2018, the Library received \$78,411 in E-Rate credits which were applied to our bills in fiscal year 2019 which began on July 1, 2018. And, for fiscal year 2019, the Library received notice of \$78,401 in discounts, to be applied to bills for the 2020 fiscal year, starting on July 1, 2019.

These credits ultimately reduce the overall cost of the high-speed broadband Internet connection. Because E-Rate discounts are typically announced towards the end of the Library's fiscal year, credits are not applied until the next fiscal year, making it difficult to precisely project the actual cost of the service for each fiscal year. However, the additional funds requested must be available, as, after all discounts have all been applied, the Library resumes paying full price for the service until the next round of E-Rate credits are awarded.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 18-____

CONTRACT AMENDMENT: NO. 9883 CALIFA GROUP FOR ADVANCED NETWORK DATA SERVICES

WHEREAS, On February 11, 2015 by BOLT resolution 15-084, the Board of Library Trustees authorized the Director of Library Services, to execute Contract No. 9883 with Califa for the provision, installation, and maintenance of advanced network (data) services in an amount not to exceed \$200,000 for the projected time period from Spring 2015 through June 30, 2017, with automatic renewals subject to cancellation by notice of either party; and

WHEREAS, On May 2, 2018 the Board of Library Trustees authorized, by Resolution No.: R18-021, to amend Contract No. 9883 to extend the term to June 30, 2020 and to increase the authorized not-to-exceed amount to \$400,000; and

WHEREAS, the upgrade to a 10 Gbps connection will dramatically enhance Library patrons' experience when using their own devices or the Library's computers to access the rich collection of Library provided streaming media resources; and

WHEREAS, Califa Group ("Califa"), of which the Berkeley Public Library is a consortium member, is a California public benefit corporation, representing 220+ libraries in California; and

WHEREAS, with the support of the California State Library, Califa has contracted with the Corporation for Education Network Initiatives in California ("CENIC") for connectivity to the "CalREN" high-speed broadband fiber network and maintenance service to member libraries; and

WHEREAS, Califa participates in the E-Rate program administered by the Universal Service Administrative Company ("USAC") under the direction of the Federal Communications Commission ("FCC") which offers schools and libraries telecommunications discounts to assist such organizations in obtaining affordable telecommunications services, broadband Internet access, and internal network connections; and

WHEREAS, Califa applies for and receives E-Rate discounts on behalf of Califa consortium member libraries and has passed back credits to the Library in the amount of \$192,495 from Contract start to date; and

WHEREAS, at the January 15, 2014 meeting, the Board of Library Trustees adopted BOLT Resolution No.: R14-004 authorizing the "Director of Library Services to participate in and accept any universal service fund (E-Rate) program funding received for fiscal year 2014; and in subsequent years."; and

WHEREAS, participation in the CENIC program currently provides the Library with Internet access speeds of 1 Gigabits per second throughout the system, providing Library patrons with high-speed connectivity to Internet based, bandwidth-intensive, multimedia resources and digital subscription resources offered by the Library;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to increase the contracted not-to-exceed amount to \$536,676 to upgrade the 1 Gbps connection to a 10 Gbps connection and to continue providing support and maintenance of the Library's high-speed fiber-optic Internet connection.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 5, 2019, 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 Trustees



ACTION CALENDAR
June 5, 2019

TO: Board of Library Trustees

FROM: Daniel McMillian, Assoc. Human Resources Analyst

SUBJECT: DIRECTOR RECRUITMENT PROCESS

RECOMMENDATION

Adopt a resolution approving the formation of a three-member board/staff team responsible for oversight of the Library Director recruitment process, with the specific responsibility of acting as liaison between board and the executive recruitment firm. Proposed team members are Diane Davenport, Board President; Danielle McMillian, Associate Human Resources Analyst; and Elliot Warren, Acting Director of Library Services.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

On April 3, 2019, BOLT voted to issue a request for proposal for an executive recruitment firm for the recruitment of the position of Director of Library Services. Once selected, the firm is expected to support a thorough process designed to satisfy the interests of the board in creating an inclusive and successful recruitment.

A team of three people comprised of members of the board and the Library's management team will support a successful recruitment. The board president will represent the board's interests in developing a process that integrates input from board members and the community. The Associate HR Analyst will act as a liaison with the selected firm, providing directions and expectations, and will ensure that all practices comply with City of Berkeley procedures. The Acting Library Director, who has indicated he will not be applying for the Director position, will act as subject matter expert, and will share his knowledge of the organizational culture with the recruitment firm.

It is expected that the entire Board of Trustees will represent the final, authoritative selection panel, interviewing in-person all of the finalists. Following the board's process, references will be confirmed and upon board approval a job offer extended. The negotiation of a start date and terms of employment will follow.

BACKGROUND

The Board of Library Trustees is vested, under the Charter of the City of Berkeley, Section 30, with the authority to hire, discipline and dismiss all officers and employees of the Library. Further, it is the historical practice of the Library to conduct its hiring and promotional examinations pursuant to the City's Personnel Rules and Regulations. The unrepresented classification, Director of Library Services, is

included in the posted list of city positions on the city's website:

<http://agency.governmentjobs.com/berkeley/default.cfm?action=viewclassspec&classSpecID=104809&agency=1568&viewOnly=yes>. The past practice of the library has been to follow these practices in the posting, recruitment and selection process, with the Board of Library Trustees as the final decision-making body with the power to appoint the Library Director.

RATIONALE FOR RECOMMENDATION

The Library regularly conducts the recruitment, interviewing and selection processes for Library personnel and is equipped to assist the board in the process to hire a new Director of Library Services. Conferring with the subcommittee as needed, will ensure Library staff is aware of board input and direction, while adherence to City processes and practices is observed. The Board is charged by the City Charter with making the selection and appointment of the Library Director. Having a team that combines subject matter expertise, human resources expertise, and can represent the board's interests will enable the executive search team to design a successful recruitment process.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.:R19-___

DIRECTOR OF LIBRARY SERVICES RECRUITMENT PROCESS

WHEREAS, the Board of Library Trustees is vested under the City Charter with the authority to hire all officers and employees of the Library; and

WHEREAS, the position of Director of Library Services is vacant; and

WHEREAS, it has been the board's practice to conduct Library hiring and promotional examinations pursuant to the City of Berkeley's personnel rules and regulations; and

WHEREAS, past selection processes at the executive level in the Library have utilized the professional services of an executive recruiter to ensure a pool of well-qualified candidates, and the Library is issuing an RFP to select a firm; and

WHEREAS, the Board of Library Trustees as a body will represent the final selection panel; and

WHEREAS, the Board has a strong interest in pursuing a process that ensures all city personnel requirements are met, staff and the community are engaged, and the candidate pool is reflective of a national search, such that the board will be in a position to consider and appoint the best candidate to serve the board and manage the operations of the Library successfully.

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby adopts a resolution approving the assignment of the BOLT President, Diane Davenport, to work with the Acting Director of Library Services and the Associate Human Resources Analyst to oversee and manage, as a team, the process for selection of Director of Library Services.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 5, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Board President

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

June 5, 2019

TO: Board of Library Trustees
FROM: Judy Hunt, Trustee
SUBJECT: Discussion of Board of Library Trustees Meeting Policy

RECOMMENDATION

Discuss BOLT's practices to ensure compliance with the BOLT Meeting Policy that was adopted by BOLT on May 11, 2016 and revised on December 6, 2017.

SUMMARY

The Board of Library Trustees Meeting Policy provides the board and meeting attendees with a set of guidelines regarding such things as practices for public comment, comment from library unions, comment from board trustees, order and decorum, and the role of the board president in running the meeting and maintaining decorum. I would like the board to publicly discuss the details of the policy to ensure that all trustees and attendees are familiar with all aspects of the policy, including ensuring proper decorum.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees Meeting Policy should be publicly discussed on a regular basis so that the board can enable fair access to comment period, ensure compliance with all relevant law related to running a public meeting, and maintain decorum that allows the board to perform its business governing Berkeley Public Library.

BACKGROUND

BOLT developed the Board of Library Trustees Meeting Policy to support the board president's work running both regular and special meetings of the board. The most recent December 6, 2017 policy update transformed practices related to comment from library unions. Since that time there has been no discussion of the policy and its importance on meeting practices.

ENVIRONMENTAL SUSTAINABILITY

No impact

RATIONALE FOR RECOMMENDATION

To provide an opportunity for the board and community to know the details of the policy that governs the running of meetings of the Board of Library Trustees.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Judy Hunt, Board of Library Trustees

Attachments:

- 1) Board of Library Trustees Meeting Policy

BERKELEY PUBLIC LIBRARY POLICIES

**SUBJECT: Board of Library Trustees (BOLT)
Meeting Policy**

ORIGINAL DATE:	05/11/2016
REVISED DATE:	12/06/2017
BOLT Resolution #:	R17-071
PAGE:	1 of 2

A. Public Comment

Any member of the public or Library staff may address BOLT during the period set aside on the meeting agenda for "Public Comment". At a regular BOLT meeting, any topic pertaining to Library business may be addressed; however at a Special Meeting of BOLT, public comment is limited to items listed on the agenda.

BOLT may not discuss or take action on an issue raised during public comment. However, any BOLT member may ask a brief clarifying question or may refer a matter raised in public comment to the BOLT Secretary for follow-up or reporting back at a future date.

1. Speaker Cards

Persons wishing to speak need to submit a speaker card. Persons submitting speaker cards are not required to list their name, however they must list some identifying information or alternate name in order to be called to speak. Speaker cards will not be accepted after Public Comment has begun.

2. Time Allotment for Public Comment

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.

3. Ceding Time during Public Comment

When up to 10 people wish to speak, and therefore the time limit per speaker is 3 minutes, one person may cede time to another for a total of 6 minutes of speaking time for that individual. When the time limit is 2 minutes, up to 2 people may cede their time to a third individual, for a total of 6 minutes for that speaker. When the time limit is 1 minute, up to three people may cede their time to a fourth person, giving that speaker a total of 4 minutes.

When an individual is called to speak, that person may cede their time to another person who has filled out a speaker's card, but has not yet been called to speak. An individual whose name has not yet been called may cede time to an individual whose name has just been called to speak. Time may not be ceded to an unspecified individual, an individual who has not filled out a speaker's card, an individual who has already spoken, or an individual who has already received the maximum amount of ceded time.

B. Comment 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." The time allotment for union comment will not be diminished in the event of large numbers of speakers present for public comment, and cannot be ceded from one union to another.

C. Comment from Board Trustees

Time will be set aside on the agenda for brief comments and announcements from BOLT Trustees. BOLT Trustees may not engage in discussion of items raised during the Trustee Comment period but may make a referral to the BOLT Secretary of an item for follow up or for reporting back at a future date.

D. Order and Decorum

1. Presiding Officer

The Presiding Officer has the affirmative duty to maintain order. The BOLT will honor the role of the Presiding Officer in maintaining order.

2. Trustee Conduct.


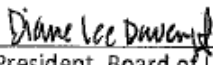
While the BOLT is in session, the Trustees will practice civility and decorum in their discussions and debate. BOLT Trustees will value each other's time and will preserve order and decorum. A Trustee shall not delay or interrupt the proceedings of the BOLT, use personal, impertinent or slanderous remarks, or disturb any other member while that member is speaking, or refuse to obey the orders of the Presiding Officer of the BOLT.

All Trustees have the opportunity to speak and agree to disagree but no Trustee shall speak twice on any given subject unless all other Trustees have been given the opportunity to speak. All Trustee remarks shall be addressed to the BOLT as a body and not to any member thereof. No question shall be asked of or by a BOLT Trustee except through the Presiding Officer.

3. Conduct of Public in Attendance

Persons attending the meeting shall observe the rules and procedures of the BOLT and shall not disrupt Trustee business, for example: by shouting, making disruptive noises, such as boos or hisses; creating or participating in a physical disturbance; speaking out of turn or in violation of the BOLT's procedures or rules; preventing or attempting to prevent others who have the floor from speaking; preventing others from observing the meeting; entering into or remaining in an area of the meeting room that is not open to the public; or approaching the BOLT table without consent. Any message to or contact with any member of the BOLT while it is in session shall be through the Board Secretary.

Members of the public who do not follow the rules for decorum may be asked to leave the meeting. If a member of the public creates a significant physical disruption to the conduct of the meeting or acts in a threatening manner toward another member of the public, staff, or BOLT Trustee, law enforcement personnel may be called to remove the individual from the premises.

Reviewed by:		12/14/17
	Director of Library Services	Date
Approved by:		12/6/2017
	President, Board of Library Trustees	Date



Information Calendar

June 5, 2019

To: Board of Library Trustees

From: Diane Davenport, BOLT President

Subject: Discussion of BOLT's responsibility in matters involving public programming at the Berkeley Public Library

RECOMMENDATION

For board discussion. As stated in the Moss Adams Report, one of the board's goals is to focus BOLT on policy and strategy issues and to delegate to staff procedural and operational issues. The issues of time, location, and leadership of programs are procedural issues and are determined by staff. Therefore, patrons with concerns about Library programming practices should bring their questions to Library Administration and can do so by contacting Library Administration by phone, email, or in person

SUMMARY

During its April, 2019 BOLT meeting, community members addressed BOLT during public comment concerning the Playreaders Program, asking that BOLT reinstate the program at its former location and time. The program had been reinstated, but the staffing, location, and time of the program were changed.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

BOLT seeks to clarify the issue of roles and responsibilities regarding public programming operations and decisions.

BACKGROUND

BOLT members and Library administration have discussed a mutual interest in developing a policy around public programming. Library policies are generally developed by Library Administration under the guidance of the BOLT, who then approves or asks for revisions to policy drafts. A public programming policy might include clarification of the purpose of programming in the library, guidelines for establishing programs (cost, audience, frequency), and an evaluative process for determining program viability and sustainability. The operations/procedures of programming include, among other things, the costs, scheduling of programs, library staffing for programs, the time and locations of programs, etc.

ENVIRONMENTAL SUSTAINABILITY

No impact

BERKELEY PUBLIC LIBRARY
ACTION CALENDAR REPORT

Discussion of BOLT's responsibility in matters involving public programming at the Berkeley Public Library **Page 2**

RATIONALE FOR RECOMMENDATION

In this case, the issues of scheduling, timing, location, and staffing of programs are the responsibility of library staff and not BOLT.

CONTACT PERSON

Diane Davenport, Board of Library Trustees President

Attachments: None



INFORMATION REPORTS

June 5, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Director's Report

Programming & Outreach:

Staff across the Berkeley Public Library came together to provide community outreach at the 2019 Bay Area Book Festival held in downtown Berkeley on May 4 and May 5. Under the coordination of the Supervising Librarian of the Central Support Division, staff from all five facilities interacted with over 500 community members and signed up almost 50 new patrons. Visitors to the Library's booth at the festival's exhibition center expressed how excited they were to see hundreds of book titles authored by festival participants in the Library's collection. Books were checked out from the Library's booth and many questions were answered about BPL services. Staff provided opportunities for interactive play as well as free copies of children's books. Additionally, children's book illustrator Mylo Freeman demonstrated her art and answered questions about her work. Mylo then donated an original work of art the Library. After Mylo Freeman's demonstration, local volunteers from Endor Base, a local Star Wars club, visited the library's booth in honor of May the 4th ("May the fourth be with you!"). The volunteers greeted booth visitors with smiles and chances to hold their realistic light sabers.

Staff who participated in this outreach event expressed enjoyment about their experience and provided thoughtful feedback about how next year's event could go even better. They offered the following observations:

Bring an additional tablet for the second staff person working at the event

Bring a portable charger to extend the battery life of the outreach tablet

Add a third staff person for the afternoon shift to help facilitate customer service and booth activities (such as playing with Google Cardboard or doing a craft)

Offer BPL merchandised giveaways such as tote bags, pens, and/ or Post-it notes

On May 4, 2019, Berkeley Public Library celebrated the concurrence of two popular-culture celebrations: Free Comic Book Day (first Saturday in May) and Star Wars Day (May 4th, or "May the Fourth Be With You"). BPL gave away more than 3,000 comics to children, teens and adults, many of whom also participated in programming. At Claremont and Central, 20 young people participated in hands-on comics creations workshops, while at North Branch, 288 people met working comics artists, and watched them draw, with many taking home sketches of their own. At Tarea Hall Pittman South, 137 enjoyed crafts while watching Star Wars films. Finally, the Central Library was visited by special guests from Rebel Legion Endor Base, a Star Wars costume club serving Northern California.

May 9 marked the 25th anniversary of Bay Area Bike to Work Day, and two Library locations served as Bike Energizer stations this year, sharing giveaways, snacks, and encouragement! Claremont was visited by 121

cyclists, while Tarea Hall Pittman South saw 384. Funding for these programs was provided by Friends of the Berkeley Public Library.

Berkeley Builds Readers uses trained volunteers to provide quality literacy to Berkeley early childhood centers. Volunteers serve in 20 classrooms, reaching approximately 450 children ages 2-4 years on a monthly basis. In April and May, nine volunteers participated in an intensive five-day training which included training from family literacy experts and the Library's Senior Librarian for Children's Services. Volunteers will be matched to classrooms currently on the waiting list. Funding for this training is provided by the Berkeley Public Library Foundation.

The Friends of the Berkeley Public Library approved the Library's request for \$120,000 to support public programming in Fiscal year 2020. The Library provided the Friends board with a request that described programming priorities that had been developed by the Library Council, a team that consists of lead staff such as Senior and Supervising Librarians. Priorities include the following:

- Build a community of readers
- Build interest in music, culture, and the arts
- Offer hands-on learning opportunities and shared learning experiences across generations
- Support the learning goals of parents and caregivers
- Support early literacy and school readiness
- Offer leadership opportunities for teens
- Build community interest in and knowledge of science, technology, engineering, mathematics, and related fields (STEM)
- Provide opportunities to learn about social and racial equity issues and initiatives
- Support community wellness and health

Many programs the Library offers incorporate multiple elements. For example, a music program in which participation occurs may include a mathematics component, while also offering qualities of interest to attendees of different ages. A book club for children builds a community of readers, and may also offer hands-on learning activities in the form of supplemental crafts. The Library prioritizes programming which incorporates multiple elements. In their planning for public programming, each unit's Supervising Librarian evaluates staff-members' program ideas based upon the above concepts. Planning is currently performed on a quarterly basis.

Community Survey Executive Summary

I have created and posted an Executive Summary of the Community Survey results to the Library's webpage, available here:

https://www.berkeleypubliclibrary.org/sites/default/files/files/inline/bpl_2019_communitysurvey_executive_summary.pdf

The summary identifies both themes and possible actions to improve patrons' experience of the Library's services and facilities. Actions described cover such ground as:

- Hours of service
- Developing inclusive program planning methods
- Continuing with the refreshment of collections
- Expanding public programming offerings on weekends
- Improving cataloging practices
- Modernizing publicity methods

- Continued customer service training for staff

Migration to The Library Corporation's (TLC) CARL X

About 35 Library staff-members attended training sessions and about 15 visited adjoining Library systems that use the CARL X integrated library system (ILS) to learn from subject experts. The trainings were facilitated by staff from TLC. All staff who use the ILS are being invited to attend a session covering the most vital elements of the system: the user discovery modules (the catalog and user account) and the circulation module which staff will use to perform many of the most basic functions of the system.

The Library is continuing to perfect and clean up data to ensure a successful transition and to make the new catalog as useful as possible. We are, specifically, ensuring that subject headings and author headings are accurate and up to date so that materials are correctly grouped together and can easily be found by patrons. We are also working to design the new Suggest a Purchase module so that it is easy to use and helps the Library's Collections unit more effectively select materials with a high degree of community input.

CONTACT PERSON

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

