



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 10/02/2019

AGENDA
6:30 PM

Tarea Hall Pittman
South Branch
1901 Russell Street

Commission Members:

Dianne Davenport, President; John Selawsky, Vice President; Sophie Hahn; Judy Hunt; Amy Roth

I. PRELIMINARY MATTERS

A. Roll Call

B. Public Comment on Non-Agenda Matters

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. Public Employees Union, LOCAL 1
- ii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- iii. SEIU, LOCAL 1021 (Community Services and PTRLA 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. Minutes of September 4, 2019

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the September 4, 2019 Regular Meeting of the Board of Library Trustees.

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

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution to open the Central Library and all Branch Libraries one hour later on January 31, May 29, July 31, and October 30, 2020 to allow adequate time for the all-staff meeting.

C. 2020 Regular Meeting Schedule for the Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution approving dates, times and locations for the 2020 regular meeting schedule for the Board of Library Trustees.

D. 2020 Berkeley Public Library Holiday & Early Closing Schedule

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution approving the 2020 Berkeley Public Library Holiday & Early Closing Schedule.

E. US Census 2020

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution recognizing the importance of the 2020 Census and highlighting the role of the Library in providing information about and access points for participation in the 2020 Census to ensure a fair and complete count.

F. Spending Authority: Construction Management Services

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution authorizing the Director of Library Services to expend budgeted appropriations with O'Connor Construction Management, Inc. from the Library Tax Fund for Construction Management Services associated with the Central Library Improvements Project in an amount not to exceed \$236,375. The City of Berkeley Public Works Department has a current contract with the firm and will manage the contract during the duration of the Central Library Improvements project.

G. Library Response to Air Quality Events

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a resolution permitting the Library Director to open to the public the Tarea Hall Pittman South Branch (THPS) on Sundays for at least four hours when, due to a wildfire incident, the San Francisco Air Quality Index (AQI), as publicly communicated by the California Air Resources Board (CARB), exceeds a score of 150 at any time during the week prior to the Sunday in question or if CARB or the Environmental Protection Agency (EPA) predicts that the AQI will reach that level on that Sunday.

III. ACTION CALENDAR**A. Discussion and Nominations for the Selection of Board President and Vice-President**

From: Elliot Warren, Acting Director of Library Services

Recommendation: Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 14, 2019, for a one-year term.

IV. INFORMATION REPORTS:

All items for discussion only and no final action.

A. **Monthly Library Directors Report** – Elliot Warren, Acting Library Director

B. **Current Vacancies** (Oral Report) – Danielle McMillian

V. ITEMS FOR FUTURE AGENDAS

These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.

- Discussion of items to be added to future agendas

VI. ADJOURNMENT

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*This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Elliot Warren, 510-981-6195, [ewarren@cityofberkeley.info](mailto:ewarren@cityofberkeley.info).*

*Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. 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 the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.*



### 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 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular/special meeting of the Berkeley City Commission on Commissions was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 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 25, 2019.

//s//

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

Communications

- | | | |
|----------------------|-------------------------|------------|
| 1. Hank Mooney | Automatic renewals | 09/05/2019 |
| 2. Anne-Marie Miller | Suggestions to Purchase | 09/03/2019 |



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, September 4, 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: 6:32 pm.

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

Absent: None.

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

2. Public Comments: 2 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) – 1 speaker
- C. Public Employees Union, LOCAL 1 – 0 speakers

4. Comments from Board of Library Trustees

- A. Trustee Hahn – September always feels like the start of the year, excited for the year to come.
- B. Trustee Hunt – Mentioned *How to Raise a Reader* book, most important thing is parents reading to children. Summer reading is down all over, no longer part of the curriculum. Need to find new ways to reintroduce reading physical books. Two of the authors from the 2019 Authors Dinner have received awards; Tommy Orange (*There, There*) and Halifu Osumare (*Dancing in Blackness*).
- C. President Davenport – Thank you to Sarah Dentan who is leaving to go be County Librarian for Stanislaus County.

II. PRESENTATIONS CALENDAR

- A. Berkeley Public Library Foundation Report** – Kathy Huff, Executive Director reported the Foundation has a new president, Melinda Carmack, and has welcomed new board members and a new assistant in the office. The 18th annual Authors Dinner will be held on February 8 at the Berkeley City Club. Author Michael Lewis is the Honorary Chair. Sponsorships are still available. The Cody award will be awarded to Pegasus Books in honor of their 50th anniversary.
- September marks the end of the second year that Elliot Warren serving as acting director and a lot has been accomplished during his tenure and we at the Foundation are especially appreciative of the ways Elliot and his staff have been putting to use the Foundations more than \$190,000 worth of donations in support of the library. You have created new spaces such as The Commons, expanded STEM and

Reading Literacy, provided materials and opportunities for libraries outreach, and brought innovations and new technology to all five locations. Special thanks to Elliot and his staff team.

Quoted from a January 1931 article in the San Francisco Monthly by William Garren called the Architect and the Engineer about the new Central Library as an incredible presence in downtown Berkeley.

III. CONSENT CALENDAR

Action: M/S/C Trustee Hunt / Trustee Roth to adopt resolution #R19-037 to approve the consent calendar as presented.

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

B. Approve Minutes of the July 10, 2019 Special Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 10, 2019 Special Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R19-038.

C. Contract: D.L. Falk Construction

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt the resolution to recommend to recommend that the City Council, at their October 15, 2019 meeting adopt a Resolution:

1. Approving plans and specifications for the Central Library Improvements Project, Specification No. 19-11312-C;
2. Accepting the bid of D.L. Falk Construction as the lowest responsive and responsible bidder;
3. Authorizing the City Manager to execute a contract and any amendments, extensions or other change orders until completion of the project in accordance with the approved plans and specifications, for an amount not to exceed \$3,056,900.00, which includes a contingency of \$277,900.00.

Financial Implications: See report.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R19-039.

D. Contract Amendment: No. 8852 Stuart's Clear Choice

From: Sarah Dentan, Library Services Manager

Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 89614-1 with Stuart's Clear Choice Cleaning, Inc. to increase the contracted not-to-exceed amount to \$95,000 for cleaning of solar panels, clerestory windows, skylights and other exterior windows, as well as the power washing of external entry areas.

Financial Implications: See report.

Contact: Sarah Dentan, Library Services Manager

Action: Adopted resolution #R19-040.

IV. 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. Director of Library services Recruitment Committee Update– Diane Davenport, BOLT President

From: Board of Library Trustees

Contact: Diane Davenport, BOLT President

Action: Received

V. AGENDA BUILDING

- Statistical Reporting
- Vacancies

VI. ADJOURNMENT

Adjourned at 7:25 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of September 4, 2019 as approved by the Board of Library Trustees

//s// _____

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

Attachments: none



CONSENT CALENDAR

October 2, 2019

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 January 31, May 29, July 31, and October 30, 2020 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

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-____

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2020

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 January 31, May 29, July 31, and October 30, 2020 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 2, 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 Trustee



CONSENT CALENDAR

October 2, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: 2020 Regular Meeting Schedule for the Board of Library Trustees

RECOMMENDATION

Adopt a resolution approving dates, times and locations for the 2020 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 11, 2019 – January 20, 2020)

January 21 and January 28

February 11 and February 25

March 10, March 24 and March 31

Spring Recess (April 1 – April 20, 2020)

April 21 and April 28

May 12 and May 26

June 2, June 16 and June 30

July 14 and July 28

Summer Recess (July 29 – September 14, 2020)

September 15 and September 22

October 13 and October 27

November 10 and November 17

December 1 and December 15

Winter Recess (December 16, 2020 – January 18, 2021)

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

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 2020 Board of Library Trustee Meeting Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-____

APPROVAL OF THE 2020 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 2020 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 2, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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

Berkeley Public Library
Board of Library Trustees
2020 Regular Meeting Schedule
1st Wednesday Dates (except for conflicts)

| Regular Meeting Dates | Location |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| January 1, 2020 (New Years Day) | |
| January 8, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| February 5, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| March 4, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| April 1, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| May 6, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| June 3, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| July 1, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| {No meeting in August} | |
| September 2, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| October 7, 2020 (possible conflict with Sukkot (No work permitted on October 3 - 4. Work is permitted on October 5 - 9 with certain restrictions.) | |
| October 14 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| November 4, 2020 (possible conflict with CLA Conference) | |
| November 11, 2020 (Veterans Day Holiday) | |
| November 18, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |
| December 2, 2020 | Tarea Hall Pittman South Branch Library (1901 Russell St.) |



CONSENT CALENDAR
October 2, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: 2020 Berkeley Public Library Holiday & Early Closing Schedule

RECOMMENDATION

Adopt the resolution approving the 2020 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 2020 Library Schedule of Holiday and Early Closures 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 2020 Schedule of Berkeley Public Library Holidays and Early Closings
3. 2019 Schedule of Berkeley Public Library Holidays and Early Closings
4. 2020 City of Berkeley Holiday Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-___

2020 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 2020 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 2, 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

Berkeley Public Library

Proposed 2020 Schedule of Holidays & Early Closings

| Date | Holiday | Closure | Early Closing |
|--------------------------------------|------------------------------|----------------|---------------------------------------------|
| 1. January 1, 2020 (Wednesday) * | New Year's Day | X | |
| 2. January 20, 2020 (Monday) | Martin Luther King Jr. Day | X | |
| 3. February 17, 2020 (Monday) | President's Day | X | |
| 4. May 18, 2020 (Monday) | Malcolm X Day | X | |
| 5. May 25, 2020 (Monday) | Memorial Day | X | |
| 6. July 3, 2020 (Friday) | Independence Day observed | X | |
| 7. July 4, 2020 (Saturday) | Independence Day | X | |
| 8. September 7, 2020 (Monday) | Labor Day | X | |
| 9. October 12, 2020 (Monday) | Indigenous People's Day | X | |
| 10. November 11, 2020 (Wednesday) | Veterans' Day | X | |
| 11. November 25, 2020 (Wednesday) | Thanksgiving Eve | | All Library locations to close at 6:00pm |
| 12. November 26, 2020 (Thursday) | Thanksgiving Holiday | X | |
| 13. November 27, 2020 (Friday) | Thanksgiving Holiday | X | |
| 14. December 24, 2020 (Thursday) | Christmas Eve | X | |
| 15. December 25, 2020 (Friday) | Christmas Day | X | |
| 16. December 31, 2020 (Thursday) | New Years Eve | | All Library locations to close at 6:00pm |

Berkeley Public Library
2019 Schedule of Holidays & Early Closings

| Date | Holiday | Closure | Early Closing |
|-----------------------------------|----------------------------|----------------|---------------------------------------------|
| 1. January 1, 2019 (Tuesday) * | New Year's Day | X | |
| 2. January 21, 2019 (Monday) | Martin Luther King Jr. Day | X | |
| 3. February 18, 2019 (Monday) | President's Day | X | |
| 4. May 17 2019 (Friday) | Malcolm X Day | X | |
| 5. May 27, 2019 (Monday) | Memorial Day | X | |
| 6. July 4, 2019 (Tuesday) | Independence Day | X | |
| 7. September 2, 2019 (Monday) | Labor Day | X | |
| 8. October 14, 2019 (Monday) | Indigenous People's Day | X | |
| 9. November 11, 2019 (Monday) | Veterans' Day | X | |
| 10. November 27, 2019 (Wednesday) | Thanksgiving Eve | | All Library locations to close at 6:00pm |
| 11. November 28, 2019 (Thursday) | Thanksgiving Holiday | X | |
| 12. November 29, 2019 (Friday) | Thanksgiving Holiday | X | |
| 13. December 24, 2019 (Tuesday) | Christmas Eve | X | |
| 14. December 25, 2019 (Wednesday) | Christmas Day | X | |
| 15. December 31, 2019 (Tuesday) | New Years Eve | | All Library locations to close at 6:00pm |

2020 City of Berkeley Holiday Schedule

1. January 1, 2020 (Wednesday) – New Year’s Day
2. January 20, 2020 (Monday) - Martin Luther King Jr. Birthday Observed
3. February 12, 2020 (Monday) - Abraham Lincoln Birthday Observed
4. February 18, 2020 (Monday) – George Washington Birthday Observed
5. May 18, 2020 (Monday) – Malcolm X Birthday
6. May 25, 2020 (Monday) – Memorial Day
7. July 3, 2020 (Friday) – Independence Day observed
8. September 7, 2020 (Monday) – Labor Day
9. October 12, 2020 (Monday) – Indigenous People’s Day
10. November 11, 2020 (Wednesday) – Veteran’s Day
11. November 26, 2020 (Thursday) – Thanksgiving Day
12. November 27, 2020 (Friday) – Day After Thanksgiving
13. December 25, 2020 (Friday) – Christmas Day



CONSENT CALENDAR

October 2, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: US Census 2020

RECOMMENDATION

Adopt a resolution recognizing the importance of the 2020 Census and highlighting the role of the Library in providing information about and access points for participation in the 2020 Census to ensure a fair and complete count.

FISCAL IMPACTS OF RECOMMENDATION

There are no fiscal impacts associated with adopting the attached resolution. Some Library Tax Fund dollars (less than \$5,000) will, if necessary, be reallocated from the Library's Professional Services budget line to pay for publicity materials and potential programming opportunities.

CURRENT SITUATION AND ITS EFFECTS

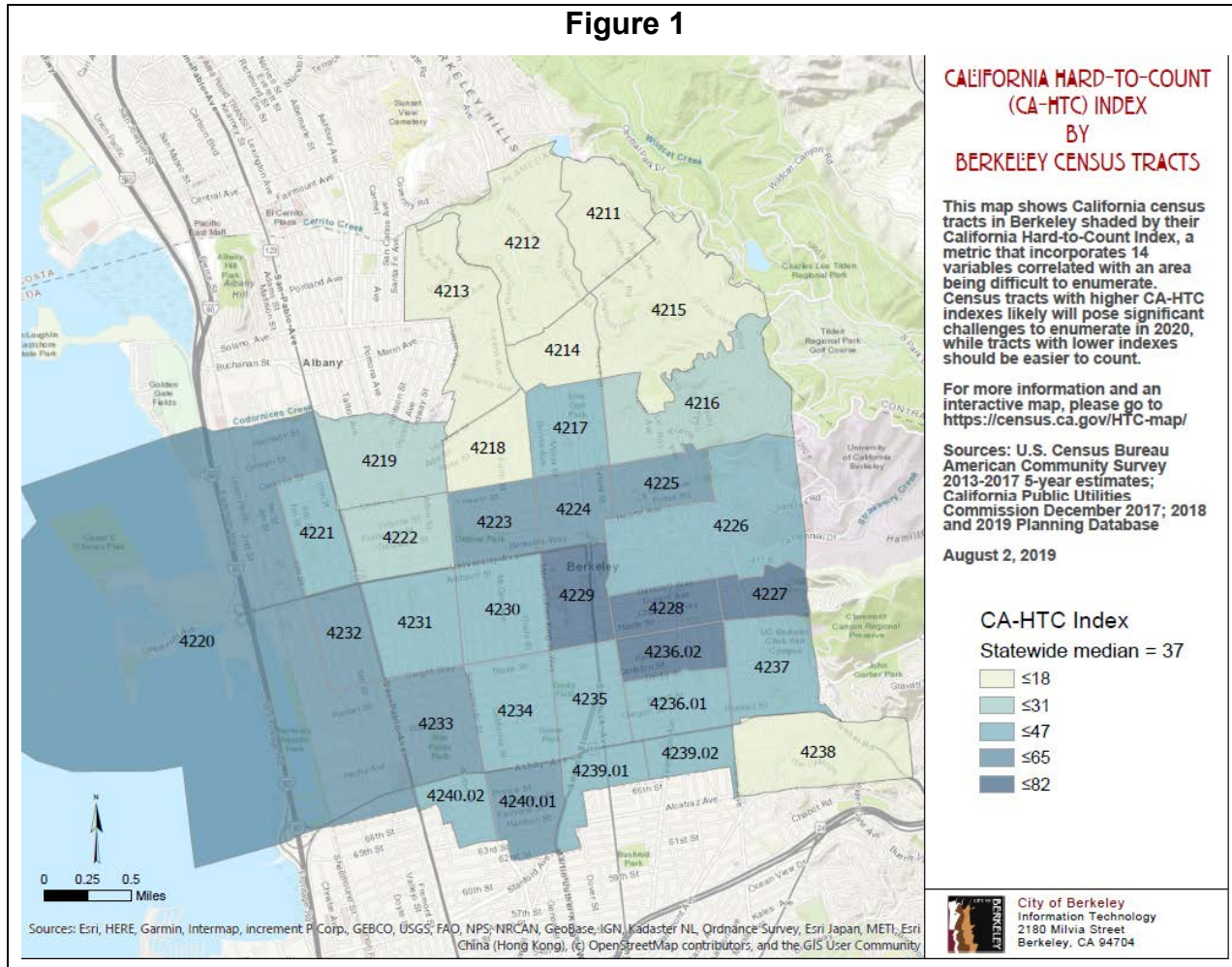
The City of Berkeley has formed a Census 2020 Complete Count Committee consisting of representatives from throughout the organization. The Library is a primary stakeholder along with other city departments, including from the City Clerk, City Manager's Office, Health, Housing and Community Services, Information Technology, Parks and Recreation, and Planning. This team has been formed to develop and implement proactive outreach and to work closely with the County of Alameda, US Census Bureau and other stakeholders (i.e., UC Berkeley and community partners) to ensure a complete count of Berkeley residents. This work is especially important as the 2020 Census will be moving to an online format and the negative publicity that the Census received prior to the Supreme Court's decision to block the federal government from including a citizenship question on the questionnaire.

The Library has been identified as a key element of the City's plan, given its role as an outward facing institution; its five facilities with services available seven days and four evenings per week; its dozens of publicly accessible computer stations and laptops; and a workforce trained as information experts. The Library's participation is critical to ensure that communities that have been traditionally undercounted or hard to count are reached.

BACKGROUND

The U.S. Constitution requires the federal government to count the total number of people in the United States every ten years. The U.S. Census Bureau, a division of the U.S. Department of Commerce, will conduct the next Census in 2020. The results of the census are used to distribute seats in the House of Representatives and to inform the amount of federal funds allocated to states for some programs. Census results also are used to determine legislative districts for federal, state, and local representatives. Moreover, the census provides a social, demographic, and economic profile of the country's residents, informing decisions by policymakers and businesses across the state. In Berkeley, census results will be used to inform the work of the Citizens Redistricting Commission.

California cities can play an active role in helping to make the 2020 U.S. Census fair and accurate, especially for historically undercounted populations: racial and ethnic minorities, young children, and renters. The 2010 census undercounted 95,000 (or 0.26% of) California residents. Though the overall count was an improvement from the previous undercounts (2.74% in 1990 and 1.52% in 2000), the rate of undercounted populations remains consistently high. Based on data generated by the California Census Office, the following is a map that illustrates hard to count communities in the City of Berkeley, by Census tract.



The City of Berkeley (City) contains census tracts that are considered to be hard-to-count by the US Census Bureau¹. More specifically, census tracts surrounding UC Berkeley consist of the highest concentrations of hard-to-count individuals. However, there are also census tracts in south and west Berkeley that are of concern. One of the main implications of a miscount is the loss of annual federal and state funding for local government, as well as funding for social programs and services. In addition, Congressional seats could be impacted.

Obtaining an accurate and complete count poses challenges due to several factors. The housing affordability crisis has forced more Californians to become homeless or move into hard-to-count unconventional housing and overcrowded dwellings. For the first time, the census is a digital census, and more than 75% of California households will be receiving an invitation to complete their census form online, even though

¹ A census tract is considered hard-to-count (HTC) if 73% or fewer of the tract's households that received a census questionnaire mailed it back to the Census Bureau.

many households lack broadband or digital literacy. Finally, the census has received negative publicity due to initial plans to add a citizenship question, which was ultimately blocked by the Supreme Court.

Unlike in 2010, the State of California has allocated significant resources in ensuring a complete and accurate count and the County of Alameda has a dedicated team and a focused initiative to perform outreach and convene stakeholder groups to ensure that the community is aware of the 2020 Census and that historically hard to count communities are reached. The City of Berkeley Census 2020 Complete Count Committee is coordinating closely with the County of Alameda to ensure that our resources are well-leveraged. Library staff are regularly attending the Library Subcommittee meetings to share information and learn about how other local libraries are addressing the issue of Census participation and participating in their cities' plans.

The Alameda County Complete Count Committee has identified three phases for Census 2020. Planning (now through December). Awareness (January through March), and Activation (March through July). The Library is in planning phase and the Library Council discussed opportunities for the Library to facilitate access to Census information and identified the following possibilities:

- Creating access points through Online Catalog computers and other public computer stations and/or laptops and having knowledgeable staff available to support patrons' participation in the census.
- Integrating US Census information into public programs (both focused programs about the census as well as integrating census information details into other programs) and outreach efforts.
- Holding "census parties" in which patrons can use Library equipment to fill out census forms, while also meeting their neighbors, enjoying refreshments, and accessing other Library services.
- Using the Library's website to promote census participation and to provide details about how to participate.
- Using the Library's newsletters and social media to promote census participation and general knowledge about the process.
- Integrating into National Library Week efforts.
- Partnering with community organizations, including Library staff presenting at community events.

A staff task team comprised of staff from various divisions (Central Adult Services, Central Children's Services, Branch Services, and Literacy Services) has been formed with the following charge:

- Recommend and, when approved, develop plans to train Library staff on elements of the 2020 Census to enable them to answer patron questions accurately and to ensure easy access to accurate census information for the community.
- Collaborate with 311 staff to develop a citywide knowledge base.
- Recommend and develop events at each of the Library's facilities in April with a National Library Week tie-in, bringing branch and administrative staff aboard for logistical, marketing, and other support.
- Recommend and plan for any technology changes (with IT support) or services to facilitate Census 2020 access points in each facility.
- Recommend elements of an information/marketing plan with support from the Library's Communications Analyst.

The team will be expected to meet twice per month over the next 2-3 months and shall provide actionable recommendations to Library Management, while also getting feedback from supervisors and managers during the planning process via standing agendas at the Library Council meetings. Funding will be provided from the Library's professional services budget if needed to accomplish the recommendations provided.

CONTACT PERSON

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

Attachments:

1. Resolution
2. City Council Resolution No. 69,072-N.S.

BOARD OF LIBRARY TRUSTEES**RESOLUTION NO: R19-___****A Resolution Recognizing the Importance of the 2020 Census and Highlighting the Role of the Library in Providing Information About and Access Points for Participation in the 2020 Census to Ensure a Fair and Complete Count**

Adopt a resolution recognizing the importance of the 2020 Census and highlighting the role of the Library in providing information about and access points for participation in the census to ensure a fair and complete count.

WHEREAS, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years; and

WHEREAS, the next enumeration will be April 1, 2020 and the 2020 Census will be the first to rely heavily on online responses; and

WHEREAS, the primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups; and

WHEREAS, that challenge is amplified in California, given the size of the state and the diversity of communities; and

WHEREAS, California has a large percentage of individuals that are considered traditionally hard to count; and

WHEREAS, these diverse communities and demographic populations are at risk of being missed in the 2020 Census; and

WHEREAS, California receives nearly \$77 billion in federal funding that relies, in part, on census data; and

WHEREAS, a complete and accurate count of California's population is essential; and

WHEREAS, the data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments; and

WHEREAS, the data is also used in the redistricting of state legislatures, county boards of supervisors and city councils; and

WHEREAS, the decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

WHEREAS, California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place; and

WHEREAS, this includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more; and

WHEREAS, the U.S. Census Bureau is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical; and

WHEREAS, the City of Berkeley is committed to ensuring a complete and accurate count by partnering with other local governments, the State, businesses, schools, and community organizations; and

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-____

WHEREAS, on September 10, at a regular meeting of the City Council of the City of Berkeley, a resolution recognizing the importance of the 2020 census was passed by the council; and

WHEREAS, the City of Berkeley has committed resources to perform and implement outreach and communication strategies to not only raise community awareness but to ensure that the City's the hardest-to-count individuals are counted; and

WHEREAS Berkeley Public Library has been identified as a key participant in the City' of Berkeley's efforts to ensure universal participation, given the Library's role as an outward facing institution; its five facilities with services available seven days and four evenings per week; its dozens of publicly accessible computer stations and laptops; its easily accessible wireless system; and a workforce trained to act as accessible information experts.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees that that the board recognizes the importance of the 2020 U.S. Census and the role of Berkeley Public Library in providing access to both information about the 2020 Census along with opportunities for people to use library technology to participate and be counted.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 2, 2019:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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

RESOLUTION NO. 69,072-N.S.

A RESOLUTION RECOGNIZING THE IMPORTANCE OF THE 2020 CENSUS AND ENCOURAGING RESIDENTS OF THE CITY OF BERKELEY TO PROMOTE AND COMPLETE THE CENSUS TO ENSURE A FAIR AND COMPLETE COUNT

WHEREAS, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years; and

WHEREAS, the next enumeration will be April 1, 2020 and the 2020 Census will be the first to rely heavily on online responses; and

WHEREAS, the primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups; and

WHEREAS, that challenge is amplified in California, given the size of the state and the diversity of communities; and

WHEREAS, California has a large percentage of individuals that are considered traditionally hard to count; and

WHEREAS, these diverse communities and demographic populations are at risk of being missed in the 2020 Census; and

WHEREAS, California receives nearly \$77 billion in federal funding that relies, in part, on census data; and

WHEREAS, a complete and accurate count of California's population is essential; and

WHEREAS, the data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments; and

WHEREAS, the data is also used in the redistricting of state legislatures, county boards of supervisors and city councils; and

WHEREAS, the decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

WHEREAS, California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place; and

WHEREAS, this includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more; and

WHEREAS, the U.S. Census Bureau is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical; and

WHEREAS, the City of Berkeley is committed to ensuring a complete and accurate count by partnering with other local governments, the State, businesses, schools, and community organizations; and

WHEREAS, the City of Berkeley has committed resources to perform and implement outreach and communication strategies to not only raise community awareness but to ensure that the City's the hardest-to-count individuals are counted.


NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City of Berkeley recognizes the importance of the 2020 U.S. Census and encourages residents to promote and complete the Census to ensure a complete, fair, and accurate count.

The foregoing Resolution was adopted by the Berkeley City Council on September 10, 2019 by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Kesarwani, Robinson, Wengraf, and Arreguin.

Noes: None.

Absent: None.



Jesse Arreguin, Mayor

Attest:



Mark Numainville, City Clerk



CONSENT CALENDAR

October 2, 2019

TO: Board of Library Trustees

FROM: Elliot Warren, Acting Director of Library Services

SUBJECT: Spending Authority: Construction Management Services

INTRODUCTION

Adopt the resolution authorizing the Director of Library Services to expend budgeted appropriations with O'Connor Construction Management, Inc. from the Library Tax Fund for Construction Management Services associated with the Central Library Improvements Project in an amount not to exceed \$236,375. The City of Berkeley Public Works Department has a current contract with the firm and will manage the contract during the duration of the Central Library Improvements project.

FISCAL IMPACT

Funding for work associated with this project is provided for in the FY 2020 expenditure budget in the Berkeley Public Library's Library Tax Fund 101-22-241-263-0000-000-463-662110 LB1424.

BACKGROUND

The Library will soon be engaged in significant construction at the Central Library, including updates to the first and second floors. There are three main entities involved in such a project: the owner, the designer, and the general contractor. The construction manager (CM) represents the interests of the owner (in this case, the City of Berkeley/Berkeley Public Library). The CM is responsible for overseeing the entirety of a given project, verifying that construction deliverables are performed correctly, on time, and within budget, while also ensuring quality of work.

CURRENT SITUATION AND ITS EFFECTS

Completion of the Central Library Improvements project is a significant priority identified by the Board of Library Trustees in each of the budgetary cycles since fiscal year 2014/2015. Since that time, staff have engaged community members, staff, and library patrons to identify service gaps and ways in which the Central Library can be improved through renovations. The project that will commence in FY 2020 is the result of that work.

To provide expert oversight that construction is completed on time, within budget, and fulfills the design specifications correctly, the Public Works Department has identified a professional construction management firm, O'Connor Construction Management, Inc. with which the City has a contract for such services to provide construction management services for the Library.

ALTERNATIVE ACTIONS CONSIDERED

None.

FUTURE ACTION

Public Works and the Library will continue proceeding with stucco reinstallation.

CONTACT PERSON

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

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-___

Spending Authority: Stucco Remediation Design and Engineering

WHEREAS, Berkeley Public Library facilities are the property of the City of Berkeley; and

WHEREAS, completion of the Central Library improvements Project is a priority identified by the Board of Library Trustees and articulated as a result in the City of Berkeley FY2020/2021 Biennial Budget; and

WHEREAS, The City of Berkeley Public Works Department is responsible for oversight of construction projects for City of Berkeley properties; and

WHEREAS, The City of Berkeley Public Works Department regularly publicly bids and engages in the services of construction management firms with technical expertise to manage large scale projects and has made available a construction management firm, O'Connor Construction Management, Inc. (contract number 31900097), to perform said work for the Central Library Improvements project; and

WHEREAS, to provide expert oversight that the Central Library Improvements project is performed to design specifications, is completed within budget, and results in a facility that meets the interests of library patrons, engaging in the services of a construction management firm is necessary; and

WHEREAS, the Central Library Improvements project has been funded by the Library in budget line 101-22-241-263-0000-000-463-662110 LB1424; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute purchase agreements and payment approvals with O'Connor Construction Management, Inc. for construction management services associated with the Central Library Improvements Project in an amount not to exceed \$236,375.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 2, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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



CONSENT CALENDAR

October 2, 2019

To: Board of Library Trustees

From: Elliot Warren, Acting Director of Library Services

Subject: Library Response to Air Quality Events

RECOMMENDATION

Adopt a resolution permitting the Library Director to open to the public the Tarea Hall Pittman South Branch (THPS) on Sundays for at least four hours when, due to a wildfire incident, the San Francisco Air Quality Index (AQI), as publicly communicated by the California Air Resources Board (CARB), exceeds a score of 150 at any time during the week prior to the Sunday in question or if CARB or the Environmental Protection Agency (EPA) predicts that the AQI will reach that level on that Sunday.

FISCAL IMPACTS OF RECOMMENDATION

Approximately \$1,000 per incident. Fiscal ramifications relate to the potential need to pay staff for up to five hours when the Library is opened on Sundays at THPS, which can be roughly estimated at \$250 per hour of open services. Costs may vary depending upon the classification of staff who volunteer to work and whether or not overtime pay is necessary.

CURRENT SITUATION AND ITS EFFECTS

The State of California sporadically experiences wildfire events that may contribute to unhealthy levels of air particulate matter in the San Francisco Bay Area for some community members. Approximately 1,000 community members are currently unhoused in Berkeley while many more lack regular access to filtered air and some of these community members are among the populations considered to be within the “sensitive groups.”

Two of Berkeley Public Library’s facilities offer HEPA filtered air: the Central Library and the Tarea Hall Pittman South Branch. These facilities’ systems are regularly inspected and repaired, and filters are changed on a schedule to ensure adequate and effective filtration. The Central Library is regularly open for four hours on Sunday afternoons, while the four other branches, including THPS, are currently closed on Sundays, i.e. are open Monday through Saturday. Sundays, therefore, are the day of the week in which access to filtered air within city limits is relatively limited.

In 2018, in response to the many wildfires taking place in California, and the amount of particulate matter in the San Francisco Bay Area, and in response to the need to provide access to filtered air as identified by the City Manager’s Office of the City of Berkeley, the Library Board convened a special meeting to decide whether to open the Tarea Hall Pittman South Branch on Sunday, November 18, 2018, and voted to do so.

Rather than requiring the board to have to convene in the future to vote on whether or not to open the Library additional hours (which is typically the responsibility of the board) during a wildfire incident, the purpose of this resolution is to describe the specific conditions whereby the Director may inform the community about additional open hours, and offer volunteer work opportunities (including potential overtime hours) to staff willing to work to enable the Library to offer access to filtered air sans the need for board approval on a case by case basis to do so.

BACKGROUND

The United States Environmental Protection Agency describes the Air Quality Index (AQI) in the following way:

“The AQI is an index for reporting daily air quality. It tells you how clean or unhealthy your air is, and what associated health effects might be a concern. The AQI focuses on health effects you may experience within a few hours or days after breathing unhealthy air. The AQI is calculated for four major air pollutants regulated by the Clean Air Act: [ground level ozone](#), [particle pollution](#), [carbon monoxide](#), and [sulfur dioxide](#). For each of these pollutants, EPA has established national air quality standards to protect public health.”

CARB uses the following chart to communicate the differences between good, moderate, and more dangerous AQI levels:

| Air Quality Index | Who Needs to be Concerned? | What Should I Do? |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Good 0-50 | It's a great day to be active outside. | |
| Moderate 51-100 | Some people who may be unusually sensitive to particle pollution. | <p>Unusually sensitive people: <i>Consider reducing</i> prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it easier.</p> <p>Everyone else: It's a good day to be active outside.</p> |
| Unhealthy for Sensitive Groups 101-150 | Sensitive groups include people with heart or lung disease, older adults, children and teenagers. | <p>Sensitive groups: <i>Reduce</i> prolonged or heavy exertion. It's OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath.</p> <p>People with asthma should follow their asthma action plans and keep quick relief medicine handy.</p> <p>If you have heart disease: Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.</p> |
| Unhealthy 151 to 200 | Everyone | <p>Sensitive groups: <i>Avoid</i> prolonged or heavy exertion. Move activities indoors or reschedule to a time when the air quality is better.</p> <p>Everyone else: <i>Reduce</i> prolonged or heavy exertion. Take more breaks during all outdoor activities.</p> |
| Very Unhealthy 201-300 | Everyone | <p>Sensitive groups: <i>Avoid all</i> physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better.</p> <p>Everyone else: <i>Avoid</i> prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.</p> |
| Hazardous 301-500 | Everyone | <p>Everyone: <i>Avoid all</i> physical activity outdoors.</p> <p>Sensitive groups: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.</p> |

When the AQI reaches 151 it is recommended that everyone reduce prolonged or heavy exertion. However, for sensitive groups, it is recommended to move all activities indoors. Access to filtered air provides an even greater protection for people who experience difficulties when the AQI reaches this level.

To staff the THPS branch when such events occur, the Director or their delegate shall send an email to all Library staff asking for volunteers who, if necessary due to their current schedule and non-exemption from overtime rules, may be offered pay at an overtime rate. The Library will do necessary publicity, including emails, informing the press, and using other Library and City of Berkeley resources as approved, to communicate when the Library opens additional hours to ensure adequate access to filtered air during air quality events.

It is important to note that the Tarea Hall Pittman air system is designed to severely restrict the amount of unfiltered air that enters when its doors are opened; both community members and staff have asked whether or not the automatic sliding doors, when opened, allow unfiltered air to enter the Library in such a way that reduces the efficacy of the HEPA filtration. In August, 2019, the Library requested the vendor that manages and repairs the Library's air systems (Kruse), to perform an assessment of the THPS system. In September, 2019, the system was assessed and adjustments were made to optimize air pressure in such way that reduces entry of unfiltered air through the doors to the minimum possible level. The Library is confident that the air system at THPS is operating effectively and provides for an optimal level of filtered air from anywhere in the facility.

CONTACT PERSON

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

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-____

Resolution Permitting the Library Director to Open the Tarea Hall Pittman South Branch (THPS) to the Public on Sundays for at Least Four Hours When Necessary due to a Wildfire Incident

WHEREAS the Central Library and Tarea Hall Pittman South Branch of Berkeley Public Library offer HEPA filtered air and these air systems are regularly maintained to ensure effective operations; and

WHEREAS the Tarea Hall Pittman South Branch's air system was recently optimized to ensure the efficacy of the filtration system; and

WHEREAS it is estimated that over 1,000 people experience homelessness at any given time in the City of Berkeley and therefore do not have consistent access to indoor air; and

WHEREAS a large percentage of Berkeley residents do not have access to filtered air in their homes; and

WHEREAS the California Air Resources Board provides access to the Air Quality index (AQI) through its website; and

WHEREAS the US Environmental Protection Agency describes an AQI of 151 or greater as "Unhealthy for Sensitive Groups"; and

WHEREAS during previous wildfire events in California, the San Francisco Bay Area's AQI has sporadically exceeded a score of 150; and

WHEREAS in 2018, the City Manager's Office requested that during wildfire events the Library offer community access to filtered air on Sundays due to the lack of other available public buildings; and

WHEREAS it is typically the responsibility of the Library Board to approve hours of service changes; and

WHEREAS it may be difficult to quickly convene a special meeting of the board when emergency or crisis conditions occur; and

WHEREAS additional staff hours are offered on a voluntary basis and overtime will be offered to non-exempt fulltime employees who wish to work additional hours to enable the Library to increase Sunday hours during wildfire caused air quality events; and

WHEREAS the Library received many expressions of appreciation from community members who thanked the library for access to filtered air when the Tarea Hall Pittman South Branch was opened on Sunday, November 18 2018 due to action from the board in response to wildfires; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library trustees to pass a resolution that permits the Library Director to offer services from the Tarea Hall Pittman South Branch on Sundays without a need for the board to convene and vote to take action when wildfire incidents merit the need for filtered air for vulnerable populations, as determined by the AQI reaching or being predicted to reach a level of 151 or higher the week prior to a given Sunday, or if predicted to do so by the California Air Resources Board.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 2, 2019:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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



ACTION CALENDAR
October 2, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Discussion and Nominations for the Selection of Board President and Vice-President

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as President and Vice-President, for the term commencing November 14, 2019, for a one-year term.

FISCAL IMPACTS OF RECOMMENDATION

This report will have no fiscal impacts.

BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040 Organization of Board of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

CURRENT SITUATION AND ITS EFFECTS

Regular President and Vice-President elections occurred in November, 2018. Trustee Davenport was elected President and Trustee Selawsky Vice-President, to serve through the time of the next election in November 2019.

Process

In October or November of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees President and Vice-President one-year term to the Board of Library Trustees. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 14, 2019.

FUTURE ACTION

No future action is needed.

CONTACT PERSON

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

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES**RESOLUTION NO: R19-____****APPOINTMENT OF A TRUSTEE TO SIT AS PRESIDENT AND A TRUSTEE TO SIT AS
VICE-PRESIDENT FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Berkeley Municipal Code, Section 3.04.040, Boards, Commissions and Committees - Board of Library Trustees - Organization of Board provides that "The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year."

WHEREAS, the Board of Library Trustees has taken up and considered the offices of President and Vice President separately.

WHEREAS, for each office, the Board of Library Trustees has taken all nominations "from the floor," including Trustee nominations of other Trustees or of themselves, and has conducted a public, roll call vote on each nomination for such office, taken up in the order in which such nominations were made, until a majority vote for each office has been achieved.

WHEREAS, the outcome of each roll call vote has been announced publicly.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee _____ has been duly elected and shall serve as President commencing on November 14, 2019, 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.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 13, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Trustee _____ has been duly elected and shall serve as President commencing on November 14, 2019, 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.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 2, 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 Trustee



INFORMATION REPORTS

Wednesday, October 2, 2019

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

October Link+ Reimplementation

The Library is committed to re-implementation of Link+ and has informed community members that this will take place on October 31. This provides sufficient time for testing, staff training, and development of instructions for patrons.

On September 19, Library supervisors and IT staff received training on the software used to provide Link+ services. Selected members of that group will provide training for all frontline staff when the software is available for installation.

The data analysis phase has been completed and the mapping of the Library's data from the CARL X system to the Link+ Central server is in its final phase. Once the data mapping is complete, the next project milestones include:

- Providing Innovative with completely new bibliographic data, item, and patron files to serve as the "go live" data
- Once that data is loaded, the Library will begin testing the process of automated loading of daily, updated files that reflect changes to the Library's holdings, available items, and patrons
- Training staff throughout the system on the new Link+ borrowing and lending procedures
- Creating and publicizing Link+ instructions for patrons

Programming and Outreach

Hispanic Heritage month runs from September 15 to October 15, and multiple programs were held at all Library locations. Highlights in September included an event at the Claremont branch in which editors Steven Mayers and Jonathan Freedman and two interviewees discussed their book *Solito, Solita*, which is comprised of testimonies from young Central American refugees. At West Branch, children and their families learned *repujado*, the Mexican art of metal embossing, and North Branch hosted a screening of *Hecho en Mexico*, a film that showcases the richness of Mexican music and artistry.

The Central Library Commons was the site of a Hispanic Heritage Festival, featuring face painting, a scavenger hunt, and crafts for the whole family. Programming continues in October, and will include *Cascada de Flores* presenting a bilingual and participatory musical story for children and families at Tarea Hall Pittman South Branch.

Staff from the Central Support Unit designed and hosted an all-ages, family friendly event in celebration of National Hispanic Heritage Month. Festivities were kicked off with a scavenger hunt (which included a grand prize from Victory Point Café), *papél picado* paper crafts, and face painting by Fancy Faces. These activities were then followed by a screening of the 2017 animated film, *Coco*. After the screening, Academy Award winning production designer, Harley Jessup, discussed his creative process in designing the film. The outcomes of this event highlighted the strong cultural partnerships library staff develop by tapping into the creative and technical resources of the Bay Area and positioning the library to welcome all patrons for

cultural enrichment and community connections. The Central Library events brought a grand total of 97 attendees.

Library outreach this month included a number of back to school activities, and staff reached hundreds of young people at Berkeley High's Club Fair, King Middle School's Welcome Fair, and Back-to-School BBQ Community Day at San Pablo Park.

On Saturday, September 21st, the Central Children's Room hosted jug band musician Morgan Cochneuer for the Kids' Show of the Berkeley Old Time Music Convention. The all-ages performance took place in the Community Meeting Room starting at 10:15 AM. His acoustic folk music delighted a crowd of 78 participants. Library staff displayed children's books about music encouraging patrons to borrow them. This one-off program fulfills the strategic goal to "sustain monthly public programs that support the learning and cultural interests of a diverse community."

Facilities

In September, City Council approved a contract amendment for W.A. Rose Construction which has enabled the Library to schedule completion of the removal of remaining poorly attached stucco on the Bancroft wing of the Central Library for the week of September 23 (i.e. the work has recommenced). The majority of stucco was removed in FY2018/2019 and once all stucco is removed, the City of Berkeley Public Works department will perform a construction RFP for stucco re-application and other associated work based upon an updated design intended to ensure against buckling or water intrusion.

Other significant recent, current, or upcoming projects include:

- Replacement of the North Branch's Air Conditioning units
- Assessment and necessary adjustment of the Tarea Hall Pittman South Branch Air system to ensure proper filtration and pressure to reduce unfiltered air from entering the facility
- Significant repair of North Branch elevator
- Scheduling of deep cleaning for the Central Library and branches (carpets, floors, surfaces)
- Identification of accessibility improvements to fire doors at the Central Library
- Repair and/or replacement of some elements of the Central Library Air Conditioning system
- Verification of Central Library's compliance with City of Berkeley regulations related to sewer lateral lines
- Change of supplier for janitorial supplies to Pride Industries to support efficient operations

In October, City Council approved selection of D.L. Falk to perform the construction work associated with the Central Library Improvements project. A team of staff are meeting with Noll and Tam to assess and provide feedback about furniture and fixtures options as we move closer to construction commencing in December.

City of Berkeley Building Energy Saving Ordinance (BESO)

The City of Berkeley requires that large buildings (25,000 square feet and greater) undergo an energy assessment by a qualified energy assessor. The Central Library is larger than 25,000 square feet and the Library is working with the Office of Energy & Sustainable on an assessment of the Central Library. This assessment would normally cost about \$10,000, based on similarly-sized buildings in Berkeley; energy assessment will be performed at no cost to the Library and will provide information on the building's lighting and HVAC equipment, including existing energy use trends, and recommendations for energy efficiency improvements will be provided. Depending on the measures found in the energy report, the Library may be able to take advantage of the California Energy Commission's On-Bill Financing program, which is currently managed by PG&E.

On-Bill Financing is a zero-interest loan which allows energy customers to make pre-approved energy efficiency improvements in their buildings. The loan is paid off on the monthly bill, in which the monthly

loan payment is roughly equal to the energy cost savings created by the improvements. Any energy incentives are subtracted from the amount of the initial loan.

For example, if the energy improvements were equal to \$100,000, and there were incentives in the amount of \$10,000, then the loan amount would only be \$90,000. If the calculated energy savings were \$1,700 per month, then the loan payment would be \$1,700, and the loan would be paid off in 53 months, or about 4-1/2 years.

Loan amounts can be provided at up to \$250,000 with no buy-down (cash up front). If the estimated cost for energy improvements exceeds this, then the City would be required to provide payment in excess of the calculated energy savings amount on the bill.

Currently, the City of Berkeley is taking advantage of this program by completing a lighting retrofit for the City's Public Safety Building. This 68,000 square foot building has many complex areas, including the 911 dispatch center, jails, firing range, and other specialized spaces. The lighting retrofit is nearing completion, and the facility has already seen energy savings.

Many other SF Bay Area cities have taken advantage of On-Bill Financing, including Oakland and Fremont.

For more information about On-Bill Financing can be found at https://www.pge.com/en/mybusiness/save/smbblog/article/the_abcs_of_obf_learning_how_pges_onbill_financing_works.page

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