1. **PRELIMINARY MATTERS**

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

1. **Call to Order**: 6:30 pm.

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

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

Pamela Derby, Executive Recruiter, CPS HR Consulting; LaTanya Bellow, Director of Human Resources, City of Berkeley

1. **Public Comments:**  2 speaker.
2. **Comments from Library Unions:**
3. Public Employees Union, LOCAL 1 – 0 speakers
4. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
5. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 1 speakers
6. **Comments from Board of Library Trustees**
7. **Trustee Hunt** – reported on “Same Game Different Smokers” exhibition at San Francisco Public Library – Main Branch starting December 7. Thank you to staff for safe handling of recent incidents protecting staff and patrons.
8. **Trustee Davenport** – Thank you to Claremont Staff for handling recent incident.
9. **Trustee Hahn** – Expressed thanks to staff, thanks to Diane Davenport for serving as President. Excited to welcome John Selawsky as President and Amy Roth as Vice President.
10. **Trustee Roth** – Really impressed with Claremont Staff for handing recent incident. Thank you to Diane Davenport for her service.
11. **Trustee Selawsky** - Thank you to staff for handling with grace and dignity. We hope to be able to put some mechanisms in place where we can prevent some of this in the future. Wish everyone Happy Holidays. Thanked Diane Davenport, library staff and Elliot Warren. Plan to bring simple rules of engagement BOLT in the New Year. There will be a quarterly report (written and oral) on vacancies staring in January.
12. **CONSENT CALENDAR**

Action: M/S/C Trustee Davenport / Trustee Hahn to adopt resolution #R19-052 to approve the consent calendar with changes to the minutes of November 13, 2019.

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

1. Approve Minutes of the November 13, 2019 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the November 13, 2019 Regular Meeting of the Board of Library Trustees as amended.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R19-053.

1. **ACTION CALENDAR**
2. Contract: CPS HR Consulting

Board Discussion regarding amendments to Scope.

Trustee Davenport – the three of us looking at this contract only looked at the contact itself. We did not begin discussions that the BOLT itself needs to have about who is going to be involved in the process, who the stakeholders are. In this scope we tried to have it as broad as possible so that we could ask for help where ever we needed it along the way from this firm.

Trustee Hahn requested revising Scope of Services, Section 2.1 as follows:

2.1 Provider shall make food faith effort to meet/talk with ~~individual~~ all members of the Board of Library Trustees, the Acting Director of Library Services, and other ~~assigned~~ Library staff (such as Union representatives, Chair and Executive Director of Berkeley Public Library Foundation, Chair of the Friends of the Berkeley Public Library, Mayor, City Manager, Senior Library staff, 8-10 randomly selected library employees) and key stakeholders to gain a thorough understanding of the position, the experience and professional requirements and personal characteristics desired in the Director Library Services, as well as the Library's organization, mission and philosophy. Provider shall develop and obtain approval for the recruitment and organizational profiles.

LaTanya Bellow, Director of Human Resources, City of Berkeley requested revising Section 2.2 as follows:

2.2 Provider shall conduct community workshops and stakeholder interviews as needed and shall create and disseminate an ~~online~~ community survey and an online staff survey to obtain a broad set of community viewpoints to support adequate recruitment.

Trustee Hahn requested revising Section 2.3 as follows:

2.3 Provider shall develop and finalize a detailed timeline for the project with a hoped for completion date of five months.

2.4 Provider shall develop and finalize the work plan and outreach strategy (advertisements, postings, and mailings, personal contact, etc.) that ensure the opening is well publicized and focuses on attracting individuals that possess the professional and personal qualities required of the Director of Library Services.

Trustee Hahn requested revising Section 2.3 as follows:

2.5 Provider shall submit draft ideal candidate profile / brochure and other marketing and advertising materials for review by Board or Board designees.

Trustee Hahn requested revising Section 3.1 as follows:

3.1 Provider shall conduct a proactive and robust recruitment search, including an advertising campaign using various media outlets and the creation and distribution of recruitment brochure/materials. Conduct personalized outreach to prospective candidates. Search and advertising campaign shall be tailored to reach a broad audience and in particular to reach candidates with a diverse background.

Trustee Hahn requested revising Section 3.3 as follows:

3.3 Provider shall prepare recruitment report detailing each qualified candidate’s background, experience, education, and accomplishments for review by Board.

From: Elliot Warren, Acting Director of Library Services

Recommendation: Adopt a Resolution authorizing the Director of Library Services to execute a contract with CPS HR Consulting for recruitment services for the position of Library Director for an amount not to exceed $28,000 from December 5, 2019 through May 30, 2020.

Financial Implications: See Report.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Davenport / Trustee Hahn to adopt resolution #R19-054 authorizing the Director of Library Services to execute a contract with CPS HR Consulting for recruitment services for the position of Library Director for an amount not to exceed $28,000 from December 5, 2019 through May 30, 2020 with addition to scope as discussed.

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

1. **INFORMATION CALENDAR**
2. **Monthly Library Director’s Report** – Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

1. **Recruitment of Director of Library Services**– Elliot Warren, Acting Director of Library Services

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

1. **AGENDA BUILDING**
* Bylaws
1. **ADJOURNMENT**

Adjourned at 8:09 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of December 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.